

Request for Proposal

Voice Project

THE TOWN RESERVES THE RIGHT TO NEGOTIATE AND CONTRACT WITH ANYONE OR NO ONE IN THE BEST INTERESTS OF THE TOWN OF WINDSOR.

I. INTENT AND GENERAL INFORMATION

The Town of Windsor is seeking proposals for a **voice system upgrade and expansion**. The successful vendor will enter into a contract that incorporates both the RFP along with the submitted proposal.

II. SUBMISSION AND DEADLINE

Proposals must be **received by 9:00 A.M. Monday, January 24, 2022**. Email proposal to information@townofwindsorct.com with **Voice Project** as the subject.

Questions regarding this RFP may be directed to information@townofwindsorct.com. **Question deadline: January 18, 2022**. Answers will be posted on January 20, 2022 as **Supplemental Information** to the **Voice Project** here <https://townofwindsorct.com/bid-list/>

III. SCOPE OF SERVICES

The Town of Windsor is seeking proposals to for the specific items listed **in section XII**, no substitutes. Any addition information or clarification will be posted at <https://townofwindsorct.com/bid-list/>

IV. TERM OF CONTRACT

The term of the contract to perform these services will be as negotiated between the Town of Windsor and the selected Vendor. The anticipated time to complete the acquisition and installation is 60 calendar days from the date the contract is awarded.

V. CONTRACT MANAGEMENT

The selected firm will assign one qualified individual, who will be the firm's contact person responsible for directing and coordinating the activities of the firm's personnel and subcontractors in all aspects of the project.

VI. PROPOSALS

The Town of Windsor will not be liable for costs incurred in the preparation of the response to this RFP.

VII. VENDOR SELECTION PROCESS

The vendor will be selected on the basis of the following criteria:

- The equipment proposed meets or exceeds the Town's requirements
- Past performance for the Town of Windsor
- The firms proposed schedule for delivery
- Competitiveness of proposed fees and costs

The Town of Windsor may elect to meet with any, all, or none of the firms prior to selection.

The Town of Windsor reserves the right to reject any or all of the proposals submitted.

The Town of Windsor reserves the right to negotiate the cost of this proposal and to award the work to other than the firm with the lowest cost, if it is in the best interest of the Town.

VIII. COMPLIANCE WITH THE TOWN OF WINDSOR CODE OF ETHICS

No former town employee in administrative pay grade 3 or above and no former board of education employee in a cabinet level position or above shall work for a private firm who has a contract with the town any time within six months after terminating service with the town. If this occurs, the vendor could be subject to penalties up to and including contract termination. (Chapter 2, Article IV, Section 11. Sec. 2-30.)

Windsor is an affirmative action/equal employment opportunity employer.

WBE/MBE/SBE's and Section 3 Contractors are encouraged to participate.

IX. VENDOR RESPONSIBILITIES AND DELIVERABLES

Proposals must include any costs related to the following:

- All applicable permitting
- All task, services, labor and hardware to complete the project
- Installation will occur during non-business hours (business hours = M-F-8x5) and may also include weekend hours

X. COMPLETION AND PAYMENT

The Town of Windsor will determine when the project is complete. There will be a single 100% payment upon completion.

XI. CURRENT EQUIPMENT

7	Facilities NETLINK
1	SV8100 128 IP Package (w/CPU, 128 IP PAD, 5 slots)
6	SV8100 32 IP Package (w/CPU, 32 IP PAD, 5 slots)
1	NEC UM8000 8 port, 550 hour digital voice mail

An 8th facility will be added as a result of this project.

XII. SPECIFICATIONS

QTY	DESCRIPTION
10	CHS2U INT Battery Kit
1	GCD-4LCF
1	SV9100 INCONTROL CR PKG LIC
1	SV9193 UM-8G APP-CF
1	GCD-4COTB-A
20	SV91 ESSENTIAL USER-LIC 01
318	SV91 PRODUCTIVITY USER-LIC 01
1	Rack Mount Kit
7	SV9100E CP20 19" NETLINK PACKAGE
1	GPZ-BS20
330	SV91 PRODUCTIV UM8KADD-01 LIC
8	SV9100 Networking-License 01
1	GCD-16DLCA 16 Port Digital Station Card
430	SV9100 Resource-License 01
7	SV9100 HW Migration License
1	SV9100E CP20 MIGRATION KIT-B
332	SWA PSA SV9100 Unit
1	5 YEAR WARRANTY & SWA – SOFTWARE, PARTS AND LABOR

**** Include all labor charges related to any portion of this projection**