INVITATION FOR BIDS

The South Western School District invites sealed bids for our Telecommunication System upgrade. Bids will be opened on <mark>Monday, June 11 2018</mark> at 2:00 p.m. in the District Administration Office Board Room, located at 225 Bowman Road, Hanover, PA 17331.

All sealed bids must be presented or received by mail, no later than 2:00 p.m. on <mark>Monday, June 11 2018.</mark>

South Western School District
Attn: Jeffrey A. Mummert, Secretary
225 Bowman Road
Hanover, PA 17331

Instruction to Bidders, General Conditions, Specifications, Form of Bid and all contract documents required may be obtained at the District Administration Office. Only one (1) vendor will be selected for the entire bid package.

The Board reserves the right to reject any or all bids or accept selected items from any bid.

Jeffrey A. Mummert, Secretary

South Western School District
225 Bowman Road
Hanover, PA 17331

INSTRUCTIONS TO BIDDERS

1. Sealed bids will be received until Monday, June 11 2018 at 2:00 pm in the District Administration Office, Attention: Jeffrey A. Mummert, Secretary, 225 Bowman Road, Hanover, Pennsylvania 17331. Sealed bids will be opened and read at the same location on Monday, June 11 2018.

2. All bids shall be submitted in a sealed envelope marked **"SEALED BID FOR TELECOMMUNICATION SYSTEMS UPGRADE".**

3. Bids must be typewritten with ink and must be signed by the bidder on the enclosed form. **Unsigned bids will be rejected as non-responsive..**

4. Where articles are specified by name and the bidder intends to furnish another article which they consider equal thereto, in every such instance the bid shall be marked "ALTERNATE BID" and must be accompanied by specifications demonstrating that the proposed alternate meets the requirements of the bid.

5. Changes, alterations, or interlineations in the bid are not permitted.

6. Bids shall show both unit and total prices. Should figures be irreconcilable, the unit price and the number of units shall govern and awards be made on this basis. **Bidders shall include a price for all items requested. If prices are not included for all items requested, such bid shall be rejected as non-responsive.**

    Bid figures shall include any applicable permit fees, inspection fees, and all charges including delivery at the destination called for in these specifications.

7. The school district will complete Federal Excise Tax Exemption Certificates when furnished by the vendor. The school district is exempt from the State Sales Taxes for certain items under exemption number 76-67640-1. Bidders should determine which bid items may be exempt from tax and should bid accordingly. Bidders are solely responsible to determine if bid items are exempt from tax and bear all risk of such determination.

8. Delivery shall be made at the destination called for within the time indicated on the bid, unless otherwise specified, or agreed by both the Board and Supplier.

9. The school district shall make payment no later than forty-five (45) days after final acceptance of the equipment meeting all requirements of the specifications.

10. All deliveries must be shipped prepaid.

SOUTH WESTERN SCHOOL DISTRICT
225 Bowman Road
Hanover, PA 17331

CONDITIONS OF BID OR PROPOSAL

I.   GENERAL CONDITIONS

    1.   Local Conditions: Bidder shall acquaint themselves with local conditions at the school where work is to take place so that note can be made of anything that might affect their bids.

    2.   Invoicing: Invoices shall be sent to the Business Office of the School District. DUPLICATE INVOICES ARE REQUIRED.

    3.   If any bidder finds discrepancies in, or is in doubt as to, the true meaning of any part of the plans, specifications, or other contract documents, he/she shall contact Douglas Greenholt, South Western School District, (717) 632-2500 or email at doug_greenholt@southwesternsd.org. Discrepancies and/or clarifications shall be issued by way of written addendum issued to all interested bidders having obtained a copy of the bid documents. All such requests for clarification or questions must be submitted no later than Thursday, May 31, 2018.

II   LEGAL CONDITIONS

    1.   The Advertisement for Bids, Information to Bidders, General Conditions of the Bid, Special Conditions if any, the Specifications for the Supplies and/or Materials desired, as well as the Proposal, Agreement and Bonds, shall be collectively known and designated as the "Contract Documents" and together shall form the Contract.

    2.   No bidder may withdraw its bid for a period of 60 days after the date set for the opening thereof, except as may be provided for by law (73 P.S. 1602).

    3.   The School District reserves the right to waive any informalities, mistakes, omissions and/or irregularities or to reject any or all bids or portion thereof, which, in its sole discretion, serve the best interests of the School District. Further, the School District reserves the right to award the base bid and any combination of optional/alternate items. The School District may also be referred to as the Owner.

    4.   No rights shall accrue to any person submitting a bid or proposal until such bid has been accepted, contract awarded, and the contract finally and completely executed in writing by duly authorized officers of the School District.

    5.   Deposits: Each bid submitted must be accompanied by a certified check, cashier's check, or a treasurer's check drawn to the order of the South Western School District, or a Bid Bond with surety acceptable to the said School District in the amount of 10% of the bid, except where noted. All Bonds shall be issued by companies such as will be acceptable to the Owner, and which are authorized to transact business in Pennsylvania. Surety Companies must have a Certificate of Authority as an acceptable Surety on Federal Bonds and as an acceptable reinsuring company in accordance with latest Treasurers Department Bulletin published by the Fiscal Service Company of Surety Bonds. Checks will be returned promptly to all bidders after the successful bidder has furnished and properly signed all Contract Documents. The successful bidder must complete and deliver all Contract Documents within fifteen (15) days of the date

postmarked on the envelope in which the documents are mailed by the Board. If the bidder to whom an award is made shall fail or refuse to execute the contract or to provide the required bonds within the time specified and allowed for completion, the School District may deduct and retain out of the monies due the bidder or from the deposit required by this paragraph, such sum as shall be sufficient to pay the difference between the price on which the award was made and the price which the School District may or shall be obliged to pay to procure the supplies and/or materials from other sources.

