



COUNTY OF WASHINGTON, VIRGINIA

COUNTY ADMINISTRATIVE OFFICES
1 GOVERNMENT CENTER PLACE, SUITE A
ABINGDON, VIRGINIA 24210

BOARD OF SUPERVISORS

BOARD OF SUPERVISORS

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REQUEST FOR PROPOSALS COURTHOUSE TELEPHONE SYSTEM WASHINGTON COUNTY, VIRGINIA

The County of Washington, Virginia is currently accepting proposals from qualified contractors for replacement of the telephone system used in the historic Washington County Courthouse. The contract will include materials, installation, maintenance, repair, and replacement for duration of the contract. A request for proposal package containing instructions, qualifications, and specifications may be obtained by contacting the Department of Budget & Finance at 1 Government Center Place, Suite A; Abingdon, Virginia 24210; or phone 276-525-1310.

A mandatory pre-proposal meeting, which is expected to last at least 2 hours, will be held at the County Courthouse, 191 East Main Street; Abingdon, Virginia, for a tour of the facility to be served by the phone system. Please convene in the entrance lobby, just past the security scanners, no later than: 10:00 a.m., December 5, 2016.

Sealed proposals will be accepted until **4:00 p.m. on Tuesday, December 20, 2016**. Proposals must be made using specified proposal forms, and may be mailed or delivered to the address above for the Department of Budget & Finance. Proposals received after the deadline, postmarks notwithstanding, shall be rejected. The County reserves the right to reject any or all proposals.



COUNTY OF WASHINGTON, VIRGINIA

COUNTY GOVERNMENT CENTER BUILDING
1 GOVERNMENT CENTER PLACE, SUITE A
ABINGDON, VIRGINIA 24210

TAMMY COPENHAVER, CPA
DIRECTOR OF BUDGET & FINANCE

DEPARTMENT OF BUDGET & FINANCE

November 18, 2016

To whom it may concern:

Washington County, Virginia is accepting sealed PROPOSALS from qualified contractors for the following:

Turnkey telephone system, installation, and maintenance for the Washington County, Virginia, Courthouse, which includes a total of 53 handsets, 38 existing telephone lines, 7 facsimile numbers, and, optionally, 3 ISDN lines. Lease and purchase options will be considered.

The Request for Proposal packet, containing instructions and specifications, is attached for your use.

A **mandatory pre-proposal meeting** will be held at the Courthouse, 191 East Main Street; Abingdon, Virginia, for an approximately 2-hour tour of the facility to be served by the phone system. Please convene in the entrance lobby, just past the security scanners, no later than:

Mandatory pre-proposal meeting: 10:00 a.m. on Monday, December 5, 2016

Sealed PROPOSALS must be received no later than:

Submittal deadline: 4:00 p.m. on Tuesday, December 20, 2016.

Proposals should be made using the proposal forms provided with the Request for Proposal package and directed to **Department of Budget and Finance; Washington County Government Center Building; 1 Government Center Place, Suite A; Abingdon, Virginia 24210**. Two copies of the Proposal must be submitted in a sealed package marked on the outside with the contractor's name and address, and clearly marked: **"COURTHOUSE TELEPHONE SYSTEM"**. No faxed proposals or electronic media responses will be accepted. Proposals must be signed in ink by an official authorized to bind the contractor. Proposals received after the deadline, postmarks notwithstanding, shall be rejected. The County of Washington reserves the right to reject any or all proposals.

Questions to clarify the Request, instructions, specifications, or any solicitation document should be submitted by email no later than five (5) working days before the due date to: tcopenhaver@washcova.com. The email inquiry should be identified with a subject line of: **"Question Regarding Courthouse Phone RFP"**.

Sincerely,

Tammy Copenhaver
Director of Budget & Finance

Attachments

For posting and legal advertisement:

REQUEST FOR PROPOSALS
COURTHOUSE TELEPHONE SYSTEM
WASHINGTON COUNTY, VIRGINIA

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WASHINGTON COUNTY, VIRGINIA
1 GOVERNMENT CENTER PLACE, SUITE A
ABINGDON, VIRGINIA 24210

REQUEST FOR PROPOSALS
COURTHOUSE TELEPHONE SYSTEM
FOR WASHINGTON COUNTY, VIRGINIA

November 18, 2016

A **mandatory pre-proposal meeting**, which is expected to last at least 2 hours, will be held at the Courthouse, 191 East Main Street; Abingdon, Virginia, for a tour of the facility to be served by the phone system. Please convene in the entrance lobby, just past the security scanners, no later than:

10:00 a.m., Monday, December 5, 2016

PROPOSALS WILL BE RECEIVED UNTIL:

4:00 p.m. Tuesday, December 20, 2016

PROPOSALS ARE TO BE MAILED OR DELIVERED DIRECTLY TO:

WASHINGTON COUNTY, VIRGINIA, DEPARTMENT OF BUDGET & FINANCE
1 GOVERNMENT CENTER PLACE, SUITE A
ABINGDON, VIRGINIA 24210
(276) 525-1310

Two copies of the Proposal must be submitted using the specified Proposal Form in a sealed package marked on the outside with the contractor's name and address, and clearly marked:
"PROPOSAL FOR COURTHOUSE TELEPHONE SYSTEM".

REQUEST FOR PROPOSAL
COURTHOUSE TELEPHONE SYSTEM
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**REQUEST FOR PROPOSAL
COURTHOUSE TELEPHONE SYSTEM
FOR WASHINGTON COUNTY, VIRGINIA**

I. PURPOSE:

Washington County requests sealed proposals from qualified contractors for replacement of the telephone system used in the historic Washington County Courthouse. The contract will include materials, installation, maintenance, repair, and replacement for duration of the contract.

II. PROJECT OVERVIEW

The project requires (1.) removal of the current telephone system, (2.) installation of the new system in accordance with specifications provided with this request for proposal package; and (3.) maintenance, repair, and replacement for the duration of the contract. The County will consider options for lease and for purchase of equipment.

III. QUALIFICATIONS AND SPECIFICATIONS

The purpose of these specifications, qualifications, and award criteria is to outline the minimum requirements for selection of the Contractor.

A. Minimum Qualifications

Experience with installation and maintenance of integrated system of 50 phones or more.

B. Specifications

See Attachments 1 and 2 for specifications.

IV. PROPOSAL SUBMITTAL, QUESTIONS, & AWARD

A. Mandatory Preproposal Meeting

A mandatory pre-proposal meeting, which is expected to last at least 2 hours, will be held at the Courthouse, 191 East Main Street; Abingdon, Virginia, for a tour of the facility to be served by the phone system. Contractors are to convene in the entrance lobby, just past the security scanners, no later than 10:00 a.m., Monday December 5, 2016. In addition to the tour of the facility, the meeting will allow potential offerors an opportunity to present questions and obtain clarification relative to any facet of this solicitation. **Due to the importance of all offerors having a clear understanding of the specifications and requirements of this solicitation, attendance at this conference is a prerequisite for submitting a proposal. Proposals will only be accepted from those offerors who are represented at this preproposal meeting. Attendance at the meeting will be evidenced by the representative's signature on the attendance roster. No one will be admitted after 10:00 a.m. on Monday, December 5, 2016.** It is recommended that you bring a copy of the solicitation with you. Any changes resulting from this meeting will be issued in a written addendum to this solicitation.

B. Identification of Proposal Envelope

1. Offeror's name and address; and
2. "Proposal for Courthouse Telephone System"

C. Proposal Form

An offeror's failure to submit a proposal using the form provided as Attachment 3 shall be a cause for rejection of the proposal. Modification to any portion of the proposal form may be cause for rejection of the proposal; however, the County reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such proposal as non-responsive. As a precondition to its acceptance, the County may, in its sole discretion, request that an offeror withdraw or modify non-responsive portions of a proposal that do not affect quality, quantity, price or delivery. No modification of or addition to the provisions of the contract shall be effective unless reduced to writing and signed on behalf of the offeror.

D. Clarification of Terms of Request for Proposals

Questions to clarify the terms of this solicitation, specifications, or other solicitation documents should be submitted by email no later than five (5) working days before the due date to: tcopenhaver@washcova.com. The email inquiry should be identified with a subject line of: "**Question Regarding Courthouse Phone RFP**". Revisions may be made only by addendum issued by the County.

