

## REQUEST FOR PROPOSAL

**FOR:** Telephone/Internet equipment and service

**SEALED PROPOSALS WILL BE ACCEPTED UNTIL: October 30<sup>th</sup>, 2020**

**DATE/TIME OF PROPOSAL OPENING: October 30<sup>th</sup>, 2020 3:01 pm**

Prices quoted must include all transportation charges, packing, and drayage. Proposals must be free from alteration, or erasures, and all signatures must be hand signed in ink by individual or firm making the proposal. Carefully review all sections before submission. Incomplete documents may be rejected. You may include other documentation for review inside sealed proposal envelope. Purchasing Agent reserves the right to waive technicalities, to reject any or all bids, to request additional information from all proposers, to use any ideas presented in proposals, and to negotiate with one or more of the finalists regarding terms of the engagement. Alleghany County intends to select the company that, in its opinion, best meets the needs. All documents become the property of Alleghany County when submitted, and will not be returned. Alleghany County is not responsible for any cost related to proposal submissions.

### **RFP RETURN ADDRESS FOR THE OUTSIDE OF THE ENVELOPE:**

**Note:** Any potential proposal packages that are not plainly marked are considered VOID if mistakenly opened prior to the scheduled proposal opening meeting.

All proposals will be considered in accordance with NC State Law and without regard to age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, or disability that does not prohibit the performance of duty.

**\*\*\*THE OUTSIDE OF THE ENVELOPE MUST BE MARKED WITH THE BIDDER'S COMPANY NAME, THE BID NAME, DATE & TIME OF BID OPENING AND MUST BE MARKED "SEALED BID. DO NOT OPEN"**

Proposals will not be considered unless accompanied by this complete signed original document.

Contractor shall provide Insurance Coverage information in the following amounts prior to the beginning of the project. Coverage shall be in effect throughout the term of the project.

**Alleghany County reserves the right to waive or impose any additional insurance or bond requirements, during the contract negotiation and execution phase.**

**Please feel free to call 336-372-4179 with any questions you may have.**

## DESCRIPTION OF GOODS/SERVICES WANTED

**Specifications:** Requests for proposals & pricing for the following projects as requested per the following information. Listed below are preliminary details for the respective project. Project Location:

County Administration Building	348 S Main Street
County Office Building	90 S Main Street
EMS	40 Cox Street
Transfer Station	431 Osborne Road
Social Services	182 Doctors Street
Duncan Rec Center	490 Trojan Avenue
Sheriff's Office	40 Alleghany Street
Maintenance	37 Cox Street

### Hosted VoIP Business Telephone System –

- System should be configured for an approximate total of 75 telephone sets and have the capacity for up to 100 telephone sets. The system must also have the capacity for at least 60 telephone lines for future expansion and include domestic long distance.
- Telephone sets must have a display that indicates Caller ID information etc. and a voicemail system accessible to all telephone sets should be included. System should be configured with a minimum of a two-hour battery backup. System should come equipped to provide music on hold.

### Telephone Services –

- Telephone services should include a minimum of 50 lines to be used across all locations and should include the following attributes:
  - All major calling features
  - Long Distance (Unlimited domestic)
  - Voice Mail (e-mail notification preferred)

### Broadband Internet –

- Internet speeds of 500M/500M (symmetrical) or greater for broadband services at all locations

### Maintenance Plan –

- Comprehensive maintenance plan options must be provided including but not limited to all data switching, wireless data, and hosted VoIP equipment as required by this RFQ.

### Additional Information –

- Traditional Fax lines are used in some offices/locations and should be included in the proposal.
- Vendor must be willing to work with The County to complete projects in multiple phases as determined necessary during negotiations.

- Finance Options may be included with the proposal. These options are encouraged, but are not required.
- Multiple office locations are included in this request. Some locations may not require a complete communications system, and should be included as a secondary site in the equipment configuration as allowable.
- These project specifications may not include all necessary details required for a true proposal, and a site visit is strongly recommended.
- Cost Savings Analysis is preferred, but not a requirement of the proposal.
  
- Walkthrough of project areas shall be completed prior to submission of proposal. Vendor will make arrangements directly with the County Manager's office to set up date and time of access to any secured facilities. At this scheduled time, the contractor will have access to take any measurements of most project areas, discuss project details and any necessary questions needed for proposal purposes.
  
- Vendor shall provide warranty information for all components of installed materials & project.
  
- Total Project Cost shall include all products, items, & equipment necessary for project completion, including associated travel costs, & labor.

**NOTES:** Written terms and conditions, all necessary insurance, permits, and license documentation shall be in place prior to any work being completed. All terms, conditions, and/or contracts shall be reviewed by the County Attorney as to acceptable form.

**Vendor Contact Information**

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

Company Mailing Address: \_\_\_\_\_

\_\_\_\_\_

**Primary Contact Information:**

**Secondary Contact (If Applicable):**

Name \_\_\_\_\_

Name \_\_\_\_\_

Phone # \_\_\_\_\_

Phone # \_\_\_\_\_

The undersigned firm or individual(s), proposes to follow all conditions set forth in this document, to furnish and deliver to the place designated, the named supplies/services at the prices quoted within the proposal, same to be charged to Alleghany County. We guarantee all the above named goods/services to be in accordance with specifications or equal.

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
Date:

\_\_\_\_\_  
(Authorized Signature)

**Proposal Package Checklist:**

- Review Specifications & Requirements within Request For Proposal Document.
- Fully Signed Original Request for Proposals Document (include all pages originally provided).
- W-9 Information
- Contractor Specific Proposal Information Documents
- Any other information necessary for review by County Manager's Office
- Properly prepared envelope according to requirements.
- Minimum of three relevant references for service requested in RFP.