

MACOMB COUNTY DEPARTMENT OF ROADS

DIRECTOR OF ROADS

Robert Hoepfner, P.E.

FINANCE DIRECTOR

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**Request for Proposal: *One Year Telephone Maintenance
For Inter-Tel Phone System at Three (3) Locations
Commencing November 1, 2011 through October 31, 2012***

Sealed proposals will be publicly opened at **11:00** o'clock A.M., E.S.T. on **Wednesday, October 12, 2011** at the office of the Macomb County Department of Roads, 117 S. Groesbeck, Mt. Clemens, Michigan, 48043 for the furnishing of the above materials, services, equipment, work and/or supplies in accordance with the terms, conditions and specifications as stated herein and hereto attached.

1. The Macomb County Department of Roads reserves the right to reject any and all Requests for Proposals, to waive any informality and, unless otherwise specified by the vendor, to accept any items in the proposal. In case of error in the extension of prices in the proposal or other arithmetical error, the unit prices will govern.
2. The proposal must be delivered in person or sent by mail to the Macomb County Department of Roads, 117 S. Groesbeck, Mt. Clemens, Michigan, 48043. **It shall be in a sealed envelope marked with the name and address of the vendor on the outside of the envelope. The above referenced RFP number should also be highlighted on the outside of the envelope.** Facsimile and/or e-mail transmitted RFP's will **not** be accepted.
3. The vendor shall assume full responsibility for delivery of proposals prior to the appointed hour for opening same and shall assume the risk of late delivery or non-delivery regardless of the manner he employs for the transmission thereof. Proposals shall be accepted by the Department of Roads at any time during the normal course of business only, said hours being 8:00 am to 4:30 pm, Monday through Friday, legal holidays excepted. A vendor may withdraw their proposal response by written request at any time prior to the scheduled opening. Any proposal received after the scheduled opening time will **not** be accepted. No proposal may be withdrawn, changed, or modified in any way for a period of sixty (60) calendar days from the date of the opening.
4. **IT IS UNDERSTOOD THAT THE MACOMB COUNTY DEPARTMENT OF ROADS IS A GOVERNMENTAL UNIT AND AS SUCH IS EXEMPT FROM THE PAYMENT OF ALL STATE AND FEDERAL TAXES APPLYING ON THE ABOVE MENTIONED ITEM AND ALL PRICES QUOTED SHALL NOT INCLUDE ANY SUCH TAX.**
5. The total price quoted by the vendor must be the total cost delivered to the location(s). All goods are to be shipped F.O.B. Shipments sent C.O.D. without the Department of Road's consent will not be accepted and will, at the Contractor's risk and expense, be returned. Unauthorized shipments are subject to rejection and returned at the Contractor's expense.
6. The vendor by execution of the proposal thereby declares that the RFP is made without collusion with any other person, firm or corporation making any other quotation, or who otherwise would make a quotation, and agrees to furnish all quoted items in strict accordance with all Federal Regulatory Measures.