E. Competitive Negotiation and Award

The County will follow procedures for competitive negotiation as set forth in Virginia Code § 2.2-4302.2. Unless all proposals are canceled or rejected, the County will select for negotiation two or more offerors that the County determines to be fully qualified and best suited among those submitting proposals on the basis of factors specified in this solicitation, including price. The offeror shall not be required to state in its proposal any exception to any liability provisions contained in the solicitation, but in negotiations, the offeror shall state in writing at the beginning of negotiations any exceptions to any liability provisions contained in the solicitation, and such exceptions shall be considered during negotiation. Negotiations may include modifications of the proposal price and of the Scope of Work/Specifications to be performed. Price shall be considered, but need not be the sole or primary determining factor. The County shall initiate negotiations by written notice to the selected offeror(s). The times, places, and manner of negotiating shall be agreed to by the County and the selected offeror(s). Failure by an offeror to comply promptly with a request to schedule negotiations may result in its proposal being rejected. After negotiations have been conducted with each offeror so selected, the County will select the offeror which, in its opinion, has made the best proposal and provides the best value, and will award the contract to that offeror. Should the County determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror. The offeror to which the Contract is awarded pursuant to this solicitation shall, hereinafter, be referenced as Contractor.

The County reserves the right to reject any and all proposals in whole or in part, to waive any informality, to negotiate the proposal price, and to modify the Scope of Work/Specifications prior to making an award.

F. Evaluation Criteria

Proposals shall be evaluated by a County selection committee using the following criteria:

	Criteria	Point Value
1.	Quality of equipment and services and suitability of equipment proposal for the intended purposes	25
2.	Demonstrated experience with similar installations and services based on proposal description and references	20
3.	Quality of maintenance services	15
4.	Consistency of equipment proposal with specifications stated in solicitation	10
5.	Price	10
7.	Quality of training for County personnel	10
8.	Ability to communicate progress	5
9.	Ability of equipment to incorporate future requirements and technological advances	5

V. SPECIAL TERMS AND CONDITIONS

A. Proposal Acceptance Period

Any proposal resulting from this solicitation shall be valid for 90 days after the proposal submittal deadline. At the end of the 90 day period the proposal may be withdrawn at the written request of the offeror. If the proposal is not withdrawn at that time, it remains in effect until an award is made or the solicitation is cancelled.

B. Time is of the Essence

Installation of the phone system required by this solicitation shall be completed by June 30, 2017. Completion shall be signified by written notice from the County certifying the County's acceptance of the system installation to the satisfaction of the County. Contractor shall provide prompt written notice if Contractor encounters any circumstances that Contractor anticipates may cause delay in performance pursuant to the Contract.

C. Final Inspection

At conclusion of the installation, Contractor shall demonstrate to the County Project Manager that the installation is fully operational and in compliance with contract specifications and codes. Any deficiencies shall be promptly and permanently corrected by the Contractor at the Contractor's sole expense prior to County's final acceptance of the work. Alternatively, at the County's sole discretion, the County may direct in writing that the County does not require replacement or correction, but that an equitable adjustment to the contract price will be negotiated.

D. Term of Contract

The term of any contract resulting from this solicitation shall be from the Effective Date and shall continue for purposes of maintenance, replacement, service, and repair for 12 months after the County has provided written confirmation of acceptance of installation of the phone system in accordance with Contract requirements. Thereafter, the Contract will continue on a month-to-month basis, subject to termination by providing written notice to the other party of the intent to terminate at least 30 days prior to the date of termination. Warranties of equipment and service that extend past the date of termination shall survive termination of the Contract.

E. Performance Bond and Payment Bond

A performance security instrument (bond or letter of credit) in the amount of 100 percent of the total proposal price for materials and installation will be required of the Contractor prior to providing goods/services. The form of instrument to be provided as surety must be approved by the County. Failure to execute a contract and file an acceptable performance security and certificate of insurance within 30 days of the date of the approval for awarding of the contract as herein provided, will be just and sufficient cause for the denial of the award. The performance bond will be released upon County's written acceptance after final inspection and determination that the installation is fully operational and in compliance with contract specifications and codes.

F. As-installed Diagrams, Maintenance Manuals, and Warranty Documentation

Upon completion of installation, Contractor shall provide to County as-installed diagrams showing wiring and all installed features of the telephone system. Contractor shall provide with each piece of equipment an operations and maintenance manual with wiring diagrams, parts list, and a copy of all warranties.

G. Warranty

Contractor shall provide to the County the most favorable commercial warranties the Contractor gives to any customer for the equipment and services provided and that the rights and remedies provided therein are in addition to and do not limit those available to the County by any other clause of this solicitation.