6. **PERFORMANCE AND LABOR AND MATERIAL PAYMENT BONDS:**
    For any contracts exceeding $5,000, the contractor shall provide a performance bond and a labor and material payment bond, each in the amount of 100% of the contract price, before the award of the contract. (Section 756 and 757 of the School Code and Public Works Contractors Bond Law of 1967, as amended)

7. Supplier will be responsible for any damage to property caused by Supplier or his agents. Supplier further covenants and agrees to assume and does hereby assume all liability for, and shall and does agree to, indemnity and save harmless the School District against any and all loss, costs, suits, claims, charges, or damages arising from injuries sustained by mechanics, laborers, workmen, or by any person or persons, whatsoever, to their persons or property, whether employed in and about the said work or otherwise, by reason of any accidents, damages, or injuries, torts, or trespasses happening in and about, or in any way incident to, or by reason of the performance of this contract and the performance of said work or labor, including costs, counsel fees, and all expenses of defense, and agrees to carry the usual Property Damage and Liability Insurance and to furnish certificates therefore, when required by the School District.

8. All applicable laws shall be deemed to be part of these specifications and the contract shall be read and enforced as though they were included.

9. Bidders must sign contract as prescribed by the Contract Documents. When the bidder is a corporation, documents should be signed by the President or Vice-President and attested to by the Secretary or Assistant Secretary. If signed by any person other than those officers identified above, a copy of the authority of such person must accompany the proposal.

10. In compliance with the Act of the General Assembly, the Supplier further covenants and agrees to accept, insofar as the work covered by this contract in Pennsylvania is concerned, the provisions of Workers' Compensation Act of 1951, and any supplements or amendments thereto, which may have been or may hereafter be passed, or shall file with the School District a certificate from the Department of Labor and Industry.

11. Bidder must complete and return Non-Collusion affidavit for bid to be considered.

12. The successful bidder shall be required to provide Employee Background Checks in accordance with Pa. Acts 34 (24 P.S. §1-111) and 151 (23 Pa.C.S.A. §6355), as amended.

III   **BID CONDITIONS**

1. The School District may conduct any tests of supplies and/or the materials to determine whether the samples furnished meet the requirements as determined by the Board.

2. The bidder agrees, if awarded the contract, to furnish and deliver the specified products at such times, at such places and in such quantities as herein specified, and that all of the products shall be subject to inspection and approval. The School District reserves the right to decrease or increase quantities following the award of the contract and the contract amount shall be modified subject to the unit prices provided by the successful bidder. In the event that any of the said products shall be rejected as unsuitable or not in conformity with these specifications, such products of proper quality as set forth in these specifications shall be furnished in

place thereof at the expense of the successful bidder. Unless otherwise specified in the Contract Documents, all specified products shall be new and without defect.

3.   In the event that the successful bidder shall neglect or refuse to furnish and deliver the said articles or any part thereof as requested in the Contract Documents or to replace any which are rejected as stated in the preceding paragraph, the School District is authorized and empowered to purchase articles in conformity with the Contract Documents from such party or parties in such manner as it shall select at the expense of the successful bidder, or to cancel this contract reserving to itself, nevertheless, all rights for damages which may be incurred by the School District.

4.   The bidder agrees that if the contract is awarded to them, they not assign, transfer, or sublet it, unless specific permission to do so is requested in writing by the bidder, and granted in writing by the South Western School District.

5.   The bid will be awarded to the lowest, responsible bidder based upon the lowest total cost for items in the base bid and any option items selected by the School District.

SECTION 1 – TELECOMMUNICATIONS SYSTEM:

PART 1-GENERAL

1.1   RELATED DOCUMENTS

   A.   All Contract Documents

1.2   SUMMARY

   A.   Furnish and install, as hereinafter specified, a complete centrally controlled
telecommunications system including control, system paging connections, telephone stations,
voice application software, etc., all ready for operation. All equipment and installation material
required shall be furnished whether or not enumerated herein.

1.3   SUBMITTALS

   A.   Product Data: Submit manufacturer's product literature and installation instructions. <u>Provide a
complete listing of all major components required for a complete and fully operational system
with the bid documents.</u>

1.4   QUALIFICATIONS

   A.   Manufacturer: Equipment manufactured by Avaya shall be the basis of design. Other
manufacturers shall be acceptable provided they submit for prior approval as below and show
they meet all technical requirements of these specifications.

   B.   Other manufacturers shall be considered for use if submitted for approval no less than 10 days
in advance of the bid due date. The alternate system submission shall include all system
documentation showing compliance with this specification. The submittal shall include
published literature which clearly indicates specific compliance of products with requirements
of this specification. The alternate system submittal shall also include a line-by-line review of
the specification with compliance/variance/non-compliance of submitted product noted.
Alternate system suppliers may be asked to provide a demonstration of the proposed system
showing compliance with specification items herein including at least three (3) sites with
central administration and local survivable processors. Any prior approval of an alternate
system does not automatically exempt the alternate supplier from meeting the intent of these
specifications. Final approval of the alternate system shall be determined at the time of job
completion. Failure to provide the "precise functional equivalent" shall result in the removal of
the system at the contractor's expense. All bidders will be notified of approved manufacturers
by addendum.

   C.   Supplier: The supplier must have a minimum of five (5) years' experience in the design and
installation of systems equal in size and type required by this project. The supplier must
maintain a local service organization within a fifty (50) mile drive (according to google maps) of
the installation with spare service replacement boards, components and accessories.

   D.   The supplier must be the authorized representative of the equipment manufacturer supplied
and have full-time technicians trained and certified in the installation and service of the

equipment supplied. The supplier must supply with the bid submittal a list of five local installations of similar size and complexity (along with contact information for each) of the proposed control equipment provisioned by the proposed installation team.

1.5   REGULATORY REQUIREMENTS

    A.   Electrical Code Compliance: Comply with applicable local code requirements of the authority having jurisdiction, and that portion of the NEC which pertains to installation and construction of specified products.

    B.   FCC Compliance: Comply with U.S. Federal Communication Class B standard for allowable radiation from equipment and wiring.

    C.   Institute for Electrical and Electronic Engineers (IEEE): Comply with all applicable standards for audio, video, and data networks.

    D.   Americans with Disabilities Act (ADA): - Accessibility Guidelines for buildings and Facilities.

1.6   MAINTENANCE SERVICE WARRANTY

    A.   Special Project Warranty: Submit a written warranty, executed by the contractor, installer, and the manufacturer, agreeing to repair or replace equipment which fails in material or workmanship within the specified warranty period. This warranty shall be in addition to and not a limitation of other rights the owner may have against the contractor under the contract documents.

    B.   Warranty of Conformance with Specifications: The contractor shall warrant that all specified functions shall be provided even if functional omission is not discovered until the end of the warranty period. This shall warranty full function of the system even if the owner does not fully utilize the capabilities of the system initially.

