

SPECIFICATIONS

SECTION 1: Scope and Project Description

1.1 PROJECT INFORMATION

Notice to Bidders: The Franklin County Fiscal Court is soliciting proposals from telephone system vendors for services relating to the installation of a hybrid Voice over Internet Protocol (VoIP) telephone system for the Franklin County Fiscal Court. Bidders may submit bids for project as described in this Document.

A. Regulatory Requirements:

1. Kentucky Revised Statute 45A.365 shall govern submittal, opening, and award of bids.

B. Project Identification: Franklin County Fiscal Court Telephone system

1. Project Location: 313-315 and 321 W. Main Street, Frankfort, Kentucky 40601.

C. Owner: Franklin County Fiscal Court, 321 W. Main St., Frankfort, Kentucky 40601.

Owner's Representative: Robert Hewitt, Director
Franklin County Planning & Building Codes Department
321 W. Main St., Frankfort, Kentucky 40601
rhewitt@franklincountyky.com (502) 875-8701

D. Architect: N/A

E. Construction Manager: N/A

F. Design-Builder: N/A.

G. Project Description: hybrid Voice over Internet Protocol (VoIP) telephone system

H. Construction Contract: Bids will be received for the following Work:

1. General Contract (all trades).

1.2 BID SUBMITTAL AND OPENING

A. Owner will receive sealed lump sum bids until the bid time and date at the location given below. Owner will consider bids prepared in compliance with the Instructions to Bidders issued by Owner, and delivered as follows:

1. Bid Date: **April 15, 2016.**
2. Bid Time: 10:00 a.m. EST.
3. Location: Office of Franklin County Judge/Executive
321 W. Main Street
Frankfort, Kentucky 40601

B. Bids will be thereafter publicly opened and read aloud.

1.3 BID SECURITY

- A. No Bid security is required.

1.4 PREBID MEETING

- A. Prebid Meeting: A mandatory prebid telephone conference call for all bidders will be held on **April 11, 2016 at 2:00 p.m.** EST. The conference call can be accessed by dialing 1-877-216-3008, Conference #1766329, User Code #52679. Prospective bidders are **required** to participate.

- 1. Bidders' Questions: Owners representative will provide responses at Prebid conference call to bidders' questions received up to the day of the meeting.

1.5 TIME OF COMPLETION: PHASE #1 is 45 calendar days and PHASE #2 is 30 calendar days. Liquidated damages will be assessed against the Contractor in the amount of \$200.00 for every day in excess of the agreed to Final Completion date.

- A. Successful bidder shall begin the Work on receipt of the Notice to Proceed and shall complete the Work within the Contract Time.

1.6 BIDDER'S QUALIFICATIONS

- A. Bidders must be properly licensed and be able to obtain insurance and bonds required for the Work. A Performance Bond, Material Payment Bond, and Insurance in a form acceptable to Owner will be required of the successful Bidder. Bidders shall submit their Employer Identification Number (E.I.N.) to the Owner on the bid form. In the absence of an E.I.N., Bidder must submit their Social Security Number. An out-of-state contractor and/or subcontractor will be obligated to show proof that they are registered to conduct business in the Commonwealth of Kentucky, County of Franklin and City of Frankfort.
- B. The successful bidders will be required to furnish Contract Performance and Payment Bonds for 100% of their contract amount prior to execution of contracts. Bonds shall be in full force and effect for a period of at least 12 months after the date of final completion of the Contract. Should the contractor's bonding company give notice of cancellation; the contractor will be responsible for securing new bonds prior to termination.

1.7 BID PROPOSAL AND AFFIDAVIT OF NON-COLLUSION

- A. Bid proposals, including non-collusion affidavit, which is provided in Section 000400: Bid Form, of the Bidding and Contract Documents, shall be properly and completely executed and shall be in sealed envelope marked, "FRANKLIN COUNTY FISCAL COURT TELEPHONE SYSTEM" together with all other documents required.
- B. Bidder shall provide additional or optional features, including pricing of yearly maintenance of hardware/software along with rates for moves/adds/changes to the system, available with their system that are not within the core project scope that may be of interest to the County. This information and pricing shall be submitted in a sealed envelope marked, "FRANKLIN COUNTY FISCAL COURT TELEPHONE SYSTEM-OPTIONAL FRATURERS QUOTE"

SECTION 2: General

2.1 GENERAL

- A. It is the intent of these specifications to form a guide for complete installation. Therefore, any items not specifically noted, but reasonably necessary for a complete installation, shall be furnished under the contract.
- B. In general, limit work to normal business hours, Monday through Friday. During construction of the system, the contractor may request, with written request to the owner 48 hours prior to, the temporary termination of any part or all of the telephone system. Any disruption of telephone service associated with the project shall occur outside of normal business hours.

