CITY OF GOODLAND

204 W. 11TH ST.
GOODLAND, KANSAS 67735
KANSAS BEGINS HERE!

INVITATION FOR BIDS
IFB 2020-08

VOIP PHONE SERVICE

SECTION 1. GENERAL INFORMATION

The City of Goodland is hereby requesting competitive sealed bids for a qualified individual, firm or corporation to provide all labor, equipment and materials for **VoIP phone service** in Goodland, Kansas. All bids should be marked **"IFB 2020-08"** on the outside of the envelope and must be received at the following address no later than 8:14am (MT) Thursday, October 22, 2020:

Goodland City Hall
204 West 11th St.
PO Box 59
Goodland, KS 67735

Bids will be opened in City Hall at 8:15 a.m. (MT) on Thursday, October 22, 2020. Bid award will take place Monday, November 2, 2020 at the regularly scheduled City Commission Meeting.

Should bids come in above or below anticipated cost, the City reserves the right to adjust the bid specifications accordingly. The City of Goodland reserves the right to accept or reject any or all bids for any reason deemed necessary.

Payment for this project will be in lump sum after completion, compliance with all of the accepted Bid Specifications, approval of the City Manager and City Commission but not sooner than the first regular City Commission Meeting following completion.

Any questions concerning this bid should be forwarded to Joshua Jordan, IT Director, at 785-890-4525 or it@cityofgoodland.org during regular business hours.

[SCOPE OF WORK PROVIDED ON NEXT PAGE]

SECTION 2. SCOPE OF WORK

Bidder to provide VoIP phone service to the City of Goodland for a term of five (5) years. Service should have only minimal downtime. Local admin of BLF, IVR, greetings, logs, reports and other settings are requested.

The City has a fiber network between most locations with Point-to-Point Wireless for smaller locations. VoIP traffic will be on its own VLAN. The city has a 100MB/100MB Fiber internet connection and possibly higher at time of installation. Almost all locations have a POE managed switch for phones. A management network can be provided with the proper specifications.

The city currently has a hosted system with primarily Polycom VVX400 phones, 2 YeaLink W52P cordless VoIP phones, 1 Polycom IP 5000 Conference Phone and 4 Innomedia FAX ATA devices. We also have 2 external ringer devices for the Power Plant and Public Works Shop.

VoIP Phone Service Requirements are as follows:

Origin Location:	IT Director Office Basement Level 204 W. 11th St Goodland, KS 67735
System Type:	On Premise or Hosted with administrator access for changing user/caller id, report viewing, etc.
SIP Service:	The city will require a minimum of 15 SIP trunk lines.
Required Features:	Voicemail, Voicemail to Email, Mobile Access (off Network) for some users, Call Recording for some lines, Call Forwarding, Call Queues, Auto-Attendant IVR, Time of Day routing, Remote Phone Pickup

SECTION 3. CONTRACTOR REQUIREMENTS

1. Contractors required by law to provide Workers' Compensation Insurance must provide the proper 'Certificate of Coverage' issued by its own work comp carrier with their bid. Bidders that are not required to purchase work comp insurance (self-employed or total payroll not in excess of $20,000) must return with signature the Affidavit of Waiver included with this bid packet.

2. Contractor must submit their bid on the approved Bid Sheet included with this bid packet, along with any additional documentation described herein. Incomplete applications will not be eligible for award.

SECTION 4. ADDITIONAL INFORMATION

1. Bids that have been appropriately opened cannot be changed, adjusted or corrected or modified in any way other than complete withdrawal.

2. Any interpretation, correction, or change of the IFB will be made by an addendum. Addenda will be posted on the cityofgoodland.org website or emailed to any bidder who has requested such notice.

3. The City of Goodland reserves the right to award the bid to a local bidder over a non-local bidder if the local bidder is within 5% of the lowest bid. To qualify as a City of Goodland local bidder, the bidder must have a physical presence in Goodland by maintaining a permanent office, factory or other facility in Goodland with employees working in Goodland.

[BID SHEET PROVIDED ON NEXT PAGE]

CITY OF GOODLAND
BID SHEET: IFB 2020-08

I hereby submit the following bid options to provide the City of Goodland with VoIP Phone Service as described in the bid packet:

Phone System Type	_____
Phone System Access	$_____ monthly
SIP Access for 15 Lines	$_____ monthly
Device Cost	$_____ lease/up-front
Device Buyout Cost if Lease	$_____
Construction Charges	$_____once/recurring
License Fees	$_____yearly/monthly
Long Distance Cost	$_____ minute
DID Cost (Both Active and Reserved)	$_____ monthly
Number Porting Cost	$_____ per line
Estimated Taxes	$_____ monthly

If my proposal is accepted, I hereby certify that I will complete the project as stated herein and further to comply with all appropriate codes adopted by the City of Goodland and State Statues with changes as noted below:

_____
_____
_____
_____
_____
_____

Equipment or assistance required from the City of Goodland:

_____
_____
_____
_____
_____
_____

Check the following box if you are claiming local bidder preference: ☐

I have included with my Bid Sheet a Workers' Compensation (select only one):

☐ Certificate of Coverage ☐ Affidavit of Waiver

☐ The City already has my updated Workers Compensation information on file

_____	_____
Company/Contractor Name	Company/Contractor Address
_____	_____
Contact Name	Contact Phone Number

_____ _____
Signature Date