

**The Goodwill Excel Center, Public Charter School**  
**Request for Proposals – Paging System**  
**May 27, 2022**

**I. Background**

The Goodwill Excel Center, Public Charter School (“GEC”) is seeking bids for the materials and installation of a paging system at the second location of its adult public charter high school at 1201 Maryland Ave SW, Washington, D.C. 20024 (the “School”).

**II. Scope of Work**

**(Note: Please Contact Josh Wallish at [josh.wallish@dcgoodwill.org](mailto:josh.wallish@dcgoodwill.org) to obtain floor plan.)**

Procure and install a paging system with 3 paging zones:

- Child Care space
- School space
- Child Care and School space (“page all”)

The primary goal of this system is to provide a system that will broadcast clearly audible pages to all “common” areas, e.g classrooms, hallways, shared offices/ spaces, etc... It is less important that pages are heard in individual offices.

We would like the vendor’s input on this, but feel that, at a minimum, we need a ceiling speaker in

- Each of the 12 classrooms
- Staff Breakroom (Room 124)
- CCR space (127)
- Study space (128)
- SPED suite (Rooms 133 and 134)
- Outside Lead Instructor and HR office (Rooms 120 and 121)
- Main conference room (130)
- Common area outside coach’s row (Rooms 139-145)
- Common area in front of Excelebration monitor (168)
- Hallway outside Huddle Room (151)
- Reception lobby (101)
- Office Manager suite (Rooms 103-105)
- Each of the 3 child care rooms (161.1, 162, and 164)
- Child care breakroom (160)

The system must interface with a Valcom SIP-204A paging unit so that users can send pages by entering a code into their Vonage VoIP phone system.

All equipment will be housed in the IT closet (Room 116)

1. Provide temporary protection, debris removal and final clean.
2. One year warranty on labor. Manufacturer's warranty for materials.
3. Work must be started and completed by August 12, 2022.

### **III. RFP Response Outline**

Responses to the RFP should consist of six parts:

- (1) *Organization profile*
  - (a) General information on the responding organization, including; name, address, telephone number, email address, and contact person for this project
  - (b) A short statement of the history and current business operations of bidder
- (2) *Financial Proposal – Firm fixed price*
- (3) *Copy of Business License(s) and Insurance Certificate*
- (4) *Three References*
- (5) *Responding organization's standard contract/terms and conditions, if any*
- (6) *Exclusions, qualifications or exceptions to the scope of work, if any*

### **IV. Submission Deadline and Method**

Responses to this RFP must be received on or before 5:00 PM, June 10, 2022. **Responses must be submitted by email to [josh.wallish@dcbgoodwill.org](mailto:josh.wallish@dcbgoodwill.org).** All responses will be acknowledged. If you do not receive an acknowledgement of your response within four business hours, please call Josh Wallish (202-719-1235). This RFP is not an offer to enter into a contract. GEC reserves the right to reject any and all responses resulting from this RFP. GEC is not liable for any cost incurred in responding to this RFP.

### **V. Questions**

Please direct all questions regarding this RFP and the program for which the services will be delivered, via email, to Josh Wallish, at [josh.wallish@dcbgoodwill.org](mailto:josh.wallish@dcbgoodwill.org).

### **VI. Selection Criteria**

The organization selected will represent the best value for GEC, combining price and overall service quality. GEC may ask one or more bidders to provide an in-person presentation and/or to provide their best and final offer.