

CEDAR RAPIDS COMMUNITY SCHOOL DISTRICT  
Purchasing Department  
2500 Edgewood Road NW  
Cedar Rapids, Iowa 52405  
**June 2021**

**BID REQUEST – Cellular Phone Services**

The Purchasing Office of the Cedar Rapids Community School District requests bids on the attached listed item. All prices are to be bid F.O.B Purchasing Department, 2500 Edgewood Road NW, Cedar Rapids, Iowa 52405. Do not include Federal or State Tax in prices submitted.

The Purchasing Office and/or Board of Directors reserve the right to reject any and all bids or any part thereof, to waive informalities and to enter into such contract or contracts as shall be deemed in the best interest of the Cedar Rapids Community School District in the County of Linn, State of Iowa.

**Bids are due in the Purchasing Office, 2500 Edgewood Road NW, Cedar Rapids, Iowa 52405 no later than 10:00 am on June 28<sup>th</sup>, 2021.**

**Email:** [bids@crschools.us](mailto:bids@crschools.us) Clearly note “BID – Cellular Phone Services” in the subject line. All signatures must be on the forms where indicated prior to submission. Use this email only, all emails received elsewhere will not be opened and will be deleted. Emails must not exceed 10MB.

**OR**

**Hardcover Delivery:** Bids, if sent, should be in an opaque envelope, marked “BID – Cellular Phone Services” and are to be addressed to:

Tom Day, Manager of Purchasing  
Cedar Rapids Community School District  
2500 Edgewood Road NW  
Cedar Rapids, Iowa 52405

**OR**

**Fax:** Bids accepted but must have a cover sheet marked “BID- Cellular Phone Services” and may be faxed to 319-558-2327 [available 24 hours]. All documents must have a signature where indicated prior to submission.

**We are not responsible for machine failure, postal, email or any delivery problems. Call 319-558-2321 to confirm receipt if needed.**

**Questions** regarding this bid must be submitted via email to [TDay@crschools.us](mailto:TDay@crschools.us)

**PLEASE NOTE:** We will respond to all questions received as of June 22<sup>nd</sup>, 2021. No questions after that time will be accepted.

A copy of this bid and summary of questions received and answers provided will be available at: <https://www.cr.k12.ia.us/departments-services/purchasing-bid-opportunities/>

## Cellular Phone Services

The District currently has approximately 170 cellular service lines as follows:

- 80 Smart Phones
- 53 Basic Phones
- 27 Basic Phones with texting packages
- 10 Mobile Hotspots

Due to the differences in plans offered, and differences in signal coverage in out buildings, CRCSD reserves the right to select more than one vendor of wireless services to best meet the overall needs of the District. The District may select one vendor if the vendor guarantees appropriate level of signal coverage throughout District facilities.

Vendors should identify ways the District can reduce overall costs. This may include, but is not limited to the following:

- Low cost or not cost iPhones – including charging blocks
- No roaming or long-distance charges nationwide
- Low cost plan for low volume users
- Unlimited data/voice/text plans for high volume users

Cellular Plan Choices- Vendors may bid a single plan or multiple service plans to meet District needs. Proposals must list each of the following:

- Parameters for each plan (i.e. usage caps for voice, data, text)
- Initial or non-recurring service cost per line (i.e. activation fee)
- Recurring monthly base plan charge per line for each proposed plan
- Any additional recurring charges and taxes (i.e. provider charges, regulatory fees or taxes, etc.)

Support Services – Vendors should identify the local Cedar Rapids contact for technical support, invoicing questions, and hardware needs (including phones, accessories and replacement items).

Start of contract services- Vendors will provide on-site assistance with initial deployment of phones to provide users overview of phone features, assist in transferring contacts, and disposal of replaced phones.

Cell Phone Hardware and Accessories- Vendors should assume that all new phones will be required at the start of the contract. Vendors must provide option to replace phone equipment at least every two years during the contract term or any contract extensions.

Vendors can offer multiple phone options that include the following:

- Rugged model phone designed for contractors\outdoor use
- Basic phone with exterior call display and camera
- Smartphone/iPhone
- Accessories such as cases, charging block, belt clips, etc.

Vendor should identify phone models that are anticipated to be available at start of contract (August 1, 2021). Vendor may substitute proposed phone model with similar phone if proposed model is no longer available at the contract start date. Any substitution must:

- Be approved by the District
- Provide equal or greater functionality
- Not increase District costs

Vendors need to include overview of targeted phone models and initial costs to the District.

The District prefers that phone hardware pricing is consistent throughout the contract term, allowing the District to add users as needed during the contract at a predictable cost.

If phone models are no longer available, vendor may substitute equivalent or better phone in same design\style category. Cost for replacement phones in subsequent years should follow price\discounting structure similar to initial year.

**To bid this option:**

All bids for this service should include a single-page summary of the proposed service plans and related MRC (monthly recurring costs).

Explain any non-recurring charges.

Explain any regulatory or other recurring charges.

Vendors should limit proposals to three or fewer monthly phone plan options to address CRCSO needs.

Provide pricing for a two-year initial term with voluntary contract extension options for six years total.

Please return your completed copy of this page with all pertinent information attached.

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**June 2021**

**BID – Cellular Services**

- Use provided charts when possible to submit proposal costs.
- The attached prices are offered, and the services proposed meet all conditions of the bid specifications.
- Attached is any pertinent information that should be considered in the response.

COMPANY: \_\_\_\_\_

\_\_\_\_\_

\_ ADDRESS: \_\_\_\_\_

\_\_\_\_\_

BY: \_\_\_\_\_ TITLE: \_\_\_\_\_

PHONE: \_\_\_\_\_ DATE: \_\_\_\_\_

FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Contact Person, if not the individual above:

BY: \_\_\_\_\_ TITLE: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**Bids are due in the Purchasing Office, 2500 Edgewood Rd NW, Cedar Rapids, Iowa (52405) not later than 10:00 a.m. on June 28<sup>th</sup>, 2021.**