



## **Rochester Schools Modernization Program – Phase 2**

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### **District Wide Technology**

SED Project Control No. 26-16-00-01-7-999-019 and 26-16-00-01-7-999-020

# **Mini Bid – VoIP Handsets Addendum 1**

April 16, 2020



## **ADDENDUM 1**

The following Addendum 1 answers questions received and modifies the delivery method to receive bids.

**Question 1:** “RFP indicates that Vendors are required to be listed as a VAR on the NYS Contract - Our firm is not directly listed on a NYS contract, but is an authorized agent for Mitel’s OGS contract as well as the Sourcewell contract. Our intention would be to use the Sourcewell contract which appears to give more favorable pricing and is preferred by Mitel. Is this acceptable?”

**Answer 1:** Vendors are permitted to use another Master Contract such as Sourcewell or GSA when submitting a proposal.

**Question 2:** “Warranty – Standard warranty is one year. There are different options to extend the standard warranty up to 4 years. Obviously, costs rise with the length of additional time. Can you provide guidance as to the length of time to quote for extended warranty?”

**Answer 2:** The one-year warranty should be submitted as a part of the unit prices for the handsets under **Item 1 Price Submission**. Vendor should submit as a part of the response to **Item 7 “Recommendations”** of the Bid what the extended warranty cost would be by handset in the event that the owner elects to extend the warranty by four years.

**Question 3:** “Item 10 – EEO-1 – We do not believe that we are of a size (less than 15 employees) to have a requirement to complete the EEO form. Please confirm that this is acceptable?”

**Answer 3:** If a vendor is not required by the U.S. Equal Employment Opportunity Commission to submit an EEO-1 on an annual basis, then that vendor does not need to submit a copy of the EEO-1 as a part of the bid response. It is incumbent upon the proposing vendor to assess if they need to submit a copy of this form. If a vendor determines it is not required to submit a copy of the EEO-1 form, the vendor should simply state in the response to this bid, under **Item 10**, the justification for not submitting a copy of the EEO-1.

**Question 4:** “Will bids be accepted that only propose the supply of handsets and do not include the provisioning of licenses?”

**Answer 4:** No

**Question 5:** “With the spread of this pandemic, we are working hard to keep the business moving forward during this crisis. As we try to maintain normal operations, we are carefully monitoring the guidance of healthcare experts and government authorities. Please advise will you consider accepting sealed bid by electronic means that is email. These pre-emptive measures are necessary to handle the challenging times together.”

**Answer 5:** The RSMP will allow bids to be sent via email. Please note the following:

The RSMP now requires that all bids be emailed to [minibid@rjscb.org](mailto:minibid@rjscb.org) by or before 3:00 PM (EDT) on April 22<sup>nd</sup>.

The RSMP Office is currently closed to the public now due to the coronavirus threat. In compliance with the Governor’s Executive Order due to the COVID-19 threat, the RJSCB is requesting bidders submit their proposal for the VoIP Handsets MiniBid to [minibid@rjscb.org](mailto:minibid@rjscb.org). The RJSCB will not open bids submitted via this email until 3:00 PM (EDT) on Wednesday, April 22<sup>nd</sup>. It is our recommendation that vendors choose both the ‘delivery receipt’ option to ensure delivery of the proposal and the ‘read receipt’ option to ensure that fair and transparent procurement policies have been followed.

In addition, because the physical RSMP office at Carlson Road is closed and personnel from the office are working remotely, we can not guarantee that proposals submitted for delivery via mail or carrier service will be received by our staff. Therefore, if you already submitted a bid for this project via the US Postal Service or other carrier service, the RSMP still requires that the proposal be sent electronically by the deadline via the aforementioned email.

The RSMP office will conduct the bid opening virtually, at 3:00 PM on Wednesday April 22<sup>nd</sup> and we invite all vendors who submitted a bid to participate either via video conference at <https://global.gotomeeting.com/join/656594133> or via a tele-conference at (872) 240-3212 with an access code of 656-594-133.