



**CITY OF CONWAY
1201 Oak Street
Conway, Arkansas 72032**

Invitation and Bid

2007-14

**INVITATION
TO THE VENDOR ADDRESSED:**

Bidders are invited to furnish the items listed herein in accordance with the terms and conditions attached. **Sealed** bids must be in the hands of the Mayor not later than **10 am, Friday, February 2nd, 2007** at which time all bids will be opened and read in the Downstairs Conference Room in City Hall. Unsigned bids will be rejected. Successful bidders will receive purchase order **within 30 days after the City Council approval.**

District Court Phone System Specifications

Phone System Specifications:

The phone system shall be based on a converged IP/TDM technology using either H.323 and/or Sessions Initiated Protocol. Systems should be scalable and have the ability to network with other like systems that are installed or might be installed by the city in the future. Networking shall be defined as the ability not only to transfer calls and access remote dial tone but also to have its features be fully or partially transparent between the systems. Those features that are not network transparent need to be listed on a separate sheet named attachment A and submitted as part of the bid. For example a feature such as “Busy lamp indication”, which shows when a station set is off-hook, must be shown across the network.

The system shall be wired for 16 lines and have activated software for a minimum of 96 ports or devices.

The system shall be equipped for a minimum of 16 each Central Office business lines.

The system shall be equipped for a minimum 32 each digital phone sets.

The successful bid must include the following:

25 each digital LCD speaker phones w/ built-in headset jack receptacles and 24 programmable buttons and three soft keys

The digital LCD phones w/softkeys shall have the capability of programmable mobile user profiles. That is an employee working at another workstation or simply mobile can go to any digital LCD phone with softkeys and dial his/her username and password and cause the phone to have his/her user profile including long distance restrictions, message waiting light for his/her voicemail and any programmed speed dials and all button mapping i.e..... personnel settings.

The system shall be rack mounted in the equipment room located at the Faulkner County District Court. All equipment shall be securely mounted, wiring and cabling shall be neatly routed and secure. All lines and utility connections shall be clearly identified.

Additional connectivity to the system from FCDC to the Guy Murphy building located next (South) of the FCDC is required.

The bid shall include warranty information and the cost of a maintenance agreement after the warranty period.

VOIP Technology

The system shall include and have installed any and all necessary software and hardware required to support 24 channel VOIP networking with the ability to seamlessly connect to the city's master phone system at the Emergency Operations Center.

The system upon activation shall be full function VOIP capable and require no additional hardware or software. As aforementioned the system shall be converged and must support both IP and non-IP phone sets.

System and Voicemail:

The phone system shall be compatible with the master phone system and interchange voicemail installed at the Emergency Operations Center.

Those submitting bids are encouraged to contact the City of Conway's Information Technology Department for clarification on any part of the specifications or those wishing to inspect the Faulkner County District Court and the Guy Murphy Building may call 501.513.3521.

*****This bid is also available at www.cityofconway.org***

Bid Number: 2007-14
District Court Phone System Bid Specifications

Bid Amount \$ _____

Unsigned bids will be rejected:

Authorized Agent Bidding on this project:

Company Name

Company Representative Name

Representative's Signature

Address Email Address

City State Zip

Telephone Number Fax Number

Date

City of Conway
TERMS AND CONDITIONS
Important – Read Carefully

By Submission of bid, bidder certifies that he has read all terms and conditions and that bid is submitted in accordance therewith.

1. Prices quoted will be considered to be net prices unless otherwise stated by the bidder. Cash discounts requiring payments in less than 30 days will not be considered in making awards.
2. Prices quoted shall be FOB Conway unless otherwise specifically stated on proposal. In either case, delivery charges must be prepaid.
3. All fees and taxes shall be included in prices quoted.
4. Bidder certifies that he will make delivery of items for which he bids within 10 days after receipt of award – unless otherwise specifically stated. Time of delivery in excess of 10 days may be considered a factor in making awards.
5. In case of default of contractor in making deliveries as per contract, the City may procure the articles or services from other sources and hold the contractor responsible for all excess costs occasioned thereby. Bidder's record as to satisfactory performance under previous contracts will be considered a factor in making awards and retention on bid lists.
6. The City reserves the right to reject any or all bids, in part or in whole and to waive information in bids received.
7. If not otherwise specified, bidder must furnish brand names with catalog number, if any, on items which are offered as "equal." In all such cases the burden of establishing equality is upon the bidder and failure to do so within a reasonable time may result in rejection. Alternative bids will not be considered unless no other type bid for the item is received.
8. In the case of equal or tie bids, preference will be given to Arkansas bidders. Other than as stated in the first sentence, awards on tie bids will be made at the discretion of the purchasing official. In such cases, "splitting" will be avoided and awards of previous contract(s) to one or more of the bidders will not be a factor.
9. In the event that bidder is unable to furnish all of an item, bids on portions thereof may be considered.
10. Final inspections and acceptance or rejection will be made after delivery. Items rejected because of non-conformance shall be removed and replaced immediately with those which meet specifications, all at the expense of the contractor. In the event that necessity requires the use of non-conforming items, payment therefore will be made at a proper reduction in price which shall be not greater than contractor's actual cost by purchase, fabrication, manufacture or other production method plus transportation paid to carriers. All costs in connection with testing items that do not meet specifications shall be paid by contractor.
11. Quality, time of performance, probability of performance, and location of bidder will be factors in awards of all contracts.
12. The City reserves the right to purchase any, all or none of the items listed, in combinations thereof that may be in the best interest of the City of Conway.
13. The City reserves the right to change any specifications, terms and/or conditions at any time, with adequate notice in writing to bid invitees of those changes, if any.
14. The City is qualified for "GSA" pricing schedules, if available and applicable.
15. The City reserves the right to waive any informalities or minor defects, but this shall not be construed to indicate waiver of any specification, term and/or condition unless in the best interest of the City in the judgment of the City.
16. **CONSTRUCTION/INSTALLATION:** Any construction work that is worth \$20,000 or more must comply with Arkansas Code Annotated § 22-9-204.
17. **PROHIBITED INTEREST CONDITION:** No official of the City authorized on behalf of the City to specify, plan, design, negotiate, make, accept or approve, or take part in specifying, planning, negotiating, making, accepting or approving any construction or material purchase contract or any subcontract in connection with any purchase made by the City of Conway shall become directly or indirectly interested personally in the purchase in the purchase or any part thereof.
18. **EQUAL OPPORTUNITY IN EMPLOYMENT:** All qualified bidders will receive consideration without regard to race, color, religion, sex, age, disability or national origin.