7. All proposals must be submitted on the Department of Roads form of proposal. The proposal shall be legibly prepared in ink or typewriter. Erasures or alterations must be initialed by the bidder.
8. Submission of a proposal will be construed as a conclusive presumption that the vendor is thoroughly familiar with the RFP and specifications and that he/she understands and agrees to abide by each and all of the stipulations and requirements contained therein.
9. In the specifications, whenever an article or material is defined by brand name, the name and catalog number of a particular manufacturer, vendor or a limited description, the term "OR APPROVED EQUAL" is written. Any reference to a particular manufacturer's product either by brand name or limited description is only for purposes of setting a standard of performance, quality, composition, construction or size.
10. The Macomb County Department of Roads reserves the right to award the proposal which best fits our needs and appears to be in the best interest of the Department of Roads at the time the proposals are evaluated.
11. When applicable, contractor shall furnish material safety data sheets for their products.
12. VENDORS ARE REQUIRED TO SUBMIT DATA AND DESCRIPTIVE LITERATURE COVERING THE ITEM PROPOSED TO BE FURNISHED. PROPOSALS SUBMITTED WITHOUT THE ABOVE DOCUMENTATION MAY BE CONSIDERED NON-RESPONSIVE AND REJECTED.
13. THIS RFP BY MUTUAL AGREEMENT OF BOTH PARTIES, may be extended for additional one (1) year periods, each year hereafter, but not to exceed a maximum of two (2) additional years.
14. Prior to furnishing the requested products and services, it shall be the responsibility of the awarded vendor to obtain all licenses and permits required to complete this contractual service, at no cost to the Department of Roads. These licenses and permits shall be readily available for review by the Administration and Purchasing Personnel.
15. Vendors will provide a general history, description and status of their company.
16. All applicable Federal and State laws and rules and regulations over the project shall apply to the project contract throughout and will be deemed to be included in the contract herein written out in full.
17. The Macomb County Department of Roads adheres to Title VI related requirements as outlined in USDOT Regulation 49 CFR-Part 26, Appendix A of MDOT Bidding Specifications, and the MCDR Policy #440.
18. The Macomb County Department of Roads will not pay fuel surcharges.
19. This document is available over the internet at www.mitn.info or www.rcmcweb.org.

JoAnna Strizic
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Tammy Goike
Stockroom /Inventory Supervisor
tgoike@rcmcweb.org

Copies of Proposals and Tabs are available on the following websites:
www.mitn.info or www.rcmcweb.org

PROPOSAL

Nova Location \$ _____ for 1 year

Napi Location \$ _____ for 1 year

Rasch Location \$ _____ for 1 year

Moves, Additions and Changes:

M - F 8am-3pm (on site) \$ _____ per hour

M – F Nights, Saturday (on site) \$ _____ per hour

Sunday (on site) \$ _____ per hour

Trip charge/travel time \$ _____ each trip

Minimum # hours \$ _____ hours

Response Time:

Critical _____

Major _____

Minor _____

Pre-Bid Meeting:

A pre-bid meeting is scheduled for Oct 4, 2011 at 1:00 pm in the Purchasing Department, 34592 Nova Street, Clinton Twp. MI 48035.

COMPANY NAME: _____ ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PRINTED NAME: _____ SIGNATURE: _____

TITLE: _____ DATE: _____

PHONE NO.: _____ FAX NO.: _____

E-MAIL ADDRESS: _____ TERMS: _____

INSURANCE

The following insurance shall be obtained:

- | | | |
|----|---|--|
| A. | Comprehensive General Liability including | \$1,000,000 per occurrence and
\$2,000,000 aggregate |
| | 1. Products and completed operations | |
| | 2. Broad form property damage | |
| | 3. Premises operations | |
| | 4. Broad form contractual | |
| | 5. Personal injury | |
| B. | Workers' Compensation Employers Liability Statutory
Coverage and Employer's Liability Limits of: | \$500,000/\$500,000/\$500,000 |
| C. | Automobile liability including hired and leased
Vehicles owned and non-owned autos | \$1,000,000 CSL or \$500,000 per person
\$1,000,000 per accident \$500,000
Property damage |

Personal Injury Protection – Statutory Limits and Property Protection Insurance - \$1,000,000 Limit.

Supplemental Environmental Auto Liability (SEAL) coverage or insurance that covers the loading and unloading of scheduled pollutants is required.

CERTIFICATES OF INSURANCE (GENERAL)

All certificates of insurance and duplicate policies of an outsider, vendor or contractor shall contain the following clauses:

- A. "Underwriters shall have no right of recovery or subrogation against the MCDR (including its agents and agencies as aforesaid), it being the intention of the parties that the insurance policy so effected shall protect both parties in primary coverage for any and all losses covered by the subject policy."
- B. "Any coverage afforded the MCDR shall apply as primary and not excess to any insurance issued in the name of the MCDR, et al."
- C. "The insurance company(s) issuing the policy or policies shall have no recourse against the MCDR for payment of any premiums or for assessments under any form of policy."
- D. "The term 'insured' is used severally, not collectively but the inclusion in this policy of more than one insured shall not operate to increase the limit of the MCDR's liability."

