



**PLEASE NOTE, PURCHASING HAS RELOCATED.  
OUR NEW ADDRESS IS LISTED BELOW:**

***GARLAND INDEPENDENT SCHOOL DISTRICT***

**PURCHASING DEPARTMENT**

***501 S. Jupiter***

***Garland, Texas 75042***

**REQUEST FOR SEALED PROPOSAL**

**ON: TELECOMMUNICATIONS SERVICES, PROPOSAL #31-07**

**NOVEMBER 1, 2007**

**PLEASE SUBMIT SEALED PROPOSAL NO LATER THAN November 29, 2007 LOCAL TIME  
ON 10:30AM.**

You are invited to submit a sealed proposal for TELECOMUNICATION SERVICES for the Garland Independent School District from DECEMBER 20, 2007 (or date of award-if later) through DECEMBER 20, 2008 with the option to renew the contract annually, by mutual consent, for two (2) additional years, through December 20, 2010.

This Request For Proposal includes General Concept, Instructions/General Conditions, Special Terms and Conditions, Deviation Form and Proposal Form/Specifications. These provisions shall be considered as part of any resulting legal and binding contract/purchase order as if thereto attached or therein repeated.

**Total Pages: 25**

**THIS PROPOSAL WILL NOT BE OPENED OR READ PUBLICLY.**

DELIVERY DATE: \_\_\_\_\_ (or \_\_\_ Days ARO)  
-After Receipt of Order-

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Name Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name Email Address

\_\_\_\_\_  
Telephone # Fax #

*Mark A. Booker*

Mark A. Booker  
Director of Purchasing

Facsimile Purchase Order Accepted \_\_\_ Yes \_\_\_ No  
Bidder prefers printed copy (only) \_\_\_\_\_ or  
diskette \_\_\_\_\_ for future Request For Proposals.

**PROCESS OVERVIEW:** This section outlines the steps in the procurement process.

- Request for Proposals (RFP) released to potential proposers.
- Deadline for receiving proposals.
- The District reviews all proposals and selects proposals reasonably qualified for selection of award.
- The District and proposers enter into discussions and revisions of proposal, as necessary. Discussions/negotiations may be conducted with proposers who are deemed to be within the final competitive range; however, GISD reserves the right to award a contract without discussions/negotiations. The competitive range will be determined by GISD's Director of Purchasing and will include only those initial proposals that the Director determines have a reasonable chance of being awarded a contract. If discussions/negotiations are conducted, proposers will be required to submit a best and final proposal. The best and final proposal may be required as early as 24 hours after completion of negotiations/discussions.
- Recommendation to District Board of Trustees for contract award.
- Execution of Contract (if applicable).
- Hardware Installation (if applicable).
- Software Implementation (if applicable).

## **1. INSTRUCTIONS TO VENDORS**

### **1.1 Submission of Proposals:**

1.1.1. For clarification of the specification(s) of this Request For Proposal, bidder may contact:

**BOB JACKSON, DIRECTOR OF SECURITY/TELEPHONES, at 972-487-4110  
LAMAR GARLAND, BUYER at 972/487-3092**

The individual listed above may be contacted for clarification of specification(s) only. No authority is intended or implied that specification(s) may be amended or alternates accepted prior to opening without written approval of the Garland ISD Director of Purchasing.

1.1.2 All addenda will be issued via the district website at [www.garlandisd.net/Purchasing](http://www.garlandisd.net/Purchasing) (Current Bid List). All addenda, if required, will be posted on the aforementioned website by NOVEMBER 23, 2007 at 3:00 P.M. It is the vendor's responsibility to check this website for addenda postings prior to submitting responses. Proposers finding errors, requests for additional information, omissions, or corrections that need to be made in the specifications shall contact the Purchasing Department in writing at least two (2) business days prior to the addenda posted date (as listed above). You may submit this information via fax to 972/487-3097.

**1.1.3 PLEASE PROVIDE TWO (2) COPIES AND THE ORIGINAL! ENSURE THE ORIGINAL IS CLEARLY MARKED "ORIGINAL" .**

**1.1.4** Hand-carried proposals or proposals submitted via carrier service are to be delivered to:

**Garland ISD Purchasing Department**

501 S. Jupiter, Garland, Texas.

Proposals submitted via the U. S. Postal Service are to be mailed to:

**Garland ISD Purchasing Department**

P. O. Box 469026, Garland, Texas 75046-9026

Clearly mark all Proposal envelopes as instructed (#1.1.6. below).

Allow sufficient transit time.

**\*\*Delivery of Proposal envelope to other Departments within the GISD is not considered as delivery to the Purchasing Department.\*\***

1.1.5. Once completed and signed, return your Proposal form to the Garland ISD Purchasing Department (as instructed above). Mark the sealed return envelope in the lower left hand corner as follows:

**RFSP #31-07– TELECOMMUNICATION SERVICES**

**DUE: November 29, 2007 10:30AM Local Time**

1.1.6. Proposals received at the GISD Purchasing Office after the time and date specified above will not be considered and will be filed unopened. The Garland ISD shall not be held liable for late proposals.

1.1.7. Oral or telegraphic proposals transmitted via the District’s facsimile machine are not acceptable. Proposals must be submitted to the District in a sealed envelope. **DO NOT FAX YOUR PROPOSAL!**

1.1.8. Proposal must be signed by an authorized individual to contractually bind their firm when submitting the Proposal. Failure to sign the Proposal will be considered as a “mistake in Proposal”, and the Proposal will be rejected as “non-responsive”.

1.1.9. Purchases made against this Request For Proposal are for District use and are exempt from State Sales Tax and Federal Excise Tax. Do not include these taxes in your Proposal.

1.1.10. All pages of this Request For Proposal are to be returned with your proposal. It is the vendor’s responsibility to ensure the number of pages received is the same number listed on the front of this document. Vendor shall contact the Purchasing Department if discrepancies exist.

1.1.11. All prices must be typed or written in ink. Proposals written in pencil will not be accepted. Changes may be crossed through and corrections inserted adjacent and initialed by the person preparing the Proposal. Should errors in multiplication or addition of a unit price against a total price occur, the unit price shall govern for all purposes unless the proposal otherwise intended is readily apparent.

1.1.12. No Proposal may be withdrawn prior to opening of proposals without written request (addressed to the Garland ISD Director of Purchasing) by an authorized agent of the proposing firm and upon written approval by the District. Proposals become the property of Garland ISD upon receipt.

1.1.13. The District’s list of prospective proposers is being updated. To remain on Proposal lists you must either submit a proposal or return this Request For Proposal marked “NO BID”.

1.1.14. References - School districts (comparable in size to GISD’s A.D.A. of approx. 50,000 students)-preferred, other state agencies, other customers, etc. will be evaluated with regard to the size and scope of product/service as proposed:

| <u>Name</u> | <u>Telephone Number</u> |
|-------------|-------------------------|
|             |                         |
|             |                         |
|             |                         |

**NOTE: Proposers failing to submit at least 2 references may not be considered for award.**

1.1.15. Indicate below the address to which purchase orders are to be mailed (if different from the address shown on the cover pages of this Request For Proposal):

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Telephone Number

Fax Number

1.1.16. The Garland ISD has entered into Inter-Local Agreements for cooperative purchasing with the following public entities:

- City of Garland
- Mesquite ISD
- Plano ISD
- Carrollton-Farmers Branch ISD

The Proposer agrees to honor orders for items or services included herein which may be placed by these entities: Yes \_\_\_\_ No \_\_\_\_

- 1.1.17. Several governmental entities (a membership list is available at the EPCNT web site, listed below) have indicated an interest in being included in this contract. Should these governmental entities decide to participate in this contract, would you, (the vendor) agree that all terms, conditions, specifications, and pricing would apply? \_\_\_\_\_ Yes \_\_\_\_\_ No

If you (the Vendor) checked yes, the following will apply.

