

Phone System Bid

City of Gallatin

1.0 Introduction

The City of Gallatin along with the Gallatin Police Department are accepting bids for a new network based phone system. Bids are to be submitted no later than Friday, July 25, 2014 by 11:00am in a sealed envelope clearly identified **Phone System Bid Enclosed** and bid due date and time marked on outside of envelope. Any questions please contact J.R. Smith @ 615-451-5963.

1.1 Scope of Work

The City of Gallatin along with the Gallatin Police Department seek to purchase a new network based phone system to include the system, phones, fax analog adapters, and paging system adapters to service both City Hall and the Gallatin Police Department.

2.0 Technical Requirements

Phone System features must include:

- All inclusive licensing scheme
- SIP/PRI capabilities
- Must be easily expandable to support additional users and multiple sites
- IVR
- Voicemail to Email
- Active Directory Integration
- Call Recording with a minimum of 29,500 hours of recording capability
- Call Conference Bridging
- Must have or work with a 3rd party softphone compatible with both pc and mobile devices

Telephone features must include:

- Must have Gigabit capability with pass-through
- Phones must support multiple lines
- POE capable with optional power cord
- Caller ID
- Programmable Buttons
- Optional Operator Expansion

3.0 Bid Requirements

- Bid must include qty 135 phones
- Bid must include qty 135 power cords for phones
- Bid must include qty 5 conference phones
- Bid must include qty 5 power cords for conference phones
- Bid must include a phone system that will support 2 separate facilities connected via network

- Bid must include a phone system with the ability to administer the facilities independent of one another while maintaining integration/communication between the two facilities.
- Bid must include compatible devices to replace existing phone dialers (analog) and fax machines qty 25
- Bid must include overhead analog paging capabilities
- Bid must include a minimum of 2 options of phones
- Bid must include a (1) compatible wireless telephone that is able to connect to an existing 802.11 n wireless network. The phone must also be able to receive and make phone calls and transfer calls to extensions.
- Bid must be valid for 90 days from date of bid opening

4.0 Vendor Requirements

- Vendor must complete attached price sheet.
- Vendor must deliver equipment at no additional charge
- Provide a demo of product
- Provide best possible warranty package (include with pricing)
- Vendor must include 2 paper copies and 1 digital copy

5.0 Evaluation of Proposals

The City of Gallatin will award the contract to lowest responsible and responsive bidder meeting specifications, quality, and performance standards pursuant to the Municipal Purchasing Act of 1983. Response will be based on the following factors;

- Completeness of response
- Cost
- Vendor track record, including references
- Quality of service and product

6.0 Contract Award

The City of Gallatin reserves the right to reject any or all proposals and to waive any informality found therein. The City of Gallatin will award a contract based on evaluations described above.

7.0 Question Submissions

Information Technology

Attn: Cameron Calvert

132 W Main St

Gallatin TN 37066

Email: Cameron.calvert@gallatin-tn.gov

7.0 Proposal Submission

ALL SUBMISSIONS MUST BE SEALED AND CLEARLY MARKED

“Phone System Bid Enclosed”

Proposals shall be directed to the attention of:

Finance Department

Attn: J.R.Smith

Phone System Bid Enclosed

132 West Main Street

Gallatin, TN 37066

Telephone: 615-451-5963

DUE DATE: Friday, July 25, 2014 by 11:00 a.m.

Item	Model	Cost
Phone Cost		
Description		
Phone Cost		
Description		
Phone power cord		
Description		
Cordless Phone		
Description		
Conference Phone		
Description		
Conference Phone		
Description		
Analog to Digital Adapter		

Description		
Paging Adapter		
Description		