

**WICOMICO COUNTY PURCHASING DEPARTMENT**  
**125 N. Division Street, Room 205**  
**SALISBURY, MARYLAND 21801**



**(X) INVITATION FOR BID**

**PROJECT:** Telephone System

**DEPARTMENT:** States Attorney's Office

**VENDOR**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**BID OPENING:**

**DATE:** 11/6/2013

**TIME:** 2:00 PM

## **BID INSTRUCTIONS**

1. **Submission of Bids:** *Two* full copies of the bid must be submitted on the bid form provided in the solicitation. The bid form shall be signed and submitted in a sealed envelope clearly identified on the outside of all envelopes with the name of the bid/project and date and time of the scheduled bid opening as indicated in the advertisement. Electronically mailed bids are **not** considered sealed bids and will **not** be accepted.
2. **Addendums:** Bids are subject to change in the form of addendums. Addendums are posted on the County website at [www.wicomicocounty.org](http://www.wicomicocounty.org) under Departments: Purchasing Department: the Current RFP's or Current RFQ's link at least 5 days before bid opening. It is the bidders responsibility to make sure all addendums are included in their bid. Failure to do so could result in the bid being disqualified.
3. **Delivery of Bids:** Bids should be mailed or hand carried to **Wicomico County Purchasing Department, 125 N. Division Street, Government Office Building, Room 205, Salisbury, MD 21801**, in order to be received in the office of the Purchasing Agent prior to the announced bid opening. *Bids received after said time will be returned to the bidder unopened.* It is fully the responsibility of the bidder to insure that the bid is received on time. The County will not speculate as to reasonableness of the postmark, nor comment on the apparent failure of a public carrier to have made prompt delivery of the bid.
4. **Descriptive Literature:** Descriptive literature fully describing the product bid (where such literature exists) shall be included with the bid to assist the Purchasing Department in evaluating the submission. Failure to do so may be cause for rejection of the bid. *Any items, systems or devices supplied in this bid that are proprietary in nature relative to maintenance, repair, servicing or updating must be disclosed on the bid form.*
5. **Exceptions:** Any exceptions to the specifications requested should be listed on a separate sheet of paper attached to the bid. An exception to the specifications may not necessarily disqualify the bid. The County will determine if the exception is an essential deviation or a minor item. In the case of a minor deviation, the County maintains the option to award to that bidder if it determines the performance is not adversely affected by the exception.
6. **Bid Evaluation:** If some characteristic of the bid requires that the bid must be reviewed by the County Council, the award can be expected within 30 days.

Bid tabulations (when applicable) will be posted on the County website at [www.wicomicocounty.org](http://www.wicomicocounty.org) under the Purchasing Department webpage link to current Sealed Bids then link to Bid Archive. This will typically be done within

24 hours of the bid opening. Please use this resource rather than calling the Purchasing Office.

Bid evaluations typically take 1-2 weeks.

7. **Award of Bid:** The Purchasing Agent shall award a bid to the best, responsive and responsible bidder complying with the provisions of the Invitation for Bid. *All bid awards are contingent upon available funding.*

The Purchasing Agent reserves the right to award a bid by individual items, in aggregate, or in combination thereof as deemed necessary to fulfill the anticipated requirements of the County.

All awards over \$1000.00 require a Purchase Order to be executed before any work can be started. Some awards will require a County contract. A sample is attached if this is applicable.

8. **Approved Equals:** In all specifications where a material or article is defined by describing a proprietary product or by using the name of a vendor or manufacturer, it can be assumed that an approved equal can be substituted. The use of a named product is an attempt to set a particular standard of quality and type that is familiar to the County.

Such references are not intended to be restrictive. However, the County shall decide if a product does in fact meet or exceed the quality of the specifications listed in the solicitation. It shall be the responsibility of the vendor that claims his product is an equal to provide documentation to support such a claim.

8. **Sales Tax:** Wicomico County is exempt from being directly charged Federal excise and Maryland sales tax. A copy of an exemption certificate shall be furnished upon request. According to the Office of the Comptroller of Maryland, the Contractor is responsible for paying sales tax on his/her purchases relating to this project and should incorporate it into his bid.
9. **Delivery:** All items shall be delivered F.O.B. destination and delivery costs and charges included in the bid unless otherwise stated in the specifications or bid form.
10. **Insurance:** If required by the General Conditions or Terms and Conditions, the bidder shall provide the County with Certificates of Insurance within ten (10) days of bid award notification evidencing the required coverage. Bidder must provide Certificates of Insurance before commencing work in connection with the contract.