Governmental entities utilizing Internal Governmental contracts with the Garland Independent School District will be eligible, but not obligated, to purchase materials/services under the contract(s) awarded as a result of this solicitation. All purchases by governmental entity other than Garland Independent School District will be billed directly to that governmental entity and paid by that governmental entity. Garland Independent School District will not be responsible for another governmental entity's debts. Each governmental entity will order their own material/service as needed. For information regarding the Educational Purchasing Cooperative of North Texas, please visit their website at the following address: <http://www.lisd.net/purchasing/NTEPChomepage1.htm>

- 1.1.18. A proposal that has been opened may not be changed for the purpose of correcting an error in the proposed price. Proposers submitting an erroneous proposed price may be given the option of either honoring the price as proposed or withdrawing the (erroneous) proposal [Local Government Code Subchapter B, Sec. 271.026].

- 1.1.19. Vendors desiring a bid tabulation sheet resulting from this Request For Proposal may visit our web site at [www.garlandisd/purchasing.net](http://www.garlandisd/purchasing.net). The tabulations will be posted once the GISD Board of Trustees has approved the contract. If you are unable to download the information, please contact the Purchasing Department at 972/487-3009 and we will forward you a copy via facsimile.

- 1.1.20. Any and all terms, conditions, discounts, and other considerations proposed by the bidder must be listed on the GISD Proposal Form attached hereto – not on a cover letter, catalog, etc.

## 1.2. Award/Evaluation of Proposals

- 1.2.1. Proposer's principal place of business (or main corporate office) is located in \_\_\_\_\_(state).
- 1.2.2. Proposer's principal place of business is located within the boundaries of the Garland Independent School District. \_\_\_\_\_ Yes \_\_\_\_\_ No
- 1.2.3. The Garland Independent School District Board of Trustees reserves the right to accept or reject all or any part of any proposal, waive minor proposal formalities/technicalities and award the proposal deemed to be most advantageous to the Garland Independent School District.
- 1.2.4. The Garland ISD shall not award a governmental contract to a proposer whose principal place of business is not in Texas, unless the nonresident under prices the lowest proposal submitted by a responsible resident proposer by an amount that is not less than the amount by which a resident Proposer would be required to under price a nonresident proposer to obtain a comparable contract in the state in which the nonresident's principal place of business is located. [This requirement does not apply to a contract involving federal funds.]; Texas Government Code, Title 10, Section 2252.002.

- 1.2.5. The District contemplates awarding to a single vendor. The District reserves the right to award to a single vendor, multiple vendors, each line item separately or in any combination it determines to be in its best interest, unless the proposer states otherwise. Proposals shall cover the entire program as described herein. Proposers shall also include copies of any contracts required by the vendors.
- 1.2.6. Tie proposals, which are **equal in all respects**, shall be resolved and awarded in accordance with Local Government Code (Texas) Para. 271.901. Otherwise proposals, which reflect a tie in price, only may be awarded pursuant to the permissible factors listed in Texas Education Code, Subchapter B, Sec. 44.031(b) and set forth in paragraph 1.2.7. below.
- 1.2.7. It is not the policy of the Garland Independent School District to award contracts based solely on 'low bid/proposal'. \*The following criteria are used by the Garland ISD to evaluate the overall 'best value':
1. The purchase price;
  2. The reputation of the vendor and of the vendor's goods or services;
  3. The quality of the vendor's goods or services
  4. The extent to which the goods or services meet the district's needs;
  5. The vendor's past relationship with the district;
  6. The impact on the ability of the district to comply with the laws and rules relating to historically under-utilized businesses;
  7. The total long-term cost to the district to acquire the vendor's goods and services;
  8. The Statements of Qualifications (based on requirements stated in this RFP &
  9. Any other relevant factor specifically listed in this Request For Proposal.
- \*Per Texas Education Code, Subchapter B, Sec. 44.031(b)**
- 1.2.8. In compliance with the provisions of Texas Government Code, Title 10, Subtitle D, Section 2155.074, Section 2155.075, Section 2156.007, Section 2157.003 and Section 2157.125, and Texas Administrative Code, Title 1, Chapter 113.6, information obtained from the Texas Building and Procurement Commission's Vendor Performance Tracking System (<http://www.tbpc.state.tx.us/stpurch/venvpts.html>) may be used in evaluating responses to solicitations for goods and services to determine the best value for the Garland Independent School District.
- 1.2.9. Proposal results will be presented to the GISD Board of Trustees for consideration (if total amount awarded exceeds \$50,000) at the earliest opportunity following the official opening date.
- 1.2.10. Proposers and prospective proposers are encouraged to suggest improved product and/or services for future consideration by the District. Any literature/brochures regarding such products or services should be submitted separately from the proposal submitted in response to this Request For Proposal.
- 1.2.11. Upon notification of potential selections for award, the person or entity submitting this proposal must give notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in this conviction of a felony (this requirement does not apply to a publicly held corporation).

- 1.2.12. The District awards contracts to vendors as an alternate in case the primary vendor is unable to fulfill the contractual obligations as stated in the specifications/terms and conditions.  
Is your firm willing to honor the terms and conditions of this contract if awarded a contract as an alternate? \_\_\_\_\_ Yes \_\_\_\_\_ No

## 2. CERTIFICATIONS

- 2.1 By signing this Request For Proposal, the undersigned proposer affirms that its company, corporation, firm, partnership or individual has not prepared this proposal in collusion with any other bidder and that the contents of this proposal as to prices, terms, or conditions have not been communicated by the undersigned or by any employee or agent to any other person or firm engaged in this type of business prior to the official opening of this proposal.
- 2.2 The person whose signature appears on the cover page of this Request For Proposal hereby certifies (by signing this document) that the individual and/or firm on whose behalf this proposal is submitted is not listed on the Federal Government's "List of Parties Excluded from Federal Procurement and Non-procurement Programs" published by the U. S. General Services Administration (GSA) effective as of the date of opening of this proposal.
- 2.3 By signing this Request For Proposal, the proposer hereby certifies that it (or its firm hereby represented) is legally authorized to conduct business in Texas and has complied with any and all federal, state, or other laws or regulations applicable to any purchase resulting from this Request For Proposal, including, but not limited to, copyright and/or patent laws and anti-collusion law. Failure of proposer to sign RFP will render RFP null and void.
- 2.4 If the proposer professes to be the exclusive source of the item(s) or service(s) requested herein, the proposer must provide with its proposal a written statement to the fact that the sole source is due to one or more of the following (as applicable): a patent, copyright, secret process, or monopoly; a film, manuscript, or book; a utility service (electricity, gas, or water); or a captive replacement part or component for equipment. Such statements must be signed by the owner or corporate official of the firm submitting this proposal and must be notarized. This declaration shall not exempt the vendor from signing and submitting a signed proposal.
- 2.5 By submitting a proposal in response to this RFP, all proposers affirm that they have not given, nor intend to give, at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a district employee or representative in connection with this procurement.
- 2.6 By submitting a response to this request, vendor represents that it is in compliance with the requirements of Chapter 176 of the Texas Local Government Code, Disclosure of Certain Relationships with Local Government Officers; Providing Public Access to Certain Information. A list of local government Officers may be obtained at [www.Garlandisd.net](http://www.Garlandisd.net). Failure to comply with this provision may result in the bid being considered non-responsive.
- 2.7 By submitting a response to this request, vendor represents that it is in compliance with the requirements of Chapter 176 of the Texas Local Government Code, Disclosure of Certain Relationships with Local Government Officers; Providing Public Access to Certain Information. A list of local government Officers may be obtained at [www.Garlandisd.net](http://www.Garlandisd.net). Failure to comply with this provision may result in the bid being considered non-responsive.

