

COUNTY OF JASPER, MISSOURI

JASPER COUNTY SHERIFF'S OFFICE

INVITATION FOR BID NO. 2017-003

UPGRADE/UPDATE TO CISCO PHONE SYSTEM

INVITATION TO BID

Sealed bids will be received at the Jasper County Commissioners office for an upgrade/update to our Cisco Phone System for the JASPER COUNTY SHERIFF'S OFFICE, located at 231 South Main, Carthage, MO 64836, as described in specifications that can be picked up at the following locations:

Jasper County Sheriff's Office
231 S. Main St.
Carthage, MO 64836

Jasper County Commissioners Office
302 S. Main
Jasper County Courthouse, Room 101
Carthage, MO 64836

Specifications can also be found on the Jasper County Sheriff's website, under the "RFP Projects" tab, at www.jaspercountysheriff.org.

Bids will be received at the Jasper County Commissioners office, 302 S. Main, Room 101, Carthage, Mo., 64836 until **MONDAY, JULY 31ST AT 10 AM**, at which time they will be publicly opened and read aloud in the commissioner's office.

Equal Opportunity Employer

Sheriff Randee Kaiser
Jasper County Sheriff's Office
231 S Main St
Carthage, MO 64836
417-358-8177

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1. Information for Bidders

This Invitation to Bid is intended to solicit responses from qualified bidders for an upgrade/update to our Cisco Phone System. Bidders are encouraged to bid all components listed and certify that they are capable of successfully meeting the specifications and requirements. **The Jasper County Sheriff's Office reserves the right to make a single award, multiple awards, adjust quantities either up or down, or make no award on an item by item basis as determined to be in the best interests of the Sheriff's Office based on the available funding. Please include in your bid any quantity pricing discounts or other pricing considerations. Any resultant purchase agreement or contract pricing shall be valid for a term of one (1) calendar year and allow for subsequent purchases beyond any initial quantity during that year. The Jasper County Sheriff's Office reserves the right to extend the initial resultant contract for an additional year.**

1.1 Identification of Contact Person

All questions, requests for clarifications or interpretations shall be directed to:

Deputy Duane George
Jasper County Sheriff's Office
231 S. Main St
Carthage, MO. 64836
417-358-8177 Ext. 1383
dgeorge@jaspercountysheriff.org

Contact with other county employees regarding this RFP is expressly prohibited without prior consent from Deputy George or his designated appointee. Bidders directly contacting other County employees risk elimination of their offering from further consideration.

1.2 Inspection of Specifications and Site of Work

NOT APPLICABLE FOR THIS BID.

1.3 Interpretation of Specifications

If a bidder has any questions which arise concerning the true meaning or intent of the specifications or any part thereof, or believes that any part of this Invitation to Bid is unfairly restrictive, he shall request in writing, at least ten (10) calendar days prior to the date fixed for the bid opening, that an interpretation be made and an addendum be issued by the County, which shall then be delivered to all bidders of record. All addenda issued shall become part of the contract documents. Failure to have requested an addendum covering any questions affecting the interpretation of the specifications shall not relieve the Contractor from delivering the completed project in accordance with the intent of the specifications. The County will not be responsible for any explanation or interpretation of specifications not specifically included in an addendum. Failure to acknowledge in the bid all addenda issued may constitute grounds for rejection of that bid.

1.4 Qualifications of Bidders

The County may make such investigations as deemed necessary to determine the ability of the bidder to perform the work and the bidder shall furnish to the County all such information and data for this purpose as the County may request. The County reserves the right to reject any bid if the evidence submitted by the bidder or investigation of such bidder fails to satisfy the County that such bidder is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.

1.5 Equivalent Material

NOT APPLICABLE FOR THIS BID.

1.6 Preference for U.S. Manufactured Goods

On purchases in excess of \$5,000, the County shall give preference to products manufactured, assembled or produced in the United States, if quantity, quality, and price are equal.

1.7 Transient Employer Law

NOT APPLICABLE FOR THIS BID

1.8 Basis of Award

The Sheriff's Office reserves the right to make an award on the basis of the lowest or best bid as received from a responsible bidder. The Sheriff's Office also retains the right to accept or reject any or all bids, to waive informalities and to advertise for new bids as the interest of the County may require. The Sheriff's Office may accept the bid which is judged best, although it may not be the lowest bid.

1.9 Bid Security

NOT APPLICABLE FOR THIS BID.

1.10 Laws and Regulations

All applicable state laws, county ordinances, and rules and regulations of all authorities having jurisdiction over the project shall apply to the contract throughout.

2. Bid Response Preparation and Submission

Each bid response shall be prepared in accordance with the instruction set forth within this document. When applicable, the specified Bid Security (section 1.9) must be included with the bid response. The box or envelope which the vendor delivers their bid in shall include labels identifying the name of the project, bid number, and name of the bidder submitting the response. No responsibility will attach to the Sheriff's Office for premature opening of bids not properly submitted as instructed. Use the following format for labels:

**BID NO.: 2017-003 UPDATE/UPGRADE PHONE SYSTEM
<INSERT NAME OF BIDDER>
OPENS: MONDAY, JULY 31ST AT 10 AM**

2.1 Submit one original and 2 printed copies. The original shall be marked as such with each of the copies being marked appropriately. Failure to provide the required number of copies may be grounds for rejection of the bid.

2.2 Bids must be submitted using the format examples provided where applicable. Failure to submit bids in the stated format may be grounds for rejection of the bid. Changes, additions or limiting provisions made to the format may render the bid informal and may cause its rejection.

2.3 All prices must be in ink or typewritten. Mistakes may be crossed out and corrections typed or written in ink adjacent thereto. All corrections must be initialed by the person signing the bid form.