All certificates are to provide thirty (30) days written notice of material change or cancellation. Certificates of insurance and insurance binders must be provided not less than ten (10) working days before commencement of work to the Macomb County Department of Roads, 117 S. Groesbeck Hwy., Mt. Clemens, MI 48043. Insurance carriers are subject to the approval of MCDR.

INDEMNIFICATION

MCDR will not be responsible for injury to contractor’s employees, sub-contractors, or to third parties caused by the contractor’s agents, servants or employees. Therefore, the contractor agrees to incorporate the below hold harmless agreement into the required insurance and to be evidenced by being contained in the certificate of insurance. Further, the below listed indemnification is incorporated and is part of the subject contract.

“The contractor agrees to protect, defend, indemnify and hold the MCDR and its officers, employees and agents free and harmless from and against any and losses, penalties, damages, settlements, costs, charges, professional fees, or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, legal fees, liens, demands, court costs, obligation, actions, proceedings or causes of action of every kind and character in connection with or arising directly or indirectly out of this agreement and/or the performance hereof. Without limiting the generality of the foregoing, any and all such claims, etc. relating to personal injury, death, damage to property, defects in materials or workmanship, or any actual or alleged violation of any applicable statute, ordinance, administrative order, rule or regulation, or decree of any court, shall be included in the indemnity hereunder”.

“The contractor further agrees to investigate, handle, respond to, provide defense for and defend any such claims, etc. at his sole expense and agrees to bear all other costs and expenses related hereto, even if it (claims, etc.) is groundless, false or fraudulent. In any case in which this indemnification would violate legal prohibition, the foregoing provision concerning indemnification shall not be construed to indemnify the MCDR for damage arising out of bodily injury to persons or damage to property caused by or resulting from the sole negligence of the MCDR, its officers, employees or agents”.

WORK REFERENCES (at least three)

Name of Company	Location	Name of Person Approving Work and Telephone No.	Time Period of Project
-----	-----	-----	-----
-----	-----	-----	-----
-----	-----	-----	-----
-----	-----	-----	-----
-----	-----	-----	-----
-----	-----	-----	-----

FEDERAL EMPLOYER IDENTIFICATION

COMPANY NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PRINTED NAME: _____ SIGNATURE: _____

TITLE: _____ DATE: _____

PHONE NO.: _____ FAX NO.: _____

E-MAIL ADDRESS: _____ TERMS: _____

FEDERAL EMPLOYER IDENTIFICATION NUMBER: _____

Which is (check one of the following:)

() Corporation, incorporated under the laws of the State of: _____

() Partnership, consisting of (list partners): _____

() Assumed Name (register no.) _____

() Individual _____

When payment on such order or contract is to be directed to the same company at an address different from above, fill in the following address: _____

MACOMB COUNTY DEPARTMENT OF ROADS

Specifications for:

**One Year Telephone Maintenance
For Inter-Tel Phone System at Three (3) Locations**

The Macomb County Department of Roads is seeking proposals from authorized Inter-Tel distributors for the yearly maintenance of the Inter-Tel Telephone System at the following locations. The maintenance/support agreement that is comprehensive and includes **all components, parts, phone sets, labor, problem resolution, voicemail support, priority response and emergency protection for major critical failures twenty-four (24) hours a day at no additional charge**. Response time for major critical failures must be within two (2) hours of the first customer call for service twenty-four (24) hours a day/seven days a week.

The vendor must handle all moves, additions, and changes at defined hourly rates. These services must be handled within two (2) to three (3) business days from customer request.

Method of Award:

Past performance and experience may be a factor in making an award.

The Department of Roads reserves the right to award the proposal which best fits our needs and appears to be in the best interest of the Department of Roads at the time the proposals are evaluated.

Addenda issued during the proposal period covering additions, deletions or changes to documents shall be acknowledged as having been received and included in the proposal.

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

The contractor is prohibited from assigning, transferring, conveying, or otherwise disposing of any contract or portion thereof resulting from this Request for Proposal of its rights, title, or interest therein or its power to execute such agreement to any person, company, corporation, or entity without the previous written approval of the MCDR.