### 3. TERMS AND CONDITIONS

- 3.1 Federal Acquisition Regulation (FAR) contract clauses, which may be required for orders placed using federal funds, are herein incorporated as if listed in full text. Copies of applicable clauses may be obtained from (or reviewed at) any federal purchasing activity.
- 3.2 Successful proposer(s) hereby assigns to purchaser any and all claims for overcharges associated with any contract resulting from this Request For Proposal which arise under the antitrust laws of the United States, 15 USCA Section 1 et. seq., and which arise under the antitrust laws of the State of Texas, Tex. Bus. & Com. Code, Section 15.01 et. seq..
- 3.3 Payment will be made within 30 days after the later of, receipt of goods/services and a properly submitted invoice. The district considers an invoice properly submitted when the following conditions are met:
  - (a) Invoice is received at the address indicated on the purchase order
  - (b) Pricing on the invoice matches the price on the purchase order
  - (c) Include a description of the goods or services furnished, the purchase order number, invoice number and any applicable cash discount
  - (d) Quantities on the invoice do not exceed those specified on the Purchase Order
  - (e) Unique invoice number used for each billing
- 3.4 Software purchases: Special Receipt/Payment Procedures (if applicable). Payment for software will not be made until the software has been installed and found by the GISD to be performing in accordance with the solicitation specifications or as otherwise proposed by the vendor in its response to the solicitation. Should the installation, checkout and evaluation of the software require more than 30 calendar days, the District may, after 30 days, elect to pay up to 50% of the purchase price with the understanding that, should the software eventually be rejected as unacceptable by the Garland ISD, it will receive full refund from the vendor with no restocking/handling charges added.
- 3.5 No smoking or use of any tobacco products is permitted on school property.
- 3.6 This Request For Proposal and any resulting award(s) shall be interpreted within the laws of the State of Texas and the Uniform Commercial Code (UCC). In case of discrepancies between the laws of the state of Texas and the UCC, the laws of Texas will prevail. Venue for any legal action filed relative to this Request For Proposal or any resulting purchase orders shall be in Dallas County Texas.
- 3.7 In the event that any one or more of the provisions contained in this Request For Proposal (or resulting purchase order) shall be held by a court of competent jurisdiction to be invalid, illegal or unenforceable, such provisions shall not affect any other provision hereof, and this Request For Proposal (or any resulting purchase order) shall be construed as if the invalid, illegal or unenforceable provision(s) had never been contained herein.
- 3.8 Any assignment by Vendor of this contract or any part thereof without written consent of Garland ISD shall be void.



- 3.9 Funds are not presently available for fiscal year 2008-09 and later (after August 31, 2008). Should the Garland ISD Board of Trustees not approve funds for this service, any contract resulting from this Request For Proposal will automatically terminate on the last day of the school fiscal year for which funds have been appropriated at no further cost or obligation to the District.
- 3.10 It is understood that in the performance of any services herein provided, Contractor shall be, and is, an independent contractor, and is not an agent or employee of the District and shall furnish such services in its own manner and method, except as required by this contract. Further, Contractor has, and shall retain the right to exercise full control over the employment, direction, compensation, and discharge of all persons employed by Contractor in the performance of the services hereunder. Contractor shall be solely responsible for, and shall indemnify, defend, and save the District harmless, from all matters relating to the payment of its employees, including compliance with Social Security, withholding, and all other wages, salaries, benefits, taxes, exactions, and regulations of any nature whatsoever.
- 3.11 The Garland Independent School District reserves the right to cancel any contract resulting from this Request For Proposal at any time, for any reason (or for no reason) with a thirty (30) day written notice to the contractor(s). Contractor may cancel any resulting contract, at any time for any reason, or for no reason with a sixty (60) day written notice. Any notice required or permitted to be delivered to the contractor(s) shall be deemed to be delivered when mailed by registered or certified mail, return receipt requested, postage prepaid, and addressed to the bidder's address appearing on the face of the Request For Proposal (or as subsequently revised or changed). Any compensation due the contractor(s) will be limited to items received and/or services performed and accepted by the District.
- 3.12 The District and District's representative, without invalidating the contract, may order extra work or make changes by altering, adding to, or deducting from the work; the contract sum being adjusted accordingly. No extra work or change shall be made unless in pursuance of a written order from the District and any claim for an addition to the contract sum will not be valid unless so ordered.
- 3.13 The Garland ISD standard contract template and associated scope of work document is attached for your review. The successful firm will be expected to use the standard contract and scope of work. Each firm shall clearly indicate acceptance or exceptions taken on the Compliance Deviation Form. The number and scope of exceptions taken will be an evaluated factor. The resulting contract and scope of work will constitute the entire agreement between the parties hereto with respect to the matters covered thereby. All prior negotiation representation and agreements, with respect thereto not incorporated in such Contract Documents, are hereby cancelled. This Agreement can be modified or amended only by a document duly executed on behalf of the parties hereto.
- 3.14 To the fullest extent permitted by applicable law, the Vendor and its agents, partners, employees, and consultants (collectively "Indemnitors") shall and do agree to indemnify, protect, defend with counsel approved by District, and hold harmless the District and its affiliated enterprises, representatives of the District, and their respective officers, directors, members of the board, partners, employees and agents (collectively "Indemnitees") from and against all claims, damages, losses, liens, causes of action, suits, judgments and expenses, including attorney fees, of any nature, kind, or description (collectively "Liabilities") of any person or entity whomsoever arising out of, caused by, or resulting from the performance of services, or provision of goods, by Vendor pursuant to this contract, or any part thereof, or

anyone for whose acts it may be liable even if it is caused in part by the negligence or omission of any Indemnitee, so long as it is not caused by the sole negligence or willful misconduct of any Indemnitee.

- 3.15 Garland Independent School District is a public entity subject to the provisions of the Texas Public Information Act (Tex. Govt. Code Ch. 552). Responses to this invitation may be subject to release as public information unless the response or specific parts of the response are accepted from public disclosure under such Act. Proposers should consult with their legal counsel regarding disclosure issues and take the appropriate precautions to safeguard trade secrets or any other proprietary information before responding to this invitation. The proposer must stamp in bold red letters the term "CONFIDENTIAL" or "PROPRIETARY" on every page of any part of a proposal that the proposer claims is confidential or proprietary. On demand, the proposer must submit in writing specific detailed reasons, including any relevant legal authority for any claim of confidentiality. The District may reject as non-conforming any proposal that contains confidentiality claims that the District in its sole discretion considers vague or unreasonable.

All proposals and parts of proposals that are not marked as confidential or proprietary will be considered public information after the contract is awarded. The District assumes no liability or responsibility for release of any information not properly marked.

In the event that the District receives a request for disclosure of material marked "confidential" or "proprietary", the District may request an opinion from the Texas Attorney General concerning whether such material must be disclosed. Submission of material marked "confidential" or "proprietary" constitutes agreement by the proposer to reimburse the District for all costs incurred by the District in connection with such an Attorney General request, including attorney fees incurred by the District.

Copyrighted proposals are unacceptable and will be disqualified as non-responsive.



**THIS INFORMATION WILL BE AN ADDITIONAL EVALUATION CRITERION.**

**INTENT**

The intent of this [sealed] request for proposal (RFP) is to provide vendors with sufficient information to prepare a proposal for local and long distance telephone services for the Garland Independent School District. Vendors offering responses to this request for proposal shall provide a minimum of 300 analog centrex type telephone lines and long distance service through switched or dedicated access to all GISD facilities. This long distance service shall include intrastate and interstate calling capability to include 1+ dialing. 0 + and operator assisted long distance dialing and operator assistance will be blocked. Garland ISD is near the end of a three year fiber project and will be eliminating POTS lines. The estimate of analog centrex lines at this time is a minimum of 300 in 73 locations. The long distance will include service to all 82 GISD facilities.

**NOTE:** GISD will compare all pricing of vendors, however, GISD may or may not consider optional pricing.

**“Best Value to the District Matrix”**

| Best Value Factor                      | Weight      |
|--|-------------|
| Price                                  | 35%         |
| Demonstrated Service Capability        | 25%         |
| Past Relationship with District        | 15%         |
| Billing and Billing Resolution Process | 5%          |
| Financial Stability                    | 20%         |
| <b>Total</b>                           | <b>100%</b> |

**PROPOSER'S QUALIFICATIONS AND SUPPORT CAPABILITIES**

**1. Information about the Proposer**

- Company Name \_\_\_\_\_
- Legal Name (if different) \_\_\_\_\_
- Years in Business \_\_\_\_\_
- Number of years installing items similar to this proposal \_\_\_\_\_
- Contact Person \_\_\_\_\_
- Full Mailing Address \_\_\_\_\_
- Telephone Number \_\_\_\_\_
- FAX Number \_\_\_\_\_
- Name and phone number of bonding company: \_\_\_\_\_
- Number of full-time employees \_\_\_\_\_
- Number of technical/installation personnel \_\_\_\_\_
- Names and titles of personnel who would work on this project (attach resumes):  
\_\_\_\_\_
- Name of person who would be Project Manager for this project (attach resume):  
\_\_\_\_\_

**2. References**

To be a qualified Proposer, the Contractor must include at least three reference with similar installations. Contractors with references for implementations at projects most similar to GISD will be rated higher.

