

Request for Quotation

Name of Awarding Authority: North Middlesex Regional School District

Title of Project: North Middlesex **VOIP PHONE SYSTEMS ITT50**

The North Middlesex Regional School District (NMRSD) is soliciting quotations for obtaining services of an ITT50 Technology Systems Integrator (TSI) to provide equipment, installation and integration services within six (6) schools for the North Middlesex Regional School District to be integrated, where appropriate, with the recently installed VOIP system at the North Middlesex Regional High School. The scope of work includes but may not be limited to furnishing, installing, programming and training when providing: VOIP equipment and related peripherals. This order is placed under Statewide Contract ITT50.

Proposal Specifications will be available on February 28, 2018 upon request by contacting Nancy Haines nhaines@nmrsd.org . Hard copies will be made available at North Middlesex Regional School 45 Main Street, Pepperell, MA 01463 between the hours of 8:00AM – 4:00PM

QUOTATIONS ARE DUE AT THE DATES AND TIMES BELOW:

- Price submission due date **March 14, 2018 2:00pm**

Submission of Qualifications: Each Vendor may submit pricing electronically to nhaines@nmrsd.org or as described below. . All bid submissions must have **the signature** of a person authorized to enter into agreements of this type.

NMRSD will award the bid to the lowest priced responsive, responsible bidder that meets or exceeds the requirements and specifications. The NMRSD reserves the right **not** to award a contract if it is in the best interest of the District. NMRSD reserves the right at its discretion to conduct interviews of any or all the firms that submit a bid. NMRSD will provide a Vendor with advance notice if NMRSD wishes conduct an interview with that Vendor and/or review the proposed quotation to ensure it meets or exceeds the specifications.

Proposals may be hand delivered, emailed to nhaines@nmrsd.org or submitted by mail to the address below.

Nancy Haines
C/O NMRSD
45 Main Street
Pepperell, MA 01463

REFERENCE: **NORTH MIDDLESEX REGIONAL SCHOOL DISTRICT VOIP PHONE SYSTEMS**

The Owner must receive proposals no later than 2:00 PM on Wednesday, March 14, 2018.

Any inquiry regarding this RFQ shall be directed IN WRITING ONLY to nhaines@nmrsd.org or submitted by mail to Nancy Haines c/o NMRSD 45 Main Street, Pepperell, MA 01463

All inquiries must be received no later than Tuesday, March 7, 2018 at 4:00 PM. Written responses will be forwarded to all individuals on record as requesting a copy of this solicitation no later than 2:00 PM on Thursday March 8, 2018.

No late, faxed, or conditional Bids shall be accepted. If the Office of the Superintendent of Schools are closed due to weather or other emergency, the deadline for receipt of Bids shall be extended until the same time on the next business day that the Office of the Superintendent is open. All Bids shall comply with the ITT50 state contract. Any Bid submitted will be binding for thirty (30) days subsequent to the time of bid opening.