H. Direct Purchase.

County reserves the option to enter into "direct purchase" agreements for purchase of all or a portion of materials necessary for the completion of projects undertaken for the benefit of the County and thereby to save the amount of sales tax thereon by virtue of the County's status as a tax-exempt political subdivision of the Commonwealth, exempt from sales and use taxation pursuant to Virginia Code §§ 58.1-609(4) and -610(B). The County further directs that any subcontracts let pursuant to this Contract shall specify the reservation of the direct purchase option and reference the County's Direct Purchase Procedures.

I. Subcontractors

Contractor shall provide to the County identifying information for all sub-contractors retained to provide services pursuant to the Contract that results from this solicitation. The information to be provided shall include: name of sub-contractor, a copy of Virginia license, office address, telephone number, and the sub-contractor's federal employer identification number. Contractor shall be responsible for completely supervising and directing the work under this contract and all subcontractors that Contractor may retain. Subcontractors shall be responsible to Contractor. The Contractor accepts full responsibility for the acts and omissions of subcontractors that Contractor retains to perform services pursuant to this Contract. Due to the security circumstances present for provision of services pursuant to this Contract in the courthouse environment, in the event the County Project Manager so directs, Contractor shall disengage the services of any subcontractor whom the County Project Manager has determined to be unqualified, negligent, or which the County Project Manager in his discretion determines inappropriate to perform the services required by this solicitation.

J. Work Site Damages

Any damage to existing utilities, equipment or finished surfaces resulting from the performance of the Contract resulting from this solicitation shall be repaired to the satisfaction of the County at the Contractor's expense.

K. Asbestos

Whenever and wherever during the course of performing any work under the Contract formed pursuant to this solicitation, the Contractor discovers the presence of asbestos or suspects that asbestos is present, work shall be stopped immediately. The Contractor shall secure the area, notify the County Project Manager, and await positive identification of the suspect material. During the downtime in such a case, the Contractor shall not disturb any surrounding surfaces but shall protect the area with suitable dust covers. In the event the Contractor is delayed due to the discovery of asbestos or suspected asbestos, then a mutually agreed extension of time to perform the work shall be allowed the Contractor but without additional compensation due to the time extension.

L. Project Management

The Contractor shall identify one person to serve as the primary point of contact (Contractor Project Manager) for the County for performance of the services described in this solicitation.

M. Continuity of Services

Upon expiration of the Contract resulting from this solicitation, Contractor shall exercise its best efforts and cooperation to effect an orderly and efficient transition to a successor; to make all County-owned facilities, equipment, and data available to any successor at an appropriate time prior to the expiration of the Contract, to facilitate transition to a successor; and that the County Project Manager shall have final authority to resolve disputes related to the transition of the Contract from the Contractor to its successor.

VI. GENERAL TERMS AND CONDITIONS

A. Terms

In the event there is a conflict between any of the General Terms and Conditions and the Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.

B. Availability of Funds

The County's obligations pursuant to this contract are moral obligations subject to the limitations of the Constitution and law of the Commonwealth of Virginia, subject to annual appropriation by the Washington County Board of Supervisors (Board), and non-appropriation shall not constitute grounds for recovery against the County. State law and Constitution prohibit the County from expenditure of funds unless appropriated by the Board and from obligating funds beyond the current fiscal year (July 1 – June 30). Therefore, notwithstanding any provision in this Contract to the contrary, if the Board does not appropriate funds for the continuance of this Contract in any future fiscal year, this Contract and all obligations hereunder shall automatically terminate upon depletion of the currently appropriated funds.

C. Payment

All invoices shall be directed to the payment address shown on the purchase order/contract. All invoices shall show the County purchase order number and the Contractor's federal employer identification number.

Any payment terms requiring payment in less than thirty (30) days will be regarded as requiring payment thirty (30) days after the invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than thirty (30) days, however.

D. Independent Contractor

The selected contractor is an independent contractor and shall not be deemed the agent of the County of Washington for any purpose whatsoever. No contractor's employee or sub-contractor shall hold himself out as an employee of the County of Washington and none shall have power or authority to bind or obligate the County of Washington in any manner. Contractor shall be liable for and pay all taxes required by local, state, or federal governments or any other taxes and permits required by law. Contractor shall adhere to any and all regulations and stipulations governing the operation and work of such contractor for the duration of this contract. The County of Washington shall in no manner be held liable for the Contractor's disregard for required work related regulations.