Reference 1

Organization Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Type of Business \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Telephone \_\_\_\_\_  
Email Address \_\_\_\_\_  
Secondary Contact Person \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
Email Address \_\_\_\_\_  
Dates of Installation \_\_\_\_\_

Reference 2

Organization Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Type of Business \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Telephone \_\_\_\_\_  
Email Address \_\_\_\_\_  
Secondary Contact Person \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
Email Address \_\_\_\_\_  
Dates of Installation \_\_\_\_\_

Reference 3

Organization Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Type of Business \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Telephone \_\_\_\_\_  
Email Address \_\_\_\_\_  
Secondary Contact Person \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
Email Address \_\_\_\_\_  
Dates of Installation \_\_\_\_\_

### 3. Service and Support

Please explain the process for the following;

Order New Service (include estimated time to install)

Report Service Problem

Escalation of Service Problem

Please list personnel who will be assigned to support Garland ISD after installation of service:

Name \_\_\_\_\_ Contact Information \_\_\_\_\_

Name \_\_\_\_\_ Contact Information \_\_\_\_\_

Name \_\_\_\_\_ Contact Information \_\_\_\_\_

What is the response time guaranty in an emergency situation?

Phone response: \_\_\_\_\_ hours On-Site response: \_\_\_\_\_ hours

What is the response time guaranty in a non-emergency situation?

Phone response: \_\_\_\_\_ hours On-Site response: \_\_\_\_\_ hours

### 4. Contract Term

GISD will be evaluating the various contract length terms (month-to-month, 12 month, 24 month or 36 month for long distance and 5 to 10 years for analog centrex lines) proposed. In accepting any contract periods, the following will apply:

- Term will begin with the first installation.
- Any additional services purchased and installed during the term expire coterminous with all services. (If a circuit is installed in the 12<sup>th</sup> month of a 24-month agreement, the circuit will be on a 12-month commitment and the contract for that service will expire with all the other circuits.)

### 5. E-rate

The District will be taking advantage of the E-rate program. Please provide your applicable e-rate number:

E-rate SPIN Number \_\_\_\_\_

**Long Distance Section**  
**MINIMUM TECHNICAL REQUIREMENTS:**

- a. The selected vendor shall be capable of providing all interstate and intrastate traffic originating from Garland ISD facilities. This is to include 1+, and 011 – International calling. This also includes Hawaii, Alaska, Puerto Rico, and the U. S. Virgin Islands. Vendor must have the capability of blocking directory assistance services.
- b. Dialers or additional peripheral equipment for use with accessing a vendor's service will not be accepted or considered.
- c. Vendors shall meet all of Garland ISD's requirements for Inter exchange carriers (IXC) for this Request For Proposal. "Inter Exchange Carrier" or IXC may be defined as the pre-selected interstate long distance carrier.
- d. Operator services are required 24 hours per day, 365 days per year. The selected vendor shall provide access, at no charge, to other PICS at callers request for district phones.
- e. Expenses incurred in the preparation of proposals, other than PIC, in response to this Request for Proposal are to be the vendor's sole responsibility. Vendors will indicate any PIC charges related to the change over.
- f. Vendors shall provide detail billing by location. This can be accomplished via account codes if necessary. Vendor will be capable of providing paper bills and automated billing via CDROM or the internet. Sample of automated software will be provided.
- g. Selected vendor shall be responsible for all costs or charges associated with the termination of the existing long distance service and the installation or implementation of their service.
- h. Selected vendor shall be in full compliance with all state and federal certification and regulatory requirements, laws, rates and practices.
- i. All vendors responding are required to complete the attachments.
- j. The selected vendor shall offer rates for its services no higher than the current tariffed AT&T MTS (Message Telecommunications Service) rates, including applicable credit card charges. Under no circumstances shall any charges or surcharges over and above those defined and allowed by F.C.C. Tariff be added to the District billing by the selected vendor. This shall be interpreted to mean that the IXC may not charge a telephone user a total or elemental cost for a call that is more than the AT&T MTS rate plus any applicable credit card surcharge for the recognized interexchange carrier credit card user.

- k. Vendor will detail charges to the District associated with the processing and billing of the District's account. Vendor will indicate recurring and non-recurring monthly charges including (PCC) Primary Carrier Charges.
1. State who provides service and maintenance to the lines and equipment owned by your company and who provides these services to the lines and equipment leased by your company. In the event of service outage, are there qualified technicians and personnel available 24 hours a day, 365 days a year? What is the average response time to minor and major system failures? Can vendor show ability to restore service at a mean time equaling or exceeding 8 working hours?  
Technicians Available \_\_\_\_\_ Average Response Time \_\_\_\_\_
- m. Vendors responding to this Request for Proposal shall show that system and all connectivity will function properly and meet or exceed 99.9% availability.
  - n. Full answer supervision for all calls is required. Vendor shall explain its method of handling potential charges for unanswered calls at the distant end. Billing for calls will not begin until answer supervision is received from the called party.
  - o. Vendor shall meet or exceed P.01 access grade of service.
  - p. Transmission quality shall meet a 0 to -4db, and should not exceed a +2db.
  - q. What are the vendor's procedures for reporting trouble and for escalation? Is an on-site representative available?
  - r. In event the District loses long distance service or network capabilities for four (4) or more hours, state the compensation provided by the vendor to the District.
  - s. Billing cycle shall begin on the first day of each month and end on the last day of each month with no billing later than 30 days. The vendor shall issue all bills within 15 calendar days from the end of billing cycle. The vendor shall bill for all charges incurred in the previous month. Delayed charges shall be billed in the next cycle at the rates and volume discounts applicable in the previous billing cycle.
  - t. One master bill with itemized charges by location shall be requested. (Provide sample)
  - u. Vendor shall be able to provide the district with detailed billing information for the past 12 months within 10 business days following such request.
  - v. Billing errors shall be handled within five (5) business days. Any adjustments in the favor of the district shall be reflected on the next bill.
  - w. All monthly bills shall show originating telephone number, date of call, time of call, called telephone number, city and state, length of call, and charges for each call. Vendor shall provide an example of a monthly bill for single location and aggregate billing for multiple locations.



- x. Billing shall be based on usage to a tenth of a minute. Any usage above a tenth of a minute may be rounded up to the next highest tenth. The District acknowledges that intralata long distance calls are generally billed by the local telephone company. Southwestern Bell, VERIZON, etc. Bid responses that provide reduced rates for intralata long distance by transporting such calls over the vendor's facilities will be evaluated using vendor provided rates rather than tariffed rates. If vendors are offering to provide intralata service, a separate rate schedule should be provided with the proposed response and a description given of how the service is access and identify the billing increment.
- y. Any charges associated with the intralata service, e.g. lease line charges, access charges, etc. are the responsibility of the vendor and will not be passed on to the district. Proposed rates to the District are not to contain any percentages of such charges or associated overhead costs pertaining to leased lines, access charges, or leased equipment used to access intralata service.
- z. The vendor shall specify a minimum dollar amount for long distance service. The minimum amount would not be required during the month(s) when schools are not in session.

**BASED ON GROSS MONTHLY COMMITMENT LEVEL OF \$1,500 WHILE SCHOOL IS IN SESSION**

- |    |   |          |
|----|---|----------|
| 1. | Interstate long distance rounded to the nearest tenth of a minute.  | \$ _____ |
| 2. | Intrastate long distance rounded to the nearest tenth of a minute.  | \$ _____ |
| 3. | Intralata long distance service rounded to the nearest tenth of a minute (Optional)   | \$ _____ |
| 4. | SLC charges per line  | \$ _____ |
| 5. | Authorization coding or cards for long distance calling. Cost per code, card or package price. Please indicate below. Approximately 1,000 employees authorized to make long distance calls. | \$ _____ |
|    | Price per _____   |          |
| 6. | Operated assisted charges   | \$ _____ |
| 7. | Directory assistance charges  | \$ _____ |

**TOTAL ESTIMATED PRICE PER YEAR            \$18,000.00**

**Analog Centrex Line Section**

For comparisons, the bidder must place best current possible pricing on the pricing sheets.

