Invitation for Bids

Cisco VoIP Phone Installation

Proposals will be received by

12:00 Noon, May 1, 2019

IN

Purchasing Department, City Hall Building
101 North Main Street, Suite 324 Winston-Salem, NC 27101

ADVERTISEMENT FOR BIDS

Pursuant to Section 143-129 of the General Statutes of North Carolina, sealed proposals endorsed “Cisco VoIP Phone Installation” to be furnished to the City of Winston-Salem will be received by the City/County Purchasing Department in Suite 324, City Hall Building, 101 North Main Street, Winston-Salem, NC until 12:00 Noon, Wednesday, May 1, 2019, at which time they will be publicly opened and read.

To obtain the completed proposal specifications or for instructions on submitting proposals contact Jerry Bates via email jerryjb@cityofws.org, by phone 336-747-6939, or visit the Purchasing Department during regular office hours at the same location as above. The City reserves the right to reject any or all proposals.

Jerry Bates
Purchasing Director
This document IS NOT the complete proposal. To obtain the completed proposal specifications contact Jerry Bates via email jerryjb@cityofws.org, by phone 336-747-6939, or visit the Purchasing Department, City Hall Building, Suite 324, 101 North Main Street, Winston-Salem, NC during regular office hours.

INSTRUCTIONS TO PROPOSERS
This entire set of documents constitutes the IFB. The proposer must return the IFB with all information necessary to properly analyze the proposer’s response. Proposer’s notes, exceptions, and comments may be rendered on an attachment, provided the same format of this IFB text is followed. All proposals shall be returned in a sealed container/opaque envelope marked “Cisco VoIP Phone Installation” containing one original (please mark document as original) proposal showing original signatures and seals, and one (1) copy of the complete proposal submitted to the City/County Purchasing Department in Suite 324, City Hall Building, 101 North Main Street, Winston-Salem, NC, 27101, by 12:00 Noon, Wednesday, May 1, 2019. Late proposals will not be considered. Submittals will not be accepted by fax or electronic mail.

PROPOSER QUESTIONS AND INQUIRIES
Proposer Questions and Inquiries relative to this IFB must be submitted in writing only by 12:00 Noon, April 24, 2019, to Jerry Bates, City/County Purchasing Director, 101 North Main Street, Winston-Salem, NC 27101 or e-mail: jerryjb@cityofws.org (Email is preferred), Fax: (336) 727-2443. The City will provide written responses to all inquiries received by this date, and responses will be made available to all recipients of this IFB. Any oral responses made by any representative of the City may not be relied upon. Any supplements or amendments to this IFB will be in writing and furnished to potential bidders.

Purpose
The purpose of this Invitation for bid (IFB) is to solicit bid responses for components of a Cisco VoIP system that will be installed at the Swann Water Treatment Plant. A parts list provided by Cisco is included in this document and should be used to formulate bid responses.

Current Infrastructure
The Swann Water Treatment Plant is currently utilizing an analog phone system that must be replaced.

Proposed Infrastructure
The proposed system will utilize Cisco voice gateways (VG 204XM, VG310, VG320), Cisco IP phones (models 8831, 8841, 8851) and all associated licensing.

Requirements
- The awarded Vendor Must be an authorized Cisco reseller.
- The awarded Vendor must be able to provide all items on the parts list.
- All equipment must be new and certified by Cisco.
- Due to the City’s existing SmartNet contract, SmartNet is not being quoted in this response.

The following parts list provides the desired specifications for the purchase.