Vendors will provide a general history, description and status of their company. Vendors must be in the business for a minimum of five (5) years.

51235 Napi Drive
Shelby Twp., Mi 48315

<u>Quantity</u>	<u>Description</u>
1	CPU 64 with 05 Unit (Non-Networked) V8.0 Software Pal
1	Card Cabinet
1	4 Amp Power Supply & Surge Protector
1	LSC Card
1	DKSC – 16 Card
5	Axxess STD Digital Telephones
1	Modem
1	APC Battery Backup (15-30mins)
2	8500 Digital Endpoints
1	2 hr. APC BBU for 1 Cabinet With VM
1	Keypad Paging Adapter
	Connection to Existing Paging System
1	System Forward Feature
1	ARS Feature
1	Directories Feature
1	UCD Feature
1	Record A Call Feature
	Telephone Equipment – New Install
	Installation Labor

34592 Nova Street
 Clinton Twp, MI 48035

<u>Quantity</u>	<u>Description</u>
1	Pkg. – CS-5200 Digital Only System/Basic VM/(6) 8560 Endpoints (25) IP Endpoint Ports + (3) IP Networking Ports (2) Loop Start Lines (2) Single Line Analog Stations (1) Basic 4 Port VM System (150 Mail Boxes x 26+ Hours of Storage) (1) Advanced CO Interface (1) System Forwarding (1) Automatic Route Selection (1) Directories (1) Uniform Call Distribution (1) Multilingual (1) Record-A-Call (1) 5000 Base System Chassis (1) Processor Module 1 (PM1) (1) 5000 Compact Flash Card – 256 MB (1) CS-5200 License Base (1) 5000 v1.0 Software (1) 5000 v1.0 CD-ROM (1) 5000 Software License Key (1) OE-5200 Digital Expansion Interface (1) Digital Endpoint Module (DEM-16) (5) Model 8560 Digital Endpoint (1) Digital System Identifier License
1	IP System Identifier License
1	Digital Endpoint Module (DEM-16)
3	Loop Start Module (LSM-2)
4	IP Gateway Trunk License
1	Audiocodes MP-104 (MGCP Gateway)
1	Single Line Adapter-2 (SLA)
14	8560 Executive Digital Endpoint (FD Spkrphone/6 Line LCD)
3	8500 Basic Digital Endpoint (FD Spkrphone/No LCD)
4	8416 16 Key Mini-DSS/BLF Console
1	PA2A Loud Ringer
1	SUA750XL-APC
1	SUA24XLBP-APC

23000 Rasch Street
 Clinton Twp., MI 48035

<u>Quantity</u>	<u>Description</u>
	(25) IP Endpoint Ports + (3) IP Networking Ports
	(2) Loop Start Lines
	(2) Single Line Analog Stations
	(1) Basic 4 Port VM System (150 Mail Boxes x 26+ Hours of Storage)
	(1) Advanced CO Interface
	(1) System Forwarding
	(1) Automatic Route Selection
	(1) Directories
	(1) Uniform Call Distribution
	(1) Multilingual
	(1) Record-A-Call
	(1) 5000 Base System Chassis
	(1) Processor Module 1 (PM1)
	(1) 5000 Compact Flash Card – 256 MB
	(1) CS-5200 License Base
	(1) 5000 v1.0 Software
	(1) 5000 v1.0 CD-ROM
	(1) 5000 Software License Key
	(1) OE-5200 Digital Expansion Interface
	(1) Digital Endpoint Module (DEM-16)
	(5) Model 8560 Digital Endpoint
	(1) Digital System Identifier License
1	IP System Identifier License
3	Loop Start Module (LSM-2)
4	IP Gateway Trunk License
1	Audiocodes MP-104 (MGCP Gateway)
1	Single Line Adapter-2 (SLA)
4	8560 Executive Digital Endpoint (FD Spkrphone/6 Line LCD)
3	8416 16 Key Mini-DSS/BLF Console
1	PA2A Loud Ringer
1	SUA750XL-APC
1	SUA24XLBP-APC