- 1. Include any taxes, surcharges, fees, special construction charges, and any other costs on the pricing sheet
- 2. Billing cycle will go from the first of the month to the last day of the month. Bill will be received no later than five (5) business days after the end of the month. Provider must include a breakdown with detailed charges, and summary billing by facility address. Bill must include district organization numbers by facility address.
- 3. Bidder agrees to resolve within 60 calendars days any formal written billing dispute provided either electronically, or via the United States Postal Service with return receipt requested. Bidder shall provide the mailing address for formal billing disputes within the response. Bidder shall provide an escalation list for the billing dispute resolution process. Escalation list shall at a minimum include the Vice-President of your organization responsible for billing disputes. In the event a formal billing dispute is not resolved within 60 days, bidder agrees to issue a credit to the districts service providers bill. This credit must appear on the first billing cycle after the expiration of the 60 days allowed for the billing issue resolution process. In the event service provider does not provide the credit requested, GISD shall subtract said credit from the next month's bill. Service provider agrees and accepts that any late payment fees associated with this process shall be waived by service provider without demand. Service Provider further agrees to not apply any late payments charges to the districts bill unless payment is received 30 calendar days after the bill date.
- 4. Vendors shall submit a descriptive summary of the Services proposed, which must describe general and specific features of Services bid, including calling features supported, Service capacities, blocking factors, and all optional characteristics. All prices should be quoted based on the minimum unit commitment.
- 5. Vendors shall submit a descriptive summary of the Services proposed, which must describe general and specific features of Services bid, including calling features supported, Service capacities, blocking factors, and all optional characteristics. All prices should be quoted based on the minimum unit commitment.
- 6. Vendors shall provide a map showing free local and extended coverage areas and indicate all related costs by area. Vendors should list all free Services and features included in the Services.
- 7. Vendor must indicate any locations in Analog Table that they are unable to provide analog service.

**QUESTIONNAIRE**

- 1. State if any extra fees will be charged to each account (dial assistance etc..) . \_\_\_\_\_  
\_\_\_\_\_
- 2. Specify and explain repair and service plans for connection. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 3. What is the timeline for full implementation and integration of system? \_\_\_\_\_  
\_\_\_\_\_
- 4. Who will be the contract administrator/point of contact for bidder? \_\_\_\_\_  
\_\_\_\_\_
- 6. What are your standard analog centrex features? \_\_\_\_\_  
\_\_\_\_\_

7. Specify any additional features or services that your company would provide if awarded the contract. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
8. Provide a list or organizational chart of your local support management and sales team.
9. Can the monthly bill be sent electronically? Yes \_\_\_\_\_ No \_\_\_\_\_ Cost for Electronic Billing?  
 \_\_\_\_\_
10. Does your service provide traffic analysis capabilities? \_\_\_\_\_
11. List the traffic analysis reports available. \_\_\_\_\_
12. In what format are these reports presented? Graphic, numeric or both? Via Website? \_\_\_\_\_  
 \_\_\_\_\_
13. Describe any additional hardware and/ or software required to provide this reporting function . \_\_\_\_\_
14. What is the cost (if any) of this functionality based on the proposed system configuration. \_\_\_\_\_
15. Does the proposed service support the following analog trunk applications and include any additional costs for the following?
- |                             |            |
|-----------------------------|------------|
| Direct Inward Dial ? _____  | Cost _____ |
| 911 or E911? _____          | Cost _____ |
| Caller ID? _____            | Cost _____ |
| Called Name Delivery? _____ | Cost _____ |

**PRICING SHEET****SECTION I – SERVICE****ONE YEAR COMMITMENT**

| <b>393 Analog Centrex Type telephone Lines installed in the quantity and addresses as specified in attachment “A”</b> | <b>UNIT COST PER ANALOG CENTREX TYPE LINE – 300 LINES MINIMUM</b> |
|---|---|
| Base Analog Centrex type telephone line   |   |
| Feature Package ( if applicable )   |   |
| Subscriber Line Charge  |   |
| Subscriber Line Charge credit   |   |
| Emergency Service Charge  |   |
| Cost of Service Surcharge   |   |
| Federal Universal Service Fee   |   |
| Municipal Fee   |   |
| List any and all taxes / fees / surcharges and special construction charges not included above.                       |   |
| Discount(s) available to District   |   |
| <b>TOTAL MONTHLY COST PER ANALOG CENTREX TYPE Line</b>  |   |
| Specify the Trunk/Line Ratio for this rate  |   |
| Monthly Cost for an additional Network Access Register or Trunk   |   |

**TWO YEAR COMMITMENT**

| <b>393 Analog Centrex Type telephone Lines installed in the quantity and addresses as specified in attachment “A”</b> | <b>UNIT COST PER ANALOG CENTREX TYPE LINE – 300 LINES MINIMUM</b> |
|---|---|
| Base Analog Centrex type telephone line   |   |
| Feature Package ( if applicable )   |   |
| Subscriber Line Charge  |   |
| Subscriber Line Charge credit   |   |
| Emergency Service Charge  |   |
| Cost of Service Surcharge   |   |
| Federal Universal Service Fee   |   |
| Municipal Fee   |   |
| List any and all taxes / fees / surcharges and special construction charges not included above.                       |   |
| Discount(s) available to District   |   |
| <b>TOTAL MONTHLY COST PER ANALOG CENTREX TYPE Line</b>  |   |
| Specify the Trunk/Line Ratio for this rate  |   |
| Monthly Cost for an additional Network Access Register or Trunk   |   |

**THREE YEAR COMMITMENT**

| <b>393 Analog Centrex Type telephone Lines installed in the quantity and addresses as specified in attachment "A"</b> | <b>UNIT COST PER ANALOG CENTREX TYPE LINE – 300 LINES MINIMUM</b> |
|---|---|
| Base Analog Centrex type telephone line   |   |
| Feature Package ( if applicable )   |   |
| Subscriber Line Charge  |   |
| Subscriber Line Charge credit   |   |
| Emergency Service Charge  |   |
| Cost of Service Surcharge   |   |
| Federal Universal Service Fee   |   |
| Municipal Fee   |   |
| List any and all taxes / fees / surcharges and special construction charges not included above.                       |   |
| Discount(s) available to District   |   |
| <b>TOTAL MONTHLY COST PER ANALOG CENTREX TYPE Line</b>  |   |
| Specify the Trunk/Line Ratio for this rate  |   |
| Monthly Cost for an additional Network Access Register or Trunk   |   |

**Table of Analog Lines to be Ported**

| <b>010 Sachse HS</b> | <b>041 Austin Academy</b> | <b>042 Bussey</b> | <b>043 Sam Houston</b> | <b>044 Memorial</b> | <b>045 Jackson</b> |
|----------------------|---------------------------|-------------------|------------------------|---------------------|--------------------|
| 3901 Miles Rd        | 1125 Beverly Dr.          | 1204 Travis St    | 2232 Sussex Dr         | 2825 1st St S.      | 1310 Bobbie Ln     |
| Sachse , Texas       | Garland , Texas           | Garland , Texas   | Garland , Texas        | Garland , Texas     | Garland , Texas    |
| 972 414-7450 Main    | 972 926-2620 Main         | 972 494-8391 Main | 972 926-2640 Main      | 972 926-2650 Main   | 972 494-8362 Main  |
| 972 414-7451         | 972 926-2621              | 972 494-8392      | 972 926-2641           | 972 926-2652        | 972 494-8363       |
| 972 414-7452         | 972 926-2622              | 972 494-8393      | 972 926-2642           | 972 926-2653        | 972 494-8364       |
| 972 414-7453         | 972 926-2628              | 972 494-8971      | 972 926-2647           | 972 926-2651        | 972 494-8802       |
| 972 414-7456         | 972 926-2629              | 972 494-8524      | 972 926-2644           | 972 926-1015        | 972 494-6226       |
| 972 414-7458         |                           |                   |                        |                     |                    |
| 972 414-7469         |                           |                   |                        |                     |                    |
| 972 414-7459         |                           |                   |                        |                     |                    |
| 972 414-7454         |                           |                   |                        |                     |                    |