    C.   Warranty and Service period is one (1) year after the Date of Installation. Include a complete Service Maintenance Agreement (SMA) with system software entitlement including patches and full version upgrades as well as coverage for all system control hardware and new phones. Existing Analog phones shall not be included. Existing control equipment for analog phones shall be included in the service maintenance agreement. Service shall be provided 24x7x365. Include on site labor and service restoration within four hours of a failure for the SMA period. Include options to extend the SMA for a total three year period or a total five year period.

PART 2-PRODUCTS

2.01   TELECOMMUNICATIONS SYSTEM FEATURES: The system shall provide the following minimum features and functions:

    A.   Absent Statement - The system shall allow a user to set an absent statement that will be displayed on the internal caller's terminal. The system shall have 10 pre-configured messages as well as the ability to customize text.

    B.   Call Forwarding - Shall allow the ability to forward a user's calls to another extension or external number such as a Mobile/Cell Phone. Calls shall be forwarded when there is no answer, when the extension is busy or for all calls. A user shall enable/disable forwarding from their terminal, via the One-X application or through Preferred Edition. If the user is also a

member of a hunt group, the system shall allow separate control forwarding of Hunt Group calls, thereby allowing users to choose whether to be presented with hunt group calls or not.

C. Call Hold - A call may be placed on hold with optional Hold music. A held call shall be presented back to the extension after a period.

D. Call Intrude - The Call Intrude feature shall allow a user, if permission is given, to join an existing conversation whether this is an internal or external call. A user with the "Can Intrude" option shall be able to join a call on any extension on the system, however a "Cannot be Intruded" setting shall be assignable to other individuals in order to override the facility.

E. Call Park - As an alternative to placing a call on hold, a call shall be parked in the system to be picked by another user. The call park facility is available through the user's telephone, Power User, Windows Operator Console and Busy Lamp Field applications. In default there are four system park areas identified by Park IDs 1, 2, 3 or 4 which can be accessed from any extension, or users shall create their own personal or group Park IDs. Consequently, an unlimited number of parked slots shall be available for a specific user, for a department or for the entire organization. After a period the parked call is re-presented to the extension that originally parked the call.

F. Call Pickup - Call Pickup shall allow a user to answer a call presented to another extension. Types of call pickup include: Pick up any call ringing on another extension; Pick up a Hunt Group call ringing on another extension, The user must be a member of that Hunt Group; Pick up a ringing call at a specified Extension; Pick up any call ringing on another extension that is a member of the Hunt group specified.

G. Call Steal / Acquire Call - The Call Steal facility shall allow a user to take over (steal) the call, from another extension. This function shall be used to catch a call that was just missed, e.g. that has been diverted to voicemail. The RECLAIM function in the Power User application also performs this function. Setting a user as 'Cannot be intruded' secures a user's calls from this facility.

H. Call Transfer - Call Transfer shall allow a party to be placed on hold and transferred to another destination number. If the phone is put down before the destination has answered, the original caller will be automatically transferred (Blind Transfer). A transferee may alternatively wait for the destination to be answered before hanging up to complete the transfer. There shall be no differentiation between internal and external calls (other than ringing sequence) allowing transfer off to a mobile telephone (If allowed).

I. Call Waiting - If a user is busy on a call they shall be allowed to choose to have another call wait for them to become free. The user shall be made aware that a call that is waiting for them by a call waiting tone and, by using Power User, they shall receive additional information to assist them to decide which conversation they wish to continue with. The user may: Disable Call Waiting for the duration of this call; Clear the current call and pick up the waiting call; Place the current call on hold and pick up the waiting call; Suspend the current call into the specified slot and pick up the waiting call; Pass the call to voicemail; Send all calls to voicemail.

J. Conference Calls - Calls shall be placed on hold and a conference created using either the phone or desktop applications. Additional conference members may be added up to a maximum number of 63 members. The system can support one conference of 63 calls or multiple conferences of up to 63 calls, e.g. 21 conferences of 3 calls each. The system shall also support a rendezvous conference. Also known as a conference bridge, this facility shall

allow users to dial into a pre-configured conference set up by the system administrator.

K.   Dial Ahead - This facility shall enable a user, when connected to a call, to establish the status of another extension without having to place the original caller on hold. The user shall see whether the extension is free, busy, unobtainable or on divert (the divert destination is also shown). Dial ahead shall enable a user/operator to try several extensions very swiftly without interrupting the call and to then inform the caller in advance as to where they are being transferred.

L.   Dial On Pickup – Shall automatically dial a specified extension when the phone is taken off hook (Alternatively called 'Hot Line''). This facility shall be available for unmanned reception areas to allow visitors to easily gain assistance.

M.   Directory - The Directory shall provide a list of up to 1000 numbers and associated names stored centrally in the system. A Directory Entry shall be used to label an incoming call on a caller display telephone or on a PC application. The Directory also gives a system wide list of frequently used numbers for speed dialing via Power User or a display terminal. For example "Head Office" shall be displayed when a known CLI/ANI is received. A user shall also select "Head Office" in the Directory List in Power User or on the display terminal Directory to speed dial this number. Directory shall be LDAP (Lightweight Directory Access Protocol) compliant to allow it to be synchronized with the information on any LDAP server. A maximum of 500 records shall be retrieved by this method.

N.   Distinctive Ringing - It shall be possible for a telephone to ring in 11 different styles. By default three of these styles shall be used for "External Calls", "Internal Calls", and "Ring Back Calls".

O.   Do Not Disturb – Shall be available to temporarily stop incoming calls to a user's telephone. Do Not Disturb shall prevent the user from receiving Hunt Group calls and give direct callers either Busy or Voicemail if available. This feature shall be enabled/disabled from the phone or via the Power User application. Specific numbers, internal and external, shall be allowed to override Do Not Disturb, by being added to an exception list.

P.   The "Follow Me To" facility shall allow a user to take their calls from another location, whether this is an internal or external number. This feature shall be set at the user's extension or via the Power User application. The "Follow Me Here" facility shall allow a user to take their calls from another extension. This feature shall be set at the destination extension. In both cases, if the redirected call receives busy tone or is not answered then the call behaves as though the user's extension had failed to answer, e.g. the user's Forward settings take effect.

