

City of Charlevoix

**Invitation to Bid
City of Charlevoix Telephone Equipment RFP**

City of Charlevoix (Owner) invites qualified telephone system equipment vendors and telephone service providers to submit proposals/bids for the above referenced project. The RFP specifies the requirements to supply and install telephone equipment for a complete working system in a City-wide system and/or in a single building served by the City's "to the building" fiber optic network. The system shall be bid on a component unit price basis with three types of telephone instruments: Basic Single Line, Staff two or more lines, and Executive; all instruments must accommodate internal calling and call transfer. Typically, each building in the City-wide system will be served by a remote fiber-served switch (may be a VoIP device) or shelf that is survivable in a fiber cut with automatic switch over to limited conventional local CO lines. All installation and configuration services shall be provided on a unit price basis for each configuration offered by the vendor. The RFP will be available from the City's Technology Designer, Childs Consulting Associates, Inc., beginning February 7, 2012. Bid documents are available electronically (PDF files) or by UPS or Federal Express, COD or Receiver Account number, and by pick up at the following address. (Please call, fax, or e-mail to make arrangements.)

Childs Consulting Associates, Inc.
514 Lakeside Dr.
Mackinaw City, MI 49701
Attn: Sheryl Childs

- Telephone (231) 436-4099
- Fax (231) 436-7405
- Sheryl@childs.com

Bids are due on or before 1:00 PM., Wednesday, February 29, 2012.

The RFP contains the specific requirements for all bids. Among the requirements in the RFP are: an RFP compliance form, specific required unit pricing, a unit priced base bid cost summary form, an installation time schedule for the work specified, and a Public Act 232 Statement of business or familial relationships. The City of Charlevoix reserves the right to accept or reject any and all proposals, to waive any informalities in the best interest of the City, and to select the firm it deems most suitable for its needs.

Each bidder shall submit with his/her proposal either a bid bond or a certified check equal to five percent (5%) of the defined unit price base bid amount payable to the City of Charlevoix. The City may require (before awarding the work) successful contractor(s) to obtain Performance and Payment Bond (PLM) for any project exceeding \$50,000. The Performance and Payment Bond shall be solely for the protection of the Owner. A surety company authorized to do business in the State of Michigan shall execute the Performance, Labor and Payment Bond (PLM).

A REQUIRED pre-bid meeting will be held at 1:00 PM, Wednesday, February 15, 2012 at the City offices. Immediately following the pre-bid meeting a "walk through" of City facilities will be available to interested vendors. Written questions will be answered if received by a deadline of 12:00 noon, February 23, 2012.

The Owner will receive sealed proposals for the above project at the City Offices, City Clerk, Main Floor, 210 State St., Charlevoix, MI, 49720- , Attention Carol Ochs, City Clerk, until the stipulated bid due date and time. Bids received after the stipulated date and time will not be considered and will be returned unopened. Bids will be opened (bids without a bid bond will be retained for the files and will not be read or evaluated) and read at a public meeting scheduled for 1:05 PM, Tuesday February 29, 2012 at the above address. **Bids must be clearly marked City of Charlevoix Telephone Equipment RFP.** Submit three (3) hard copies and one Excel spreadsheet cost analysis form CD copy in your sealed bid, prepared following the directions of the RFP, and your bid bond / certified check to:

**Attention: Carol Ochs, City Clerk
City of Charlevoix
210 State St., Charlevoix, MI 49720**

Mark the outer bid envelope: "City of Charlevoix Telephone Equipment RFP"

It is the bidder's responsibility to arrange for "delivery" prior to 1:00 PM EST 2/29/12