| <b>047 Brandenburg</b> | <b>048 Sellers</b> | <b>049 Webb</b>   | <b>050 Coyle</b>  | <b>051 Lyles</b>    | <b>052 Hudson</b> |
|------------------------|--------------------|-------------------|-------------------|---------------------|-------------------|
| 626 Nickens Rd         | 1009 Mars Dr.      | 1610 Spring Creek | 4500 Skyline Dr.  | 4655 Country Club S | 4405 Hudson Dr.   |
| Garland , Texas        | Garland , Texas    | Garland , Texas   | Rowlett, Texas    | Garland , Texas     | Sachse , Texas    |
| 972 926-2630 Main      | 972 494-8337 Main  | 972 675-3080 Main | 972 475-3711 Main | 972 240-3720 Main   | 972 675-3070 Main |
| 972 926-2631           | 972 494-8338       | 972 675-3081      | 972 475-3712      | 972 240-3721        | 972 675-3071      |
| 972 926-2632           | 972 494-8339       | 972 675-3082      | 972 475-3713      | 972 240-3722        | 972 675-3072      |
| 972 926-2633           | 972 494-8607       | 972 675-3089      | 972 412-7222      | 972 240-3723        | 972 675-3077      |
| 972 926-2638           | 972 494-8482       | 972 675-3083      | 972 475-8391      | 972 240-3719        | 972 675-3076      |
|                        | 972 494-8719       |                   |                   | 972 240-3717        |                   |

| <b>054 Schrade</b> | <b>101 Beaver</b> | <b>102 Bullock</b> | <b>103 Caldwell</b> | <b>105 Centerville</b> | <b>107 Cooper</b>   |
|--------------------|-------------------|--------------------|---------------------|------------------------|---------------------|
| 6601 Danridge Rd   | 3232 March Ln     | 3909 Edgwood Dr    | 3400 Saturn Dr.     | 600 Kingsley Rd        | 1200 Kingsbridge Dr |
| Rowlett, Texas     | Garland, Texas    | Garland, Texas     | Garland, Texas      | Garland, Texas         | Garland, Texas      |
| 972 463-8790 Main  | 972 494-8301 Main | 972 494-8308 Main  | 972 926-2500 Main   | 972 926-2510 Main      | 972 675-3010 Main   |
| 972 463-8791       | 972 494-8302      | 972 494-8309       | 972 926-2501        | 972 926-2511           | 972 675-3011        |
| 972 463-8792       | 972 494-8202      | 972 494-8484       | 972 926-2502        | 972 926-2512           | 972 675-3012        |
| 972 463-8793       | 972 494-8702      | 972 494-8704       | 972 926-2505        | 972 926-2515           | 972 675-3015        |
| 972 463-4568       |                   |                    | 214 703-6953        |                        | 972 675-3016        |

| <b>108 Daughtery</b> | <b>109 Freeman</b> | <b>110 Handley</b> | <b>111 Kimberlin</b> | <b>112 Parkcrest</b> | <b>113 Southgate</b> |
|----------------------|--------------------|--------------------|----------------------|----------------------|----------------------|
| 500 Miller Rd.       | 1220 Walnut St W   | 3725 Broadway Blvd | 1520 Cumberland Dr   | 2232 Parkcrest Dr    | 1115 Mayfield Ave    |
| Garland, Texas       | Garland, Texas     | Garland, Texas     | Garland, Texas       | Garland, Texas       | Garland, Texas       |
| 972 926-2530 Main    | 972 494-8371 Main  | 972 926-2540 Main  | 972 926-2560 Main    | 972 926-2571 Main    | 972 926-2590 Main    |
| 972 926-2531         | 972 494-8370       | 972 926-2541       | 972 926-2561         | 972 926-2570         | 972 926-2591         |
| 972 926-2532         | 972 494-8372       | 972 926-2542       | 972 926-2562         | 972 926-2572         | 972 926-2592         |
| 972 926-2535         | 972 494-8835       | 972 926-2545       | 972 926-2565         | 972 926-2575         | 972 926-2595         |
|                      | 972 494-8370       | 972 926-2546       | 972 271-3293         | 972 926-2577         |                      |

| <b>115 Watson</b> | <b>116 Weaver</b>      | <b>117 Williams</b> | <b>119 Bradfield</b> | <b>120 Shorehaven</b> | <b>122 Walnut Glen</b> |
|-------------------|------------------------|---------------------|----------------------|-----------------------|------------------------|
| 2601 Dairy Rd     | 805 Pleasant Valley Rd | 1821 Oldgate Ln     | 3817 Bucknell        | 600 Shorehaven Dr.    | 3101 Edgewood          |
| Garland, Texas    | Garland, Texas         | Garland, Texas      | Garland, Texas       | Garland, Texas        | Garland, Texas         |
| 972 926-2600 Main | 972 494-8311 Main      | 972 926-2610 Main   | 972 494-8303 Main    | 972 494-8346 Main     | 972-494-8330 Main      |
| 972 926-2601      | 972 494-8312           | 972 926-2611        | 972 494-8304         | 972 494-8347          | 972 494-8235           |
| 972 926-2602      | 972 494-8264           | 972 926-2612        | 972 494-8215         | 972 494-8591          | 972 494-8321           |
| 972 926-2606      | 972 494-8721           | 972 926-2615        | 972 494-8729         | 972 494-8720          | 972 494-8725           |
| 972 926-2608      |                        |                     |                      | 972 494-8263          |                        |

| <b>123 Golden Meadows</b> | <b>125 Hillside</b> | <b>126 Davis</b>  | <b>127 Routh Roach</b> | <b>128 Ethridge</b> | <b>129 Vial</b>   |
|---------------------------|---------------------|-------------------|------------------------|---------------------|-------------------|
| 1726 Travis St            | 2014 Dairy Rd       | 1621 McCallum Dr  | 1811 Mayfield Ave      | 2301 Sam Houston    | 126 Creekview Dr. |
| Garland, Texas            | Garland, Texas      | Garland, Texas    | Garland, Texas         | Garland, Texas      | Garland, Texas    |
| 972 494-8373 Main         | 972 926-2550 Main   | 972 494-8205 Main | 972 926-2580 Main      | 972 675-3020 Main   | 972 240-3710 Main |
| 972 494-8600              | 972 926-2552        | 972 494-8620      | 972 926-2581           | 972 675-3022        | 972 240-3708      |
| 972 494-8374              | 972 926-2551        | 972 494-8387      | 972 926-2582           | 972 675-3021        | 972 240-3709      |
| 972 494-8709              | 972 926-2555        | 972 494-8707      | 972 926-2585           | 972 675-3025        | 972 240-3711      |
|                           |                     | 972 494-0860      |                        |                     |                   |

| <b>132 Club Hill</b> | <b>133 Hickman</b> | <b>137 Rowlett</b> | <b>138 Spring Creek</b> | <b>139 Luna</b>   | <b>140 Back</b>    |
|----------------------|--------------------|--------------------|-------------------------|-------------------|--------------------|
| 1330 Colonel Dr.     | 3114 Pinewood Dr   | 3315 Carla Dr      | 1510 Spring Creek       | 1050 Lochness Ln  | 7330 Bluebonnet Dr |
| Garland, Texas       | Garland, Texas     | Rowlett, Texas     | Garland, Texas          | Garland, Texas    | Rowlett, Texas     |
| 972 926-2520 Main    | 972 675-3150 Main  | 972 475-3380 Main  | 972 675-3060 Main       | 972 675-3040 Main | 972 475-1884 Main  |
| 972 926-2521         | 972 675-3152       | 972 475-3599       | 972 675-3062            | 972 675-3042      | 972 475-2779       |
| 972 926-2522         | 972 675-3151       | 972 475-3398       | 972 675-3061            | 972 675-3041      | 972 475-1942       |
| 972 926-2526         | 972 675-3155       | 972 412-4484       | 972 675-3065            | 972 675-3045      | 972 412-5245       |
| 972 926-2525         |                    |                    |                         | 972 675-3046      | 972 463-5591       |