Q.   Hot transfer shall provide the ability to transfer a call without personally answering the call. A user shall be able to perform a Hot Transfer via a PC application, for example, Power User. This will display information regarding the caller, which may assist the user to decide who to pass the call on to. The extension receiving the transferred call will be informed, via Caller Display, where the call was transferred from and pass on any available information regarding the original caller.

R.   Hold Call Waiting - Hold Call Waiting shall be a compound feature combining hold and answer and shall provide a convenient way to hold an existing call and answer a waiting call through a single feature.

S.   Clear Call Waiting - Similar to hold call waiting, Clear Call Waiting shall be a compound feature that shall clear an existing call and answer the waiting call.

T.   Login - A contact center agent function, login shall be required before the agent is able to make or receive calls from that terminal. A login idle period can be specified which will dictate how long an extension can be idle before the user is automatically logged off, ensuring that an extension is not left logged in and unmanned.

U.   Monitor Calls - A user shall be able to monitor i.e. listen in on Hunt Group calls. The user must be a member of the Hunt Group to be monitored. A cannot intrude feature shall also be provided to override this facility.

V.   Ring Back When Free - If an extension is busy and the user wants to be informed when the extension becomes free, the system shall ring the user's telephone and give the appropriate Caller Display information to advise that the destination is free. When the telephone is picked up a call will be automatically made to the extension.

W.   Relay On/Off/Pulse – The system shall be supplied with two independent relays for controlling external equipment such as door entry systems. Control of these relays is via allotted handsets allowing the relays to be opened, closed or pulsed as required.

X.   Suspend/Resume - Suspend/Resume shall be available on certain exchanges/Central Offices which support this ISDN feature. When suspended the call shall be held at the local exchange freeing the ISDN channel for another call. Resume reconnects to the held call.

Y.   Suspend Call Waiting - Suspend Call Waiting shall be a compound feature that shall place a call on hold and answer a waiting call. See 'Suspend/Resume' above.

Z.   Toggle Calls - Toggle Calls shall cycles round each call that is On Hold locally within the system. This does not include those Suspended at the Local Exchange or Central Office.

AA.   Account Codes - Account Codes shall allow the system to track calls and the amount of time spent on each type of calls. Each category is given an Account Code and that code is used when making a call. This Account Code is then recorded with the call information in the call logger. Incoming calls from the category shall be assigned Account Codes automatically using the CLI/ANI, or via Power User or a display terminal. To ensure that every call to this category is recorded, a user may be forced to use an account code when making an external call. Account codes shall be either forced or voluntary but must be pre-registered within the system.

BB.   Automatic Call Distribution (Hunt Groups) - Four modes of call presentation shall be supported: Hunt mode / Linear mode (one extension at a time sequentially); Group mode (all extensions simultaneously); Rotary mode / Circular mode (start with extension next in list to extension that was used last time); Idle mode / Most Idle mode (start with extension with the longest idle time). If all extensions in the Hunt Group are busy or not answered, another Hunt Group, called an Overflow Group, shall be available to take the calls. An overflow time can be set to stipulate how long a call will queue before being passed to the Overflow Group. Outside normal operation a hunt group may be put into two special modes, Night Service and Out of service. Night Service shall be presented to a Night Service Group. This may be controlled automatically by setting a time profile which defines the hours of operation of the main group or by manually using a handset feature code. The Out of Service mode is controlled manually from a handset. Whilst in this mode calls are presented to the Out of Service group. Voicemail shall also be used in conjunction with Hunt Groups to take all group related messages, play an announcement when the Hunt Group is in Night Service or Out of Service mode and give announcements while a call is held in a queue.

CC.   Call Barring - It shall be possible to bar or allow calls to certain numbers such as international

numbers or premium rate numbers for individual users or on a system wide basis.

DD. Caller Display - Caller Display shall use the CLIP (Caller Line Identification Presentation) or ANI (Automatic Number Identifier) passed by the Telephone Company via the trunk line. For caller display on analog phones CLIP/ANI is converted to the analog version of the call display service. CLIP/ANI shall also be used by PC programs such as One-X and the optional PC TAPI interface. Thus users may see the telephone number of the person calling. Extensions shall be configured to enable or disable Caller Display.

EE. Dial Emergency – Shall allow any user to dial a short code to override call barring and dial the emergency services. E911 - Upon connection to emergency services the system shall provide calling party information to an external line interface unit. The external unit carries out a number to text translation and forwards this to the emergency services bureau so that the originating location of the call can be unambiguously identified.

FF. Group Paging – The system shall allow a group of users to be placed within a paging group for the purpose of receiving voice announcements via the speaker of their digital telephone. The system shall also allow analog ports to be configured for connection to external paging systems and to be a part of the group page.

GG. Hold Music - The system shall support both internal and external music on hold. The internal source shall use 30 second industry standard Wav file.

HH. Hot Desking - Hot Desking shall allow a number of users to use the same extension. Each user shall log in so they can access their own Voicemail and other facilities.

II. Incoming Call Routing - The system shall support intelligent call routing capable of making routing decisions based on a number of criteria. The system currently supports routing based on, the calling parties telephone number or CLI/ANI (This shall even be part of the number received such as an area code), Routing based on presentation digits from the exchange such as DDI/DID or ISDN MSN, Routing based on sub-address and Routing based on the service type i.e. Voice Call, Data Call, etc. It shall also be possible to look for multiple criteria.

JJ. Outgoing Calls - When making an outbound call the system shall first check if the dialed digits are a feature code. If not, the system shall then check to see if the dialed digits are an internal extension. If the dialed digits are neither a facility code nor an internal extension number, then the system shall conclude it is an external call. Hence, it shall not be necessary to prefix an external number with a line access code.

KK. Multiple carriers shall be supported. For example, local calls are to go through one carrier between specific hours and international calls through an alternative carrier. Carrier selection using 2-stage call set up via in-band DTMF shall be possible.

LL. Least Cost Routes - By configuring a Least Cost Route calls may be routed via an alternative carrier. Time profiles shall also be used to customers take advantage of cheaper rates at specific times. Whilst queuing, the callers shall be played the Queue messages for this Hunt Group.

MM. Queuing - Queuing shall allow calls to a Hunt Group to be held in a queue when all extensions in the Extension List are busy. When an extension becomes free the queued call shall be presented.