E. Debarment Status

By participating in this procurement, the offeror certifies that it is not currently debarred by the Commonwealth of Virginia or by the County from submitting a response for the type of goods and/or services covered by this solicitation. Offeror further certifies that it

is not debarred from filling any order or accepting any resulting order and that it is not an agent of any person or entity that is currently debarred by the Commonwealth of Virginia or the County.

F. Applicable Laws and Courts

This solicitation and any resulting contract shall be governed in all respects by the law of the Commonwealth of Virginia, and any litigation with respect thereto shall be brought in the court of appropriate jurisdiction in Washington County, Virginia. The Contractor shall comply with all applicable federal, state and local laws, rules and regulations.

G. Anti-Discrimination

By submitting their proposals, Contractors certify to Washington County that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginians Virginia With Disabilities Act, the Americans With Disabilities Act and Section 11.2-20 of the Washington County Code. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided: however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body.

During the performance of this contract, the contractor agrees as follows:

- a. Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provision of this nondiscrimination clause.
- b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
- c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.
- d. The contractor will include the provisions as stated above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or contractor.

4. Professional Liability \$1,000,000 each occurrence

Note 1: Contractual Liability covers the following indemnity agreement:
“The Contractor shall indemnify and hold harmless the County against and from all liability, claims, damages and costs, including attorney’s fees of every kind and nature and attributable to bodily injury, sickness, disease or death or to damage or destruction of property resulting from or in any manner arising out of or in connection with the project and the performance of the work under this contract.”

K. Testing and Inspection

The County reserves the right to conduct any test/inspection it may deem advisable to assure materials and services conform to the specification.

L. Changes to the Contract

Changes can be made to the Contract only in any one of the following ways:

1. The County may order changes within the general scope of the contract at any time by written notice to the Contractor. The Contractor shall comply with the notice upon receipt. The Contractor shall be compensated for any additional costs incurred as the result of such order and shall give the County a credit for any savings.
2. The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.

M. Default

In case of failure to deliver goods or services in accordance with the contract terms and conditions, the County, after due oral or written notice, may procure them from other sources and hold Contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the County may have.

N. Taxes

The County is exempt from State sales tax. State sales and use tax certificates of exemption will be issued upon request.

O. Indemnification

Contractor agrees to indemnify, defend and hold harmless the County of Virginia, its Officers, agents, and employees from any claims, damages and actions of any kind or nature, whether at law or in equity, arising from or caused by the use of any materials, goods, or equipment of any kind or nature furnished by Contractor and any services of any kind or nature furnished by the Contractor, provided that such liability is not attributable to the sole negligence of the County or to failure of the County to use the materials, goods, or equipment in the manner already and permanently described by the

Contractor on the materials, goods or equipment delivered.

P. Drug Free Workplace

1. Contractor acknowledges and certifies that it understands that the following acts by Contractor, its employees, and/or agents performing services on County property are prohibited: (i) The unlawful manufacture, distribution, dispensing, possession or use of alcohol or other drugs; and (ii) Any impairment or incapacitation from the use of alcohol or other drugs (except the use of drugs for legitimate medical purposes).
2. The Contractor further acknowledges and certifies that it understands that a violation of these prohibitions constitutes a breach of contract and may result in default action being taken by the County in addition to any criminal penalties that may result from the conduct.

ATTACHMENT 1 – SUMMARY SPECIFICATIONS
COURTHOUSE TELEPHONE SYSTEM REQUEST FOR PROPOSALS

Five offices within the Washington County Courthouse are in need of a new phone system and phones. The five offices are Circuit Court Judges’ Office, Office of Clerk of Circuit Court, Juvenile and Domestic Court Office, Court Service Unit Office, and General District Court Office. Below are the minimum specifications for your proposal. Please quote as a turnkey solution to replace the existing system.