| <b>141 Shugart</b> | <b>142 Herfurth</b> | <b>143 Abbett</b>  | <b>144 Keeley</b>  | <b>145 Sewell</b> | <b>146 Stephens</b> |
|--------------------|---------------------|--------------------|--------------------|-------------------|---------------------|
| 4726 Rosehill      | 7500 Miller Rd      | 730 Muirfield Rd W | 8700 Liberty Grove | 4400 Hudson       | 3700 Cheyenne DR    |
| Garland, Texas     | Rowlett, Texas      | Garland, Texas     | Rowlett, Texas     | Sachse, Texas     | Rowlett, Texas      |
| 972 240-3700 Main  | 972 475-7994 Main   | 972 675-3000 Main  | 972 412-2140 Main  | 972 675-3050 Main | 972 463-5790 Main   |
| 972 240-3703       | 972 412-5167        | 972 675-3002       | 972 412-1883       | 972 675-3052      | 972 463-5792        |
| 972 240-3702       | 972 412-5579        | 972 675-3001       | 972 412-1058       | 972 675-3051      | 972 463-5791        |
| 972 240-3701       | 972 475-7391        | 972 675-3005       | 972 412-7061       | 972 675-3053      | 972 463-5794        |
|                    | 972 412-0443        |                    | 972 412-2056       | 972 675-3055      | 972 463-5796        |

| <b>147 Lister</b> | <b>148 Dorsey</b> | <b>155 Armstrong</b> | <b>156 Pearson</b> | <b>157 Couch</b>  | <b>159 Carver</b> |
|-------------------|-------------------|----------------------|--------------------|-------------------|-------------------|
| 3131 Mars Dr.     | 6200 Dexham       | 4750 Ben Davis       | 5201 Nita Pearson  | 4349 Waterhouse   | 2200 Wynn Joyce   |
| Garland, Texas    | Rowlett, Texas    | Sachse, Texas        | Rowlett, Texas     | Garland, Texas    | Garland, Texas    |
| 972 675-3030 Main | 972 463-5595 Main | 972 414-7480 Main    | 972 463-7568 Main  | 972 240-1801 Main | 972-240-8014      |
| 972 675-3032      | 972 463-5593      | 972 414-7482         | 972 463-7843       | 972 240-1068      | 972-240-8025      |
| 972 675-3031      | 972 463-5594      | 972 414-7481         | 972 463-7849       | 972 240-4580      | 972-240-8029      |
| 972 675-3036      | 972 463-1805      | 972 414-7488         | 972 463-7623       | 972 240-9276      | 972-240-8042      |
| 972 675-3037      | 972 463-1807      | 972 414-7485         | 972 463-7647       | 972 240-1631      | 972-240-8059      |

| 153 AEC             | 180 Cisneros Pre-K | 135 CBC           | 181 Parsons Pre-K | 703 Tax Office/ESL | Athletics/Williams |
|---------------------|--------------------|-------------------|-------------------|--------------------|--------------------|
| 2015 Country Club S | 2826 5TH ST S.     | 221 Ninth St      | 2202 Ricoak Dr    | 901 State St W     | 510 Stadiums Dr    |
| Garland, Texas      | Garland, Texas     | Garland, Texas    | Garland, Texas    | Garland, Texas     | Garland, Texas     |
| 972 926-2691Main    | 972 271-7160 Main  | 972 494-8520 Main | 972 675-8065 Main | 972 494-8570       | 972 494-8587       |
| 972 926-2690        | 972 271-7162       | 972 494-8440      | 972 414-0204      | 972 494-8571       | 972 494-8589       |
| 972 926-2693        | 972 271-7152       | 972 494-8785      | 972 414-3291      | 972 494-8631       | 972 494-8567       |
| 972 926-2692        | 972 271-7165       | 972 494-8165      | 972 675-8061      | 972 485-4909       | 972 494-8999       |
| 972 926-2597        |                    | 972 494-8164      |                   | 972 485-4908       | 972 494-8975       |
|                     |                    | 972 494-8894      |                   |                    | 972 272-5912       |
|                     |                    | 972 494-8629      |                   |                    |                    |

| Special Events     | Enrollment     | PIP/Infant Center | 922 PDC           | 924 Technology | Ag Barn             |
|--------------------|----------------|-------------------|-------------------|----------------|---------------------|
| 4999 Naaman Forest | 720 Stadium Dr | 2625 Anita Dr     | 870 Buckingham Rd | 410 Stadium    | 972-675-3149        |
| Garland, Texas     | Garland, Texas | Garland, Texas    | Garland, Texas    | Garland, Texas |                     |
| 972 675-5831       | 972 494-8181   | 972 926-2680      | 972 494-8546      | 972 494-8690   | HBJ                 |
| 972 675-5321       | 972 494-8175   | 972 926-2682      | 972 494-8545      | 972 494-8417   | 1209 Centerville Rd |
| 972 675-9052       | 972 494-8173   | 972 926-2678      | 972 494-8544      | 972 494-8412   | Garland, Texas      |
| 214 703-3725       | 972 494-3802   | 972 926-2679      | 972 494-8941      | 972 494-8628   | 972-840-0405        |
|                    | 972 494-8275   | 972 278-6759      | 972 494-8917      | 972 494-8477   | 972-864-0185        |
|                    |                | 972 926-5018      | 972 494-8480      | 972 494-8599   | 972-926-2729        |
|                    |                |                   | 972 205-1183      | 972 485-1261   |                     |
|                    |                |                   |                   | 972 494-8599   |                     |
|                    |                |                   |                   | 972 485-4915   |                     |
|                    |                |                   |                   | 972 272-7427   |                     |
|                    |                |                   |                   | 972 494-8993   |                     |
|                    |                |                   |                   | 972 485-4917   |                     |
|                    |                |                   |                   | 972 494-8959   |                     |
|                    |                |                   |                   | 972 494-8267   |                     |
|                    |                |                   |                   | 972 494-8238   |                     |
|                    |                |                   |                   | 972-485-8033   |                     |

| 916 Harris Hill  | 916 Harris Hill  | 916 Harris Hill  | 916 Harris Hill  | 916 Harris Hill  | 916 Harris Hill  |
|------------------|------------------|------------------|------------------|------------------|------------------|
| 501 S Jupiter Rd | 501 S Jupiter Rd | 501 S Jupiter Rd | 501 S Jupiter Rd | 501 S Jupiter Rd | 501 S Jupiter Rd |
| Garland, Texas   | Garland, Texas   | Garland, Texas   | Garland, Texas   | Garland, Texas   | Garland, Texas   |
| 972 485-4978     | 972 485-4931     | 972 485-4939     | 972 485-4968     | 972 485-4965     | 972 485-4953     |
| 972 485-4977     | 972 485-4930     | 972 485-4942     | 972 485-4967     | 972 485-4964     | 972 485-4954     |
| 972 485-4976     | 972 485-4929     | 972 485-4923     | 972 485-4966     | 972 485-4963     | 972 485-4951     |
| 972 485-4975     | 972 485-4928     | 972 485-4979     | 972 485-4950     | 972 485-4962     | 972 485-4935     |
| 972 485-4981     | 972 485-4926     | 972 485-4974     | 972 485-4949     | 972 485-4961     | 972 485-4932     |
| 972 485-4980     | 972 485-4922     | 972 485-4973     | 972 485-4948     | 972 485-4960     | 972 485-4925     |
| 972 485-4936     | 972 485-4921     | 972 485-4972     | 972 485-4947     | 972 485-4959     | 972 485-4938     |
| 972 485-4918     | 972 485-4920     | 972 485-4971     | 972 485-4946     | 972 485-4958     | 972 485-4951     |
| 972 485-4937     | 972 485-4919     | 973 485-4970     | 972 485-4945     | 972 485-4957     |                  |
| 972 485-4934     | 972 485-4941     | 972 485-4982     | 972 485-4944     | 972 485-4956     |                  |
| 972 485-4933     | 972 485-4940     | 972 485-4969     | 972 485-4952     | 972 485-4955     |                  |