NN. Queuing a Transferred Call to a Busy Extension - When transferring a call, if the destination

extension is busy and the caller wants to hold for that person, the call shall be queued against the extension until the extension is free. The transferee is no longer involved in the call.

OO. Short Codes - As well as being used by analog telephones to invoke terminal features, Short Codes allow for dialed number translation. For example, the creation of speed dial numbers, call baring and alternate carrier selection. Short Codes shall be configured at user, System and Least Cost Route levels. Short Codes can be used to create Speed Dials for System wide or individual use.

PP. Time Profiles - Time Profiles shall be used to stipulate when a Service, Hunt Group, Least Cost Route or a user's Dial In facility are operational. For example, a time profile shall be used to route Hunt Group calls to a manned extension or voicemail outside of office hours, or be used to apply different Least Cost Routes at varying times to take advantage of cheaper rates. Multiple Time Entries shall be created so that a Time Profile shall be used to stipulate specific hours in the day e.g. 09:00-12:00 AM and 1:00-5:00 PM. Outside of a Time Profile, voice calls would be re-routed according to the configuration but any currently connected calls at the time the Time Profile changes shall get cut off as the change only affects the routing.

QQ. Gatekeeper - The Integral system gatekeeper shall allow the registration of up to 180 IP extensions per node, less the number of traditional analog and digital telephones.

RR. Silence Suppression - Silence suppression shall be provided to make the best use of available bandwidth for IP calls, Silence suppression shall send descriptions of the background noise, rather than the actual noise itself, during gaps in conversation thereby reducing the packet size needed. Background noise shall make the call feel natural and give the perception of increased quality.

SS. The system shall support a wide range of voice compression standards including G.711, G.723.1 and G.729a. The method of compression shall be either automatically established on a call-by-call basis or be configured on an individual extension basis.

TT. Fast Start - When supported by an IP extension, this facility shall reduce the protocol overhead allowing an audio path to be established quicker on answering a call.

UU. Local Hold Music - This facility shall allow the choice of providing music from the system, which uses bandwidth on the LAN, or allows the IP endpoint to generate its own.

VV. Local Tones - This facility shall allow the choice of providing call supervision tones from the system which uses bandwidth on the LAN or allows the IP endpoint to generate its own.

WW. Out of Band DTMF - When configured, the system shall generate DTMF tones on behalf of an IP extension. This shall be used when navigating external voicemail systems and Auto-Attendants.

XX. Direct Media Path - Direct Media Path shall allow the speech path between two IP extensions not to be routed via the system thereby freeing processor resources for other extensions.

YY. Auto-Create Extension - This facility shall allow the system to automatically create an extension entry for new extensions added onto the local area network. In cases where the local area network is not secure this facility shall be disabled.

ZZ. The system shall support T1/ISDN Primary Rate to provide up to 24 56K channels over a 1.5M circuit on 5ESS or DMS100 central office switches. Each channel of the T1 trunk can be

independently configured (channelized) to support the following signaling emulations with handshake types of immediate, delay or wink: Loop-Start, Ground-Start, E&M Tie Line, E&M DID, E&M Switched 56K, DID (The carrier or Central office will provide the last x digits that were dialed to be used for call routing), Wink-Start.

AAA. The system TI trunks shall support both DNIS and ANI services, where available from the central office. Dialed Number Identification String (DNIS) provides a string of digits to the system depending on the number dialed by the incoming caller. This string can then be used to route callers to individual extensions, groups or services. Automatic Number Identification (ANI) provides the system with a number identifying who the caller is. This may then be used for routing or computer telephony applications.

BBB. The system shall provide Special Services to be configured to route calls to local operators or pre-subscribed carriers for both national and international calls (SSS). Alternate carriers shall also be selected through the configuration of the system's Transit Network Selection (TNS) tables.

CCC. The system's loop start trunks shall support incoming caller line identification (ICLID) conforming to GR-188- CORE and GR-31-CORE standards. The system can use this information to route calls or provide it to computer applications to display additional information about the caller.

DDD. Ground Start trunks shall be available, and a minimum of two loop or ground start trunks shall automatically be switched to power fail socket in the event of power being interrupted. Trunks shall conform to ANSI T1.401 and TIA/EIA-646-B standards.

EEE. The system shall support IP based Community Networking with enhanced feature transparency to support 1000 users across 30 nodes. The following additional features shall be available between nodes across the network: Busy Lamp Field, Dial Ahead, Camp-on, Paging, Call Pick-up, Centralized Voice Mail (Preferred Edition), Internal Directory, Absent Text Message, Anti-Tromboning (also called release link tie trunks). The System shall allow a single Manager Application to program and monitor all nodes. Each site shall be survivable and not rely on the network or connection to a central host for full call control and operation. Should any part of the District's network fail all phones within a building shall be able to call each other and access local PSTN connectivity.

FFF. The system shall support time profiles to set operational hours and days of a service. Using time profiles it is also possible to define an alternative service to operate outside the operational hours of the main service. This may be used to route calls to Voice Mail instead of classrooms during instructional periods.

GGG. The system shall support DNS Proxy, Proxy ARP, and Auto Connect.

HHH. The system shall support LDAP (Light-weight Directory Access Protocol) directory synchronization. This feature shall allow the telephone number Directory (names and telephone numbers) held in the main unit to be synchronized with the information on an LDAP server. The system shall interoperate with 'Windows Server Active Directory" and be sufficiently configurable to interoperate with any server that supports LDAP version 2 or higher.

2.02   TELECOMMUNICATIONS SYSTEM APPLICATIONS:

A.   The system shall provide the following minimum features and functions:

B.   Avaya IPOffice Preferred Edition Voicemail shall provide the equivalent of a telephone answering machine on every employee's desk. Voicemail facilities shall be available to remote employees even though they may not have a desk or telephone in the main office. Voicemail messages can be retrieved either locally or remotely via any telephone (you will be prompted for a PIN number if you are using any telephone other than your allocated extension or a trusted location e.g. your mobile telephone).

C.   Voicemail shall allow messages to be forwarded: to other extensions, to other extensions with comment, or via email for collection via PC. The PC shall display the two different types of messages. The telephone shall be free for incoming calls while using a PC to playback voicemail. Voicemails may be forwarded, just like any email.

