SCHOOL ADMINISTRATIVE UNIT NO. 83
Fremont School District
432 Main Street
Fremont, NH 03044

Brian Stack
Superintendent

Nathan Castle
Business Administrator

Carla Smith
Technology Director

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Special Services Director

October 20, 2026

Request for Proposal
Intercom System

The Fremont School District, SAU 83, acting through the Fremont School Board (the "District"), invites proposals from qualified vendors a new intercom system for Ellis School in accordance with the following specifications and terms and conditions.

One copy of the original proposal must be submitted in a sealed envelope plainly marked:

INTERCOM SYSTEM RFP
Attn: Nathan Castle
Fremont School District - SAU83
432 Main Street
Fremont, NH 03044

All proposals must be received by November 18, 2026 at 1:00 pm EST

I. INTRODUCTION

The Fremont School District (the "District"), is seeking proposals for the procurement and installation of a new intercom system to enhance communication within Ellis School. The goal is to implement a reliable solution that will improve safety, coordination, and day-to-day operations. The system should support clear, effective communication between administrators, faculty, staff, and students. This Request for Proposal (RFP) outlines the specifications and requirements for the intercom system, and we invite qualified vendors to submit their proposals for consideration.

General information and specifications are as follows.

II. GENERAL REQUIREMENTS

The Fremont School District reserves the right to waive any formality, informality, information and/or errors in the proposals submitted and the right to reject any or all proposals at its discretion and to accept the proposal which will be in the best interest of the District; or to purchase on the open market if it is considered in the best interest of the District to do so.

Any questions or inquiries must be submitted in writing, and, in order to be considered, must be received by Nathan Castle, Business Administrator, at ncastle@sau83.org by November 4, 2026. Any changes to the Request for Proposals will be provided to all Proposers of record.

No Late, Emailed or Faxed proposals will be accepted

III. GENERAL SCOPE OF WORK

The Fremont School District, SAU 83, seeks proposals for the complete replacement, installation, configuration, testing, and commissioning of the intercom and paging system at Ellis School.

The selected vendor shall provide a complete, fully operational solution, including all equipment, materials, software, licenses, cabling, accessories, programming, labor, and services necessary to meet the requirements of this RFP.

The selected vendor shall be responsible for:

- Conducting a site survey to document existing conditions, room locations, infrastructure, network requirements, existing equipment, and proposed equipment locations.
- Developing a system design and implementation plan for District approval before ordering equipment or beginning installation.
- Providing and installing all required intercom and networking components, software, and related equipment.
- Replacing intercom cabling throughout the building.
- Providing paging and announcements to individual rooms, designated zones, and the entire school.
- Providing the required emergency announcement functionality and documenting system behavior during network, equipment, and power failures.
- Configuring the system, testing all required functions, correcting deficiencies, and commissioning the completed installation.
- Providing staff training, administrator training, system documentation, warranty information, and ongoing support details.

- Providing as-built drawings, equipment inventories, configuration documentation, and all administrative credentials necessary for District ownership and management of the system.

IV. ANTICIPATED TIMELINE

Ideally replacement of the intercom system will be started during the week of February 22, 2027. Prior work and set up can be started before that time with signed agreement. Other applicable dates of note:

- Optional walkthrough October 28, 2026 at 10 am EST
- All questions submitted via email by November 4, 2026 at 1 pm EST
- Addendum with submitted answers will be released November 11, 2026
- All submissions due November 18, 2026 at 1 pm EST
- Decisions made and contract awarded December 2026

V. SUBMITTAL REQUIREMENTS

Format & Contents of Proposal

1. Statement of Project Requirements
   - Provide a brief and formal cover letter outlining the Vendor's interest in and ability to perform the requirements of this RFP, including the project timeline. A person who is authorized by the organization to enter into an agreement with the district must sign the letter. Please include all contact information.
2. Vendor Background -Information on the Vendor shall be provided to include:
   - Years in business under present name.
   - Names and titles of professional staff members who will be involved in this engagement, the experience each possesses and the location of the office from which they work.
   - Company trade organizations / associations / affiliations.
3. References
   - Provide at least three (3) business references from who are or who have used your services in the past. Please include names, addresses, phone numbers, email addresses and contact person(s).
4. Cost Proposal
   - The vendor shall submit a complete itemized cost proposal identifying all one-time and recurring costs required to provide and maintain the proposed system. Pricing shall identify equipment, installation, cabling, configuration, licensing, training, warranty, support, and any required third-party services.
   - The vendor shall identify all assumptions, exclusions, dependencies, additional costs, and work to be performed by the District or other contractors. No material deviations from the approved scope may be made without written District approval.
5. Contact Information Sheet
   - Vendor shall complete, sign and submit the Bid Form on page 5 of this document.

VI. SELECTION

The District intends to award the contract to the responsive and responsible bidder whose proposal provides the best overall value to the District. Lowest price alone will not determine award. The Fremont School Board reserves the right, consistent with applicable law, to:

- Reject any or all proposals, in whole or in part, when determined to be in the District's best interest.
- Waive minor informalities or irregularities that do not affect fair competition.
- Request clarification, conduct interviews, check references, and negotiate with one or more responsive bidders, provided the process remains fair and consistent with applicable procurement requirements.
- Accept a proposal for sixty (60) days after the submission deadline unless a different period is stated in an addendum.

VII. GENERAL CONTRACT CONDITIONS

- To the fullest extent permitted by law, the Bidder shall indemnify, defend, and hold harmless the District and its officers, officials, employees, volunteers, and agents from claims, damages, liabilities, costs, and reasonable legal fees arising from the negligent or wrongful acts or omissions of the Bidder, its employees, agents, or subcontractors in performance of the contract. The final indemnification language shall be subject to District legal review.
- The Bidder shall maintain commercial general liability insurance and name the Fremont School District and SAU 83 as additional insureds where commercially available and appropriate. Minimum limits shall be $1,000,000 per occurrence and $2,000,000 aggregate, or such higher limits as the District specifies before award. Certificates of insurance and applicable endorsements shall be provided before service begins. Policies shall provide notice of cancellation or material reduction as required by the policy and applicable law.
- The Bidder shall maintain workers' compensation insurance as required by New Hampshire law and employer's liability coverage appropriate to the contract.
- The District is not responsible for loss of or damage to the Bidder's vehicles, equipment, tools, supplies, or other property except to the extent caused by the District's negligence or as otherwise required by law.
- Bidder personnel on District premises shall comply with applicable District policies and reasonable directions of District administrators.
- The Bidder may not assign or transfer the contract or subcontract a material portion of District service without prior written District approval. Approval does not relieve the Bidder of responsibility for full contract performance, and all approved subcontractors must meet the same legal, safety, clearance, insurance, confidentiality, and performance requirements.

RFP – Intercom Bid Form

Name of Company			
Address			
Telephone Number		**Fax Number**	
Signature of Authorized Individual		**Date**	
Name (please print)		**Title**	
Bid Total			