Total Lines

393

## Table of Locations Requiring Long Distance

| LOC NO | LOCATION                | ADDRESS              | CITY    | ZIP   |
|--------|-------------------------|----------------------|---------|-------|
| 143    | ABBETT                  | 730 MUIRFIELD RD.    | GARLAND | 75044 |
| 923    | AEC                     | 2015 COUNTRY CLUB    | GARLAND | 75041 |
| 155    | ARMSTRONG               | 4750 BEN DAVIS RD    | SACHSE  | 75048 |
| 41     | AUSTIN                  | 1125 BEVERLY DR.     | GARLAND | 75040 |
| 140    | BACK                    | 7300 BLUEBONNET DR.  | ROWLETT | 75088 |
| 101    | BEAVER                  | 3232 MARCH LN.       | GARLAND | 75042 |
| 119    | BRADFIELD               | 3817 BUCKNELL DR.    | GARLAND | 75042 |
| 47     | BRANDENBURG             | 626 NICKENS DR.      | GARLAND | 75043 |
| 102    | BULLOCK                 | 3909 EDGEWOOD DR.    | GARLAND | 75042 |
| 42     | BUSSEY                  | 1204 TRAVIS ST.      | GARLAND | 75040 |
| 103    | CALDWELL                | 3400 SATURN RD.      | GARLAND | 75041 |
| 159    | CARVER                  | 2200 Wynn Joyce      | GARLAND | 75041 |
| 135    | CBC                     | 221 S Ninth          | GARLAND | 75041 |
| 105    | CENTERVILLE             | 600 E. KINGSLEY RD.  | GARLAND | 75041 |
| 180    | CISNEROS PRE-K          | 2826 SOUTH FIFTH ST  | GARLAND | 75041 |
| 132    | CLUB HILL               | 1330 COLONEL DR.     | GARLAND | 75043 |
| 107    | COOPER                  | 1200 KINGSBRIDGE DR. | GARLAND | 75040 |
| 157    | COUCH                   | 4349 WATERHOUSE      | GARLAND | 75043 |
| 50     | COYLE                   | 4500 SKYLINE DR.     | ROWLETT | 75088 |
| 108    | DAUGHERTY               | 500 W. MILLER RD.    | GARLAND | 75041 |
| 126    | DAVIS                   | 1621 MCCALLUM DR.    | GARLAND | 75042 |
| 148    | DORSEY                  | 6200 DEXHAM RD.      | ROWLETT | 75088 |
| 900    | ENROLLMENT CENTER       | 720 STADIUM DR.      | GARLAND | 75040 |
| 128    | ETHRIDGE                | 2301 SAM HOUSTON DR. | GARLAND | 75044 |
| 109    | FREEMAN                 | 1220 WALNUT ST.      | GARLAND | 75040 |
| 2      | GARLAND HIGH            | 310 S. GARLAND AVE.  | GARLAND | 75040 |
| 123    | GOLDEN MEADOWS          | 1726 TRAVIS ST.      | GARLAND | 75042 |
| 110    | HANDLEY                 | 3725 BROADWAY BLVD.  | GARLAND | 75043 |
| 916    | HARRIS HILL             | 601 S. JUPITER ROAD  | GARLAND | 75042 |
| 124    | HEATHER GLEN            | 5119 HEATHER GLEN DR | GARLAND | 75043 |
| 142    | HERFURTH                | 7500 MILLER RD.      | ROWLETT | 75088 |
| 133    | HICKMAN                 | 3114 PINWOOD         | GARLAND | 75044 |
| 125    | HILLSIDE                | 2014 DAIRY RD        | GARLAND | 75041 |
| 52     | HUDSON                  | 4405 HUDSON DR.      | SACHSE  | 75048 |
| 45     | JACKSON                 | 1310 BOBBIE LN.      | GARLAND | 75043 |
| 144    | KEELEY                  | 8700 Liberty Grove   | ROWLETT | 75088 |
| 111    | KIMBERLIN               | 1520 CUMBERLAND DR.  | GARLAND | 75040 |
| 5      | LAKEVIEW                | 3505 HAYMAN DR.      | GARLAND | 75043 |
| 158    | LIBERTY GROVE           | 10201 Liberty Grove  | ROWLETT | 75088 |
| 147    | LISTER                  | 3131 MARS DR.        | GARLAND | 75040 |
| 139    | LUNA                    | 1050 LOCHNESS RD.    | GARLAND | 75044 |
| 51     | LYLES                   | 4655 S. COUNTRY CLUB | GARLAND | 75043 |
| 701    | MARVIN PADGETT          | 701 N. FIRST ST.     | GARLAND | 75040 |
| 44     | MEMORIAL                | 2825 S. FIRST ST.    | GARLAND | 75041 |
| 121    | MONTCLAIR               | 5200 BROADMOOR       | GARLAND | 75043 |
| 8      | NAAMAN FOREST           | 4843 NAAMAN FOREST   | GARLAND | 75040 |
| 156    | NITA PEARSON            | 5201 NITA PEARSON DR | ROWLETT | 75088 |
| 4      | NORTH GALRAND           | 2109 BUCKINGHAM RD.  | GARLAND | 75042 |
| 134    | NORTHLAKE               | 1626 BOSQUE DR.      | GARLAND | 75040 |
| 46     | O'BANION                | 700 BIRCHWOOD DR.    | GARLAND | 75043 |
| 112    | PARK CREST              | 2232 PARK CREST DR.  | GARLAND | 75041 |
| 181    | PARSONS PRE-K           | 2202 RICHOAK DR      | GARLAND | 75044 |
| 906    | PRINT SHOP              | 414 STADIUM DR.      | GARLAND | 75040 |
| 922    | PROFESSIONAL DEV. CNTR. | 870 W. BUCKINGHAM RD | GARLAND | 75040 |



|     |                          |                      |         |       |
|-----|--------------------------|----------------------|---------|-------|
| 874 | RISK MANAGEMENT          | 414 STADIUM DR.      | GARLAND | 75040 |
| 127 | ROACH                    | 1811 MAYFIELD AVE.   | GARLAND | 75041 |
| 137 | ROWLETT                  | 3315 CARLA DR.       | ROWLETT | 75088 |
| 9   | ROWLETT HIGH             | 4700 KIRBY RD        | ROWLETT | 75088 |
| 10  | SACHSE HIGH              | 3901 MILES ROAD      | SACHSE  | 75048 |
| 43  | SAM HOUSTON              | 2232 SUSSEX DR.      | GARLAND | 75041 |
| 54  | SCHRADE                  | 6601 DANRIDGE RD.    | ROWLETT | 75088 |
| 48  | SELLERS                  | 1009 MARS DR.        | GARLAND | 75040 |
| 145 | SEWELL                   | 4405 HUDSON DR.      | SACHSE  | 75048 |
| 120 | SHOREHAVEN               | 600 SHOREHAVEN DR.   | GARLAND | 75040 |
| 141 | SHUGART                  | 4726 ROSEHILL RD.    | GARLAND | 75043 |
| 3   | SOUTH GARLAND            | 600 COLONEL DR.      | GARLAND | 75043 |
| 113 | SOUTHGATE                | 1115 MAYFIELD DR.    | GARLAND | 75041 |
| 925 | SPECIAL EVENT CENTER     | 4999 NAAMAN BLVD.    | GARLAND | 75040 |
| 138 | SPRING CREEK             | 1510 SPRING CREEK DR | GARLAND | 75040 |
| 903 | STADIUMS/ATHLETICS       | 510 STADIUM DR.      | GARLAND | 75040 |
| 154 | STEADHAM                 | 6200 Dandridge       | ROWLETT | 75088 |
| 146 | STEPHENS                 | 3700 CHEYENNE DR.    | ROWLETT | 75088 |
| 902 | TAX OFFICE               | 901 STATE ST.        | GARLAND | 75040 |
| 924 | TECHNOLOGY               | 410 STADIUM DR.      | GARLAND | 75040 |
| 908 | TEXTBOOKS/TRANSPORTATION | 326 STADIUM DR.      | GARLAND | 75040 |
| 136 | TOLER                    | 3520 GUTHRIE RD.     | GARLAND | 75043 |
| 129 | VIAL                     | 126 CREKVIEW DR.     | GARLAND | 75043 |
| 122 | WALNUT GLEN              | 3101 EDGEWOOD DR.    | GARLAND | 75042 |
| 115 | WATSON                   | 2601 DAIRY R.        | GARLAND | 75042 |
| 116 | WEAVER                   | 805 PLEASANT VALLEY  | GARLAND | 75040 |
| 49  | WEBB                     | 1610 SPRING CREEK DR | GARLAND | 75040 |
| 117 | WILLIAMS                 | 1821 OLD GATE LN.    | GARLAND | 75042 |

**PLEASE PROVIDE COPY OF YOUR FIRMS MASTER SERVICE AGREEMENT WHICH WILL NEED TO BE EXECUTE BETWEEN THE GISD AND YOUR FIRM.**