2.2 CLEANLINESS

- A. Contractor shall keep the job site orderly and free from debris and accumulations of waste during construction. Existing on site waste collection facilities may be utilized by contractor for any waste generated by this project. Project Location: 321 W. Main Street, Frankfort, Kentucky 40601.
- B. Upon completion of the project, all equipment and debris shall be removed from the site and the area shall be left in a neat and acceptable condition. Final payment shall not be issued until an owner's representative has completed a final inspection of the project site.

2.3 PROTECTION OF FACILITIES

- A. The contractor shall protect from damage all facilities within or adjacent to the project area. Any damage to these facilities that are a result of the contractors work or actions shall be repaired or replaced by the contractor. Facilities shall include but are not limited to drywall, paint, carpets, moldings, ceilings, utility lines and electrical equipment.
- B. Existing Utility Interruptions: Do not interrupt utilities servicing existing facilities or unless permitted by notifying the owner at least two days in advance of the proposed utility interruption.

SECTION 3: Contract Modification Procedures

3.1 MINOR CHANGES IN THE WORK

- A. Owner will issue supplemental instructions authorizing minor changes in the work, not involving adjustment to the contract sum or contract time.

3.2 PROPOSAL REQUESTS

- A. Owner-Initiated Proposal Requests: Owner will issue proposed changes in the work that may require adjustment to the contract sum or contract time. If necessary, the change may require drawings or specifications.
1. After issuance of the Proposal Request by the Owner, the contractor shall submit a quotation estimating cost estimates to the contract sum and contract time necessary to execute the change.
 - a. Include a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made.
 - b. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
 - c. Include costs of labor and supervision, if applicable, attributable to the change.
 - d. Include an updated contractor's construction schedule that indicates the effect of the change, including but not limited to, changes in activity duration, start and finish times, and activity relationship.
- B. Contractor Initiated Proposals: If unknown or changed conditions require modifications to the contract, the contractor may initiate a request for change to the owner.
1. Provide a written statement outlining reason for the change and the effect of the change on the work.
 2. Include a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made.
 3. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
 4. Include costs of labor and supervision, if applicable, attributable to the change.
 5. Include an updated contractor's construction schedule that indicates the effect of the change, including but not limited to, changes in activity duration, start and finish times, and activity relationship.

SECTION 4: Materials

- A. Wiring
1. The existing data distribution lines and electrical wiring are to be used wherever possible. Contractor will be expected to perform limited light wiring.
- C. Full featured Hybrid Telephone System (supporting both digital and IP phones): Features should include but not be limited to the following:
1. Voicemail to e-mail
 2. Call logging/reporting
 3. Support for a full PRI as well as expansion capabilities for SIP trunking

4. Full featured handsets with caller ID
5. Remote management capabilities for end users and for support of the system

D. Handsets:

1. Sixty (60) digital handsets (single pair) and thirty (30) IP phones
2. Ability to provide additional handsets/IP telephones in the future as requested by owner
3. Telephones must support Quality of Service using DSCP Value of "EF" (46) as well as a VLAN and industry standard codecs

E. Compatibility: Proprietary elements of the system in relation to networking and connectivity should be listed for compatibility evaluation

1. Contractor shall submit a detailed listing of hardware and software to be used
2. There will be no faxing or credit card machines throughout the system but there may be up to two (2) elevator lines
3. There is an existing fifty (50) pair bundle between the buildings that would be used for delivering telephone service from 313-315 W. Main Street to 321 W. Main Street
4. The system will be physically located in the IT room of 321 W. Main Street
5. Franklin County Fiscal Court IT services will supply all the necessary networking hardware and expertise needed for programming of routers and switches as required. Contractor is expected to be knowledgeable about the QoS and VLAN settings of their system for proper programming of switches, etc.
6. Cutover to new system will be outside of normal office hours and contractor shall plan accordingly

SECTION 5: Project phasing

A. The project is broken down into two major elements and shall be quoted as such:

B.

PHASE #1: Time of Completion is 45 calendar days

1. Upgrade in place of existing system (core system plus sixty (60) digital telephones)

PHASE #2: Time of Completion is 30 calendar days

1. Expansion using IP telephones to the Public Safety campus (fire station and Multi-Purpose building) located at 974 River Bend Road and 106 Darby Shire Circle. Includes thirty (30) IP telephones and programming for the County offices located there.

SECTION 6: System Testing and Final Acceptance

C. Final acceptance of the completed system shall not be granted until the following conditions are met:

1. Successful operation of network, handsets and telephone system
2. Owner receipt of all warranties and operation manuals

D. Warranty

1. In addition to any material warranty, the contractor shall provide a labor warranty of one (1) year. The warranty period shall begin upon final acceptance of the system by the owner.