2.4 Each bid must be signed in ink and include the full business address of the bidder. Bids by partnerships must be signed in the partnership name by one or more of the general partners. Bids by a corporation must be signed by an officer of the corporation or other person authorized to bind the corporation to the bid. The names and titles of all persons signing shall be typed or printed below their signatures.

2.5 Bids must be received by the County of Jasper prior to and no later than the date and time designated. Method of delivery is at the sole discretion and risk of the bidder. Bidders mailing their bids should allow sufficient time to insure receipt of their bids by the date and time designated. Bids will be publicly opened and read aloud at the designated date and time.

2.6 **Electronically transmitted or faxed copies of the bid are not acceptable.**

2.7 The bidder may withdraw the bid after depositing with the Commissioner's Office at any time prior to the stipulated time of receipt for such bids. No bid shall be withdrawn within ninety (90) days after the opening thereof, unless material errors are apparent.

2.8 The Sheriff's Office and all entities represented in this request are tax exempt by law. Federal tax exempt certificate will be furnished when requested. Pursuant to Section 144.030.1 RSMo, the Sheriff's Office has been approved as exempt from Missouri sales/use tax. Do not include this tax in the amount bid, as the Sheriff's Office will provide the necessary tax exemption certificates on applicable items.

2.9 The Sheriff's Office will not pay costs incurred, including but not limited to the preparation, printing, delivery, demonstration or site visits undertaken to respond to this RFP. All costs will be borne by the bidder.

2.10 The bidder is cautioned when submitting pre-printed terms and conditions or other type materials to make sure such documents do not contain other terms and conditions which conflict with those of the RFP and its contractual requirements. The bidder agrees that in the event of conflict between any of the bidder's terms and conditions and those contained in the RFP that the RFP shall govern.

2.11 The vendor may add supportive, technical information to the bid response, but should refrain from adding unnecessary promotional literature that is not pertinent to the RFP.

3.0 Request for Bid Statements

3.1 All pricing shall be as indicated on the pricing pages. The County shall not pay nor be liable for any other additional cost including, but not limited to taxes, shipping charges, insurance, interest, penalties, termination payments, attorney fees, liquidated damages, etc.

3.2 The contractor shall not transfer any interest in the contract, whether by assignment or otherwise, without the prior written consent of the Sheriff's Office.

3.3 The contractor shall fully coordinate all contract activities with those activities of the Sheriff's Office. As the work of the contractor progresses, advice and information on matters covered by the contract shall be made available by the contractor to the Sheriff's Office throughout the effective period of the contract.

3.4 The contractor shall agree and understand that all discussions between the Sheriff's Office and the contractor and all information gained by the contractor as a result of the contractor's performance under the contract shall be confidential and that no reports, documentation, or material prepared as required by the contract shall be released to the public without the prior written consent of the Sheriff's Office.

3.6 Prevailing Wage

NOT APPLICABLE FOR THIS BID.

3.7 Insurance

NOT APPLICABLE FOR THIS BID.

4.0 Evaluation and Protest Procedure

4.1 An evaluation committee will review all bids.

4.2 Protest Procedure

For all bids not exempted from the competitive bidding procedures, the Sheriff's Office will provide a tabulation of bids and recommendation for award by fax, email, or mail to all responding bidders. Bidders wishing to challenge the award decision will have ten (10) business days in which to file their challenge.

The protest must be filed in writing to the Commission and must specify the grounds upon which the protest is based. A valid protest must 1) come from an actual bidder or offeror for the request, and 2) who claim to be the rightful award. That is, a protest is not valid if filed by a bidder who cannot show they would be awarded the contract if their protest were accepted.

The Commission, along with the Sheriff (or his designated appointee), and County legal counsel will review the protest and issue a written decision within thirty (30) calendar days. All decisions are final and not subject to any appeal.

5.0 Agency Background and System Overview

The Jasper County Sheriff's Office is seeking to purchase an upgrade/update to our Cisco Phone System, and to virtualize as much of the Call Manager and Unity Phone System on existing VMware Servers as possible. All proposed equipment shall include a Cisco warranty.

6.0 Technical Specifications

Below are the minimum specifications. This section only lists those minimum specifications and features which are required or desired by the Sheriff's Office.

1. Software and all applicable licenses and options.
 - a. Cisco Business Edition 6000

2. Hardware and all applicable licenses and options.
 - a. Cisco 2901 Router

3. Installation/Configuration/Support
 - a. Installation and configuration of the Cisco Router
 - b. Virtualizing our Call Manager and Unity Servers to our existing VMware Servers

Below vendors should list pricing for AVAILABLE OPTIONS (Options which cause overall cost to decrease should be clearly marked). Any factory options which have become available after the writing of this request for proposal may be added within this section of submitted bid proposals.

WARRANTY: The bidder should state the warranty period which shall cover the product. The warranty shall commence upon delivery and acceptance of the product by the Sheriff's Office.

Warranty on Parts: _____

Warranty on Labor: _____

7.0 Bidder Declarations

Declarations should be made in the following format. Type or complete using a computer. Signature section must be an actual hand written signature, no stamps or electronic signatures are allowed.

Product Pricing and Delivery

Attach a line item pricing page(s). Page(s) should include description of goods or services offered, quantity, unit price, quantity price, and any additional relevant information. Do not include tax.

The prices contained in this bid are firm for _____ days.

Are the items proposed manufactured, produced or assembled in the United States? YES ____
NO ____

Do you represent a disadvantaged business enterprise? YES __ NO __

Bidder shall indicate a time line in the number of days from the date of award for completion of the total project as described.

Equipment delivery completed within _____ days from date of award.