11. **Right to Reject**: The Wicomico County Council reserves the right to reject any and/or all bids or to waive any technicality it deems in the best interest of the County.
  
12. **Piggybacking**: Wicomico County may authorize, upon request, any governmental entity (hereafter Authorized User) within the County to purchase items under the contract awarded pursuant to this bid solicitation. All purchase orders issued against the contract by an authorized User shall be honored by the Contractor in accordance with all terms and conditions of this contract. The issuance of a purchase order by an Authorized User pursuant to this provision shall constitute an express assumption of all contractual obligations, covenants, conditions and terms of the contract. A breach of the contract by any particular Authorized User shall neither constitute nor be deemed a breach of the contract as a whole which shall remain in full force and effect, and shall not affect the validity of the contract nor the obligations of the Contractor thereunder respecting the County. The County specifically and expressly disclaims any and all liability for any breach by an authorized User other than the County and each such Authorized User and Contractor guarantee to save the County, its officers, agents and employees harmless from any liability that may be or is imposed by the Authorized User's failure to perform in accordance with its obligations under the contract.

## SCOPE OF WORK

Materials– Telephone System for States Attorney’s Office

Qty.	Item
1	Server Chassis Equipped as follows: Digital Hardware / Software Bundle: <ul style="list-style-type: none"><li>• Server with pre-loaded software licensed to 64 ports.</li><li>• AC Power Supply</li><li>• UPS Battery Back-up / 30 minutes minimum protection</li><li>• Station capacity as equipped:<ul style="list-style-type: none"><li>○ 64 – Digital / Multi-line Telephones</li></ul></li></ul>
3	24-button, digital display telephone with attendant Add-on Console (main front desk telephone)
40	16-button, digital display telephones (advanced Administrative users)
1	4-Port Voice Mail System <ul style="list-style-type: none"><li>• User Mailboxes for all system extensions</li><li>• Full unified messaging (Voicemail to the Outlook Inbox) – Licensed up to 40 users</li><li>• 2 GB compact flash media / 125 Hours of message storage</li><li>• Full Auto Attendant</li></ul>
	Labor - Installation Work <ul style="list-style-type: none"><li>• Installation of all new system components detailed in equipment list</li><li>• Complete System Programming.</li><li>• Up to (4) hours of on-site training.</li><li>• End user system documentation and user guides.</li><li>• Use of existing telephone system wiring, faceplates, and jacks, except as noted.</li><li>• New system warranty covering all parts and labor for a period of one year.</li><li>• Basic wiring runs for system are in place</li></ul>
	Additional Options - Labor <ul style="list-style-type: none"><li>• Additional cost of training if needed (per hour)</li><li>• Additional cost of wiring if needed (per hour)</li></ul>

All warranty information must be provided with the bid and may be a factor in the bid award.

**BID FORM**

TO: Wicomico County Purchasing Department  
Government Office Building  
125 North Division Street, Room 205  
Salisbury, MD 21801

BID - Telephone System for States Attorney Office

Date: \_\_\_\_\_

QTY.	ITEM	UNIT PRICE	TOTAL
1	Telephone System Server w/software	\$ _____	\$ _____
3	24 Button Phone	\$ _____	\$ _____
40	16 Button Phone	\$ _____	\$ _____
1	Voice Mail System	\$ _____	\$ _____
1	Labor for system installation	\$ _____	\$ _____

Optional Additions:

Training (per hour) \$ \_\_\_\_\_

Additional Wiring/Labor (per hour) \$ \_\_\_\_\_ (excluding materials)

**Two** copies of bid provided? Yes \_\_\_\_\_ No \_\_\_\_\_

Projected delivery date \_\_\_\_\_ Days from placement of order

Addendums Acknowledged (if applicable) - YES \_\_\_\_\_ #(s) \_\_\_\_\_ NO \_\_\_\_\_

Exceptions to the bid specifications YES \_\_\_\_\_ Attached \_\_\_\_\_ NO \_\_\_\_\_

Mfg Specifications or Cut Sheets provided YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_

Any part of this bid involve proprietary materials? YES \_\_\_\_\_ NO \_\_\_\_\_

*Next page must be attached and signed to complete bid form...*

I have read, understood, and agreed to the terms and conditions of all contents of this BID. The undersigned agrees to furnish the commodity or service stipulated in this BID as stated above.

SIGNATURE: \_\_\_\_\_

NAME: \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_