D.   The VoiceMail server shall be multi-lingual and can offer different prompts depending on the user's preferred language, independently of the other internal users' set-ups. Similarly, external callers shall hear prompts in their own language depending on their incoming call route (e.g. based on CLI/ANI or DDI/DID).

E.   The Preferred Edition Manager application shall allow dial back users, internally or externally, as soon as a voicemail message is left for them. Preferred Edition shall provide security, by prompting for a PIN code should a user wish to change their Forwarding or Follow Me number from an external telephone.

F.   A single Preferred Edition server can provide voicemail services to multiple community system nodes over the LAN, WAN or a Frame Relay network. This is referred to as 'Centralized VoiceMail' and can reduce costs, whilst facilitating communication between sites.

G.   Preferred Edition shall include Whisper Announce which prompts callers for information (usually their name) which shall be recorded and passed on to the user's extension (if free), allowing them to choose to accept the call or not. This shall be used on "CLI/ANI withheld" numbers.

H.   Assisted Transfer shall allow transfer of a call to a destination but shall also allow the call to return to Preferred Edition automatically for other options should the called party be engaged, or not answer within a pre- determined time. By testing conditions (such as whether out-of-hours), calls shall be routed depending on system or user-definable criteria. Conditions are constructed from a set of basic elements. These elements can be combined within a single condition to create complex rules. For example, the Week Planner shall be used to define the standard working hours, and then combined with the calendar to define exception days such as holidays.

I.   Preferred Edition shall provide modules that allow creation of action sequences that are shared between a number of different call routing scenarios. These modules shall be used to create a library of vertical voicemail applications or dissemination to other voicemail sites, via its import and export functionality.

J.   Preferred Edition shall provide trigger of external actions such as activating the external relays on the system with voice prompts.

K.   Preferred Edition shall be provided with an easy-to-use, multi-level configuration tool which allows network managers and system administrators to construct an interactive system, based upon DTMF telephone key entry. At its most basic, this shall allow an Auto-Attendant system to be built and configured to suit the best interests of staff efficiency and service by itself, or as

a back-up for the regular operator when call volumes are high. Auto-Attendant operation shall also be available where multiple languages are required, e.g. "Dial 1for English, 2 for Spanish, etc.,"

L.   An Interactive Voice Response (IVR) function shall be provided as part of Preferred Edition, to enable repetitive information gathering (such as brochure requests) to be fully automated, leaving personnel free to deal with other more complex calls which require human interaction. A sequence of recordings shall be played to the caller with time in between each recording to allow the capture of the caller's spoken answers and/or the caller's key presses via DTMF. At the end of the transaction the caller can be thanked and the completed transaction retrieved via a web interface, a short code, or a DSS key. If the DSS key incorporates a BLF lamp, that lamp is lit when new IVR messages have been left.

M.   IVR shall allow calls in queue to "break out' of the queue or be directed in an "Overflow" situation to complete their transactions thereby increasing user satisfaction by effecting an 'answer' to their call. This ensures that a minimum of callers give up when forced to wait in a queue or even worse, hear a recorded message stating that they are calling outside of "office hours".

N.   Preferred Edition shall provide Recording Services that allow the automatic/manual recording of calls for a variety of applications, such as for training purposes or to monitor abusive callers. Automatic recordings can be set for a selection/all calls based upon a variety of criteria such as dialed number, caller's CLI/ANI, extension number, inbound/outbound, account code, time of day, etc. Manual recordings can be invoked by Power User, the 'record' soft key on the display terminals, or by placing the call on hold and invoking a short code.

O.   Provide an Option for 20 system Avaya Power User licenses including the Avaya One-X application. The caller's phone number and name (if CLI/ANI or known to you) shall be shown on your PC. Also shown is information on the actual number dialed, this could be the Direct Dial In (DDI/DID) number, or a specific department within the organization, e.g. switchboard, Guidance, Athletics, or Admin. The same information shall also be displayed should a second call come in, allowing easy switch between calls or allowing the second call to go to voicemail. The information shall pop-up on the PC automatically as soon as a call comes in, when the call is answered, or manually via a mouse. One-X shall allow configuration of distinct ringing on a per caller basis.

P.   The add Option for 20 Avaya Power User licenses shall also include Mobility functionality with a smartphone AP allowing desk phone calls to be extended over the District's in building WiFi network to user's smartphones. Provide set-up as required for 20 users.

Q.   One-X shall provide a call history to keep a record of all received, outgoing and missed calls. Double-clicking on any item shall call that number back to return a missed call, or to redial a previously called or received number. It shall alert the user when a new voicemail is received, and present unread voicemails so they can be simply retrieved by a click of a button.

R.   One-X shall feature a "drag & drop" Busy Lamp Field and Direct Station Select. This allows users to customize the application to reflect the status of their department, immediate colleagues or the whole company as desired. This feature shall allow you to see at a glance, who is available to take a call, who is already on a call, who has placed their phone on Do Not Disturb, and four Call Park areas, which can be shared between users and operators, or within a department.

S.   The system shall be provided with a management/programming application for system

configuration. Utilizing a Windows Graphical User Interface, Manager provides a familiar, intuitive interface for both installation configuration and subsequent moves and changes. The manager is multi-lingual. Access to the manager shall be protected by passwords and definable user rights.

T.   The system Manager shall operate on a copy of the configuration held either locally or on a network drive to ensure a backup copy of the system configuration is always available for disaster recovery. System Manager shall allow Importing and Exporting Directory information in CSV format to and from applications like Microsoft Excel and Word.

U.   System Manager shall include a Call Status utility allowing a PC to display all telephone and data calls that are currently active on the system. The Call Status display includes two window panes, one on top of the other, in one window. The top window pane is a status of all of the active telephone and data calls on the system, the lower pane will collect a list of incoming calls that have not been answered. The Active Calls List displays the time the call was made, the extension either making or receiving the call, the number dialed or the received CLI/ANI, the party at the other end of the call, the direction of the call, the current status of the call (Idle, Ringing, Connected, Disconnected, Suspended, Resuming, Dialing, Queued, Parked, or Held) and the length of time the call has been active. The Missed Calls List displays the date and time the call was received, the extension that was receiving the given call, the number received via CLI/ANI, the party at the other end of the call and the length of time the third party waited for an answer before hanging up. System Manager shall include a real-time Monitor maintenance utility which displays input and output from the system onto the LAN or WAN. As an example it shall selectively display layer 1, 2 or 3 messaging between the system and the network for trouble-shooting. A call logger utility shall be included which allows the detail of all calls to be sent to a file on the PC. Third party applications can then use this data to allocate costs to departments, analyze trunk capacity, report usage against account codes, etc.