Note: Attachment 2 presents itemization of each office and their specific requests:

1. Handsets:
 - a. Total of 53 handsets
 - i. 45 fully functional phones
 - ii. 8 single line – basic phone for outgoing calls mostly

2. Phone Lines:
 - a. Continue existing phone numbers
 - i. Total = 38 phone numbers
 - b. Continue 5 existing facsimile numbers plus 2 additional numbers
 - i. Total = 7 facsimile numbers
 - c. Provision may need to be made for 3 current ISDN lines, but would prefer to eliminate ISDN lines, as has been accomplished in Smyth County

3. Minimum Features:

<ol style="list-style-type: none">a. 4 digit dialing within officeb. Voice Mailc. Voice mail notificationd. Check Voice Mail remotelye. Out of office Messagingf. Transfer and Forwarding optiong. Conferencingh. Hands freei. Pick up of other phones	<ol style="list-style-type: none">j. Employee name with phone numberk. Roll overl. Caller IDm. Long Distancen. Call History (ability to see recent calls)o. Phone number blocked when making callsp. Ability to break out charges by the different courts
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4. Warranty:

All equipment and installation workmanship shall be fully guaranteed against defects in material and workmanship for a minimum period of one year following final inspection and County acceptance that the installation is fully operational and in compliance with contract specifications and codes. A copy of the warranty should be furnished with the proposal.

ATTACHMENT 1 – SUMMARY SPECIFICATIONS
COURTHOUSE TELEPHONE SYSTEM REQUEST FOR PROPOSALS

5. Maintenance Plan
 - a. Ongoing customer support by telephone and Internet contact
 - b. Ongoing on-site maintenance of software and hardware
 - c. Service calls within maximum specified response time

Contact Info	Phones Needed	Fax Lines needed	Current phone numbers including fax lines	Features
Lori Grubb 276-676-6260 LGrubb@courts.state.va.us	11	1	676-6260, 676-6269, 676-6261 and fax 676-0429	Voice mail, Call Forwarding, 4 digit dialing within office, conferencing (7 full feature phones / 4 basic phones)
Trish Moore 276-676-6224 tsmoore@courts.state.va.us	13	3	676-6224, 676-6226, 676-6265, 676-0102, Fax - 676-6218, Jury Information Line - 676-6262. Toll Free Line - 800-477-3761 One 'fax' line is for the fax machine, one line is for the credit card machine and one is for a phone that is in the recordation area. All of those are now running off of one line.	Voice mail, Call Forwarding, 4 digit dialing within office, conferencing (12 full feature phones / 1 Basic)
Brooke Conway 276-676-6266 bconway@courts.state.va.us	9	1	276-676-2180, 276-676-6282, 276-676-6283, 276-676-6249, 276-676-6266, 276-676-6267, 276-676-6276, 276-676-6344, (fax) 276-676-6217, (Polycm - ISDN) 276-469-0036, 276-469-0038, 276-469-0040 Supreme Court Contact: Sharon Cocchiola 804-786-6850	Voice mail, Call Forwarding, 4 digit dialing within office, conferencing (8 full feature phones / 1 Basic)
Tricia Davis 276-676-6284 patricia.davis2@djj.virginia.gov	8	1	Current phone numbers: 676-6284 and 676-4228 (reception; if 676-6284 line is busy the call auto rolls to 676-4228 line); Shonna Owens is the receptionist; 1 fax line in the reception area: 276-676-6268. Other phone numbers are: 676-6259, 676-6225, 676-6294, 676-6257, 676-6258, 676-6263 676-6264.	Voice mail, Call Forwarding, 4 digit dialing within office, conferencing. Each staff person needs voice messaging, the reception phone needs out of office messaging, transfer and forwarding, conferencing capability, hands free option, internal option among phones in the office so 4 digit access can be used, pick-up of calls from reception phone for all office phones, forwarding option with name of employee instead of number, notification of when there is voice mail message at reception, continued feature where caller is "rolled over" to second line to leave voice mail at reception when main number is busy, privacy feature when call is transferred showing line reception line is disconnected, caller id, capability of changing out of office message or turning on out of office message through internet or other venue, capability of transferring call to a cell phone or other phone without calling party being able to know number call is transferred to, check voice mail when out of office or in another location, reception to be able to see when other phone line(s) is busy without having to call the number and being able to put call through to voice mail, capability of pre-setting out of office message without having to wait until the end of the work day, being able to change office message from home in case of inclement weather, etc. (8 full feature phones)
			Wishlist	Staff asked me to add to the features "wish list" the capability of the office number being blocked when they call clients. Sometimes, when they call, our number comes up Washington County so the client doesn't answer the call. Also a feature where the caller is not able to see the Officer's individual office number when they call; sometimes the client will get the individual number of the Officer and avoid calling the main reception number. It is helpful for the Officer not to receive an unexpected call when they are with a client.
Stephanie Stewart 276-676-6092 SMStewart@courts.state.va.us	12	1	276-676-6092, 276-676-6093, 276-676-6094, 276-676-6095, 276-676-6096, 276-676-6280, 276-676-6281, 276-676-6279, 276-676-6040, 276-676-6090, 276-676-6091, 276-676-2371, (Fax) 276-676-3136	Voice mail, Call Forwarding, 4 digit dialing within office, conferencing (10 full feature phones / 2 basic)

COURTHOUSE TELEPHONE SYSTEM PROPOSAL FORM

DATE: _____ 2016

The undersigned, as Contractor, hereby declares that the only person or persons interested in this proposal as principal or principals is or are named herein and that no other person or firm herein mentioned has any interest in this bid/contract; that this is made without connection with any other person or company or parties making a bid; and that it is in all respects fair and in good faith without collusion or fraud.

Contractor further declares that they have examined the specifications of the materials and services and informed themselves fully in regard to all the conditions pertaining to the materials and services; that they have examined the specifications relative thereto, and have read all special provisions furnished prior to the opening of the bids; that they have satisfied themselves relative to the materials and service to be provided.

The Contractor agrees, if this bid is accepted, to furnish all necessary materials and services in accordance with this bid necessary to complete the:

**COURTHOUSE TELEPHONE SYSTEM
WASHINGTON COUNTY, VIRGINIA**

In full and complete accordance with the shown, noted, described and reasonably implied requirements of the Request for Proposal attached hereto to the full and entire satisfaction of Washington County, with the definite understanding that no money will be allowed for extra work except as set forth in the attached Request for Proposal and any contract that may result from such submitted Proposal. The statement on this cover sheet shall apply to each element of each proposal submitted to the County.

AGREED, _____
(Signature of Authorized Person)

Signatory's Name (Printed): _____

CONTRACTOR'S NAME (Business Entity): _____

ADDRESS: _____

ADDRESS: _____

ADDRESS: _____

FEDERAL EMPLOYER IDENTIFICATION NUMBER: _____

STATE CORPORATION COMMISSION IDENTIFICATION NUMBER : _____

EMAIL ADDRESS: _____

TELEPHONE NUMBER: _____

VENDOR NAME: _____

COURTHOUSE TELEPHONE SYSTEM PROPOSAL FORM

Please provide responses to the requests for information stated below. A response to each item, below, is mandatory. Your responses should be itemized in accordance with the requests for information stated below and you may attach additional pages or materials as referenced in your responses.

1. Describe, with specificity, your proposed solution for the phone system described in the Specifications (Attachment 1). Include, without limitation, the following information:
 - a. Whether your proposal is for lease or for purchase of equipment. Please submit separate proposal packages if you will present a proposal for both options.
 - b. Identification of available handset models
 - c. Detailed list of features to be included with proposed phone system
 - d. Description of maintenance plan
 - e. Description of maximum response time required to respond to service calls
 - f. Description of warranties for equipment and installation
 - g. Training program for County courthouse personnel who will use the new system
 - h. How your proposal would adapt for future technological advances in communication technology

2. Describe your proposed pricing for the above-described schedule. Include, without limitation, the following information:
 - a. Cost of materials
 - b. Cost of installation
 - c. Maintenance expenses
 - d. Estimated expense to County on annual basis for first five years of contract, including expense of lease or purchase of equipment, maintenance expense, software/hardware, customer support.

3. Describe your capacity to complete the project in an efficient and prompt manner and your method to advise County project manager of installation progress.

4. Describe other projects that demonstrate your experience with phone system and equipment installations and/or replacement projects similar to this project in terms of nature of work required, scope of work, and volume, and provide contact information for the County to inquire regarding the projects that you have described.

VENDOR NAME: _____

REFERENCES

Please list below current and past jobs you are working on which are similar in nature to this Invitation For Bid.

- 1. ORGANIZATION _____
ADDRESS _____
CITY, STATE, ZIP _____
CONTACT PERSON _____
TELEPHONE NO. (____) _____

- 2. ORGANIZATION _____
ADDRESS _____
CITY, STATE, ZIP _____
CONTACT PERSON _____
TELEPHONE NO. (____) _____

- 3. ORGANIZATION _____
ADDRESS _____
CITY, STATE, ZIP _____
CONTACT PERSON _____
TELEPHONE NO. (____) _____

(This form is required to be submitted to be considered a Qualified Contractor for this solicitation.)