2.03   TELECOMMUNICATIONS SYSTEM EQUIPMENT:

A.   The system shall allow manufacture's recommended distances of up to 3300' for analog and digital stations to allow flexible usage over existing CAT3 and voice grade infrastructure. The District does not have adequate CAT5 or better infrastructure nor does it have the PoE Ethernet switches to support IP Phones at this time. Therefor a Digital and Analog solution is specified. The system shall support the simple addition of IP Phones in the future as building renovation projects are completed and old voice grade infrastructure is replaced with new CAT6 cabling.

B.   The Administrative building/Middle School shall be provided with new:
1. IP500V2 IPOffice processor with Rack Mount Kit
2. SD Card with Essential Edition and upgrade to IPOffice 10.1 software
3. IP500 Universal Digital Trunk PRI card
4. Eight (8) additional dual channel licenses for above (with 8 base = 24 channels Licensed)
5. Five (5) Small Community Networking (SCN) four channel licenses (20 channels total)
6. IP500 VCM64 V2 sixty-four (64) VoIP channel card
7. IP500 Combo Card with six (6) Digital Station Ports, two (2) Analog Station Ports, and four (4) loop start Central Office line ports (including two for paging system interface).
8. Two (2) IP500 Digital Station 30B V2 RJ45 (with rack mount kits) providing sixty (60) digital station ports.
9. Three (3) Analog Station Phone 30 (with rack mount kits) providing ninety (90) analog station ports (see below for reuse of existing modules).
10. One (1) Analog Station Phone 16 (with rack mount kit) providing sixteen (16) analog station ports (see below for reuse of existing modules).

C. The High School shall be provided with new:
   1. IP500V2 IPOffice processor with Rack Mount Kit
   2. SD Card with Essential Edition and upgrade to IPOffice 10.1 software
   3. IP500 Universal Digital Trunk PRI card
   4. 8 additional dual channel licenses for above (with 8 base = 24 channels Licensed)
   5. Five (5) Small Community Networking (SCN) four channel licenses (20 channels total)
   6. IP500 VCM64 V2 sixty-four (64) VoIP channel card
   7. IP500 Combo Card with: six (6) Digital Station Ports, two (2) Analog Station Ports, and four (4) loop start Central Office line ports (including two for paging system interface).
   8. One (1) IP500 Digital Station 30B V2 RJ45 (with rack mount kits) providing thirty (30) digital station ports.
   9. Four (4) Analog Station Phone 30 (with rack mount kits) providing one hundred twenty (120) analog station ports (see below for reuse of existing modules).

D. The existing IP500V2 processor at Baresville Elementary School shall be provided with:
   1. One (1) New IP500 Extension Card Digital Station 8 providing eight (8) ports.
   2. SD Card with Essential Edition and upgrade to IPOffice 10.1 software
   3. Two (2) Analog Station Phone 30 (with rack mount kits) providing sixty (60) total analog station ports (see below for reuse of existing modules).

E. The existing IP500V2 processor at Manheim Elementary School shall be provided with:
   1. One (1) New IP500 Extension Card Digital Station 8 providing eight (8) ports.
   2. SD Card with Essential Edition and upgrade to IPOffice 10.1 software
   3. One (1) Analog Station Phone 30 (with rack mount kits) providing thirty (30) analog station ports (see below for reuse of existing modules).
   4. One (1) Analog Station Phone 16 (with rack mount kit) providing sixteen (16) analog station ports (see below for reuse of existing modules).

F. The existing IP500V2 processor at Park Hills Elementary School shall be provided with:
   1. One (1) New IP500 Extension Card Digital Station 8 providing eight (8) ports.
   2. SD Card with Essential Edition and upgrade to IPOffice 10.1 software
   3. Two (2) Analog Station Phone 30 (with rack mount kits) providing sixty (60) total analog station ports (see below for reuse of existing modules).

G. The existing IP500V2 processor at West Manheim Elementary School shall be provided with:
   1. One (1) New IP500 Extension Card Digital Station 8 providing eight (8) ports.
   2. SD Card with Essential Edition and upgrade to IPOffice 10.1 software.
   3. Two (2) Analog Station Phone 30 (with rack mount kits) providing sixty (60) total analog station ports (see below for reuse of existing modules).

H. The Service Center shall keep the existing IPOffice processor with all ports as is. Provide:
   1. SD Card with Essential Edition and upgrade to IPOffice 10.1 software.

I. All existing analog phones shall be reconnected to the analog modules in quantities outlined above and re-used. There are existing: ten (10) IP400 Phone30 Modules 700184799, three (3) IP400 Phone30 Module V2s 700359912, three (3) IP400 Phone16 Modules 700184781, and one (1) IP400 Phone16 Module V2 700359904. IP400 V2 modules may be deployed to serve the analog phones. Non-V2 IP400 Modules will not support IPOffice10.1 and must be replaced. Provide service/maintenance coverage for the existing and replacement modules for the 1, 3, or 5 year maintenance period as selected.

J. Re-use existing licenses that allow for twenty (20) simultaneous Preferred Edition voicemail

users. Preferred Edition Voice Mail shall run on a district provided VM Server Instance.

K.   The System shall be installed with the latest version of software available (The current Avaya software is 10.1.)

L.   Provide all SD cards, Essential Licenses, Station/Channel/Feature licenses required for a fully functioning system whether or not enumerated herein.

M.   Provide an option to include 20 Power-User licenses (which includes one-X portal described above as well as Mobility) and implement for owner designated users.

2.04   STATIONS:
The following equipment shall be furnished and installed in all locations and quantities as shown on the plans, schedules, and/or as defined herein:

A.   Administrative Telephones shall feature: 12 Button Touchtone Pad (Dual-Tone Multiple Frequency or DTMF); Eight Programmable Line/Feature Buttons (in 3 pages for a total of 24) with interactive LCD display and Dual-Color LEDs to indicate status (in addition to Fixed quantity); Four contextual softkey buttons, Headset Button (Fixed); Message Waiting Light (Fixed); Message Button (Fixed); Microphone Mute Button (Fixed) with Lamp; Contacts (Fixed); Personalized Ringing (Programmable); Speaker Button (Fixed) with Lamp; Avaya Menu System Feature Button (Fixed) with Lamp; Phone (Fixed); History (Fixed); Telephone Programming Protected During Power Outages; Full Duplex Speakerphone; Volume Control Lever (Fixed) for Handset, Speaker, and Ringer; History (fixed); five button menu anv button cluster with four contextual menu softkey buttons; White Backlit 4 x 32 Display with adjustable angle; Headset support.

B.   TELEPHONE STATION COUNTS SHALL BE AS FOLLOWS: Provide one hundred forty (140) Avaya Model 9508 phones. Provide Sixteen (16) of the Avaya BM12 Button DSS/BLF modules with aux power supplies. Owners shall select locations to be equipped with one of the phones as quantified above.

PART 3 EXECUTION

3.01   INSTALLATION

A.   Comply with installation instructions provided by system manufacturer. Existing equipment will be removed, and new equipment will be installed and configured. Existing wiring is currently in service and shall be re-used. Provide complete as-built documentation of extension and jack labeling.

3.03   DEMONSTRATION

A.   Programming: Review all system operation with the owner's representative and obtain written approval before system is put on line.

3.04   TRAINING

A.   Upon completion of installation, arrange in service training of the system operation for personnel designated by the owner. Provide a minimum of eight (8), hours of on-site system administration training plus two (2) hours of attendant training. Provide six (6) hours of training (one hour of training after cutover at each major site) for office personnel.

BID PROPOSAL FORM

South Western School District
225 Bowman Road
Hanover, PA 17331

TELECOMMUNICATIONS UPGRADE PROJECT

We, the undersigned, agree to provide products and services in accordance with the Contract Documents to the School District at the unit prices listed in this proposal form.

This bid is subject to all of the terms in the bidding materials, including the Contract Documents, Drawings and the Specifications.

<u>REFERENCES</u>
As part of the requirements for this bid, bidder must establish a successful track record in the performance of like work or the supplying of like product as provided above. Please attach a list of five (5) references including name, address, telephone number, contact person, and scope of product or service provided to each reference.

Telecommunications System Equipment/Installation List

Qty	Item	Unit Cost	Total Bid Price
2	IP500V2 IPOffice processor with Rack Mount Kit		
7	SD Card with Essential Edition and upgrade to IPOffice 10.1 software		
2	IP500 Universal Digital Trunk PRI card		
4	New IP500 Extension Card Digital Station 8 providing eight (8) ports		
16	Additional dual channel licenses		
10	Small Community Networking (SCN) four channel licenses		
2	IP500 VCM64 V2 sixty-four (64) VoIP channel card		
2	IP500 Combo Card with six (6) Digital Station Ports, two (2) Analog Station Ports, and four (4) loop start Central Office line ports (including two for paging system interface).		
3	IP500 Digital Station 30B V2 RJ45 (with rack mount kits)		
11	Analog Station Phone 30 (with rack mount kits)		
1	Analog Station Phone 16 (with rack mount kit)		
140	Avaya Model 9508 phones		

16	Avaya BM12 Button DSS/BLF modules with aux power supplies		
1	Installation and Programming		
	BID TOTAL		
	OPTIONAL ITEMS		
20	Power-User licenses (which includes one-X portal described above as well as Mobility) with implementation services		
1	Additional Two Year Service Maintenance Agreement (SMA) for a total of three years with system software entitlement including patches and full version upgrades as well as coverage for all system control hardware and new phones		
1	Additional Four Year Service Maintenance Agreement (SMA) for a total of five years with system software entitlement including patches and full version upgrades as well as coverage for all system control hardware and new phones		

_____   _____
Date   Signature of Individual Authorized to Submit Bids

_____   _____
Company Name   Printed/Typed Name

_____   _____
Address   Title

_____   _____
City, State, Zip   Primary Contact Person

_____   _____
Phone Number   Email Address

_____   _____
Fax Number   Additional Contact

INSTRUCTIONS FOR NON-COLLUSION AFFIDAVIT

1. This Non-Collusion Affidavit is material to any contract awarded pursuant to this bid. According to the Pennsylvania Antibid-Rigging Act, 73 P.S. §§ 1611 et. seq., governmental agencies may require Non-Collusion Affidavits to be submitted together with bids.

2. This Non-Collusion Affidavit must be executed by the member, officer or employee of the bidder who makes the final decision on prices and the amount quoted in the bid.

3. Bid rigging and other efforts to restrain competition, and the making of false sworn statements in connection with the submission of bids are unlawful and may be subject to criminal prosecution. The person who signs the Affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the bidder with responsibilities for the preparation, approval or submission of the bid.

4. In the case of a bid submitted by a joint venture, each party to the venture must be identified in the bid documents, and an Affidavit must be submitted separately on behalf of each party.

5. The term "complementary bid" as used in the Affidavit has the meaning commonly associated with that term in the bidding process, and includes the knowing submission of bids higher than the bid of another firm, any intentionally high or noncompetitive bid, and any other form of bid submitted for the purpose of giving a false appearance of competition.

6. Failure to file an Affidavit in compliance with these instructions will result in disqualification of the bid.

NON-COLLUSION AFFIDAVIT

Telecommunications Upgrade Bid

State of _____:

:S.S.

County of _____:

I state that I am _____ of _____

[Title]   [Name of my firm]

and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this bid.

I state that:

(1) The price(s) and amount of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder or potential bidder.

(2) Neither the price(s) nor the amount of this bid, and neither the approximate price(s) nor approximate amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before bid opening.

(3) No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complementary bid.

(4) The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid.

(5) _____[Name of my Firm] its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

I further state that _____ [Name of my firm] understands and acknowledges that the above representations are material and important, and will be relied on by South Western School District in awarding the contract(s) for which this bid is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from South Western School District of the true facts relating to the submission of bids for this contract.

_____

[Name and Company Position]

SWORN TO AND SUBSCRIBED
BEFORE ME THIS _____ DAY
OF _____, _____

_____   My Commission Expires:
Notary Public