

CITY OF NIAGARA FALLS, NEW YORK

REQUEST FOR BIDS BID #33-10

Bids on items as specified herein will be accepted at City Hall until 11:00 A.M., and opened at 11:00 A.M. on July 13, 2010.

Bidders must state when delivery can be made.

All bids are subject to delivery as stated herein.

If a bid is submitted on an article intended as a substitute for a grade or brand specified, the bidder must state the grade or brand of the substitution, otherwise it will be assumed that the bid is based on the grade or brand specified.

The City reserves the right to accept this bid by items, or as a whole, or to reject any or all bids or waive informalities.

Bids are to be shown NET. Cash discounts are to be stated, if any.

All bids must be accompanied by the requisite bid bond IF SO STATED IN THE SPECIFICATIONS.

Provision of any required performance bond is the responsibility of the bidder.

Prices must be filled in with typewriter or ink on this form.

THE ENVELOPE CONTAINING THE BID MUST BE SEALED AND CLEARLY MARKED WITH THE BID NUMBER.

Any and all bids and contracts made or awarded by the City of Niagara Falls or any department, agency or official thereof for work or services performed or to be performed, or goods purchased or sold or to be purchased or sold are made subject to the provisions of Chapter 861 of the Laws of New York, 1953, as amended by Chapter 751 of the Laws of New York, and as now contained or as may hereafter be amended. The provisions of the New York State General Municipal Law and 103a and 103b are applicable to this bid.

BIDDER'S ATTENTION IS REQUESTED REGARDING THE FOLLOWING CONDITIONS AND REGULATIONS. BIDS NOT IN COMPLIANCE WITH THE FOREGOING CONDITIONS AND REGULATIONS WILL NOT BE CONSIDERED.

NON-COLLUSIVE BIDDING CERTIFICATION (PURSUANT TO CHAPTER 751 OF LAWS OF NEW YORK, 1965)

By submission of this bid or proposal, the bidder certifies that:

- a) This bid or proposal has been independently arrived at without collusion with any other bidder or with any competitor or potential competitor;
- b) This bid or proposal has not been knowingly disclosed and will not be knowingly disclosed, prior to the opening of bids or proposals for this project, to any other bidder, competitor or potential competitor;
- c) No attempt has been or will be made to induce any other person, partnership or corporation to submit or not to submit a bid or proposal;
- d) The person signing this bid or proposal certifies that he has fully informed himself regarding the accuracy of the statements contained in this certification, and under the penalties of perjury, affirms the truth thereof, such penalties being applicable to the bidders as well as to the person signing on it's behalf;
- e) That attached hereto (if a corporate bidder) is a certified copy or resolution authorizing the execution of this certificate by the signature of this bid or proposal on behalf of the corporate bidder.

(see reverse side for additional information)

COMPANY NAME:

ADDRESS:

TOTAL NET PRICE	DELIVERY PROMISED
CONTACT PERSON FOR QUESTIONS REGARDING BID	TELEPHONE NUMBER
AUTHORIZED SIGNATURE	DATE
TITLE	

MAIL BIDS TO:
CITY OF NIAGARA FALLS
PURCHASING DIVISION ROOM 14-B
PO BOX 69
NIAGARA FALLS, NY 14302-0069

DELIVER BIDS TO:
CITY OF NIAGARA FALLS
CITY HALL ROOM 14-B
745 MAIN STREET
NIAGARA FALLS, NY 14302-0069

BIDS SUBMITTED BY FACSIMILE ARE UNACCEPTABLE

QNTY	UNIT	DESCRIPTION	UNIT PRICE		NET TOTAL	
		Sealed bid proposals will be received by the City				
		Purchasing Agent in his office at City Hall for the				
		Provision of the following services:				
		Telephone Services to various City buildings				
		per the attached specifications.				
		A bid bond or certified check in the amount of 10% of the				
		telephone system bid price shall be submitted with				
		the bid (installation plus 3 year costs).				
		The successful bidder must submit a performance bond				
		in form and substance with sureties approved by the				
		City Corporation Counsel in the amount of 50% of the				
		telephone service bid price (installation plus 3 year costs).				
		Cutover to the new services shall be completed within				
		fourty-five (45) days after notice to proceed is given.				
		The lowest bid shall be determined by adding the total				
		of all required and optional services over a three year				
		period. If the vendor does not provide certain optional				
		services, Verizon prices offered through a New York				
		State Contract will be used for the analysis. The City				
		reserves the right to reject all bids and have the service				
		provided through a New York State Contract.				
		For further information please contact Dean W. Spring				
		at (716) 286-4371.				

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PRICING SHEETS

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PLEASE NOTE: ALL LINES LISTED ARE CURRENTLY IN SERVICE

	Quantity	Installation Price	Monthly Price
Required Services			
PRI Service			
Municipal Services Building PRIs with DID and DOD Service	3		
City Hall PRI with DID and DOD Service	1		
DID Service			
DID Numbers	600		
Local Calling Service (Required Services)			
Calls: 27,000 (per month)			
Minutes	100,000		
Point to Point T1s			
Municipal Services Building to:			
City Hall	1		
Central Garage	1		
Carnegie Building	1		
Brydges Library	1		
Fire Headquarters	1		
Dedicated Long Distance Service (per month)			
IntraLATA (minutes)	7,800		
IntraState (minutes)	1,400		
InterState (minutes)	1,200		
International (minutes)	230		
Directory Assistance (calls)	4		
Optional Services			
Central Office Trunks			
Municipal Services Building	6		
City Hall	8		
Central Garage	3		
Carnegie Building	3		
Brydges Library	3		
Fire Headquarters	4		
Analog Business Lines			
Municipal Services Building	12		
City Hall	2		
Central Garage	0		
Carnegie Building	0		
Brydges Library	2		
Fire Headquarters	0		
Other City Locations	50		

PRICING SHEETS

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PLEASE NOTE: ALL LINES LISTED ARE CURRENTLY IN SERVICE

	Quantity	Installation Price	Monthly Price	Total
Local Calling Service (Optional Services) Calls: 4,500 (per month) Minutes	15,000			
TOTAL INSTALLATION PRICE:		\$		
TOTAL THREE YEAR MONTHLY COST: (MONTHLY COST X 36):			\$	
TOTAL INSTALL & 3 YEAR COSTS				\$

SPECIFICATIONS

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TELECOM SERVICES

1. GENERAL

1.1. PROJECT DESCRIPTION

A. The City of Niagara Falls consists of many buildings located throughout the City. The six main buildings are listed below. The system shall connect to the six locations listed below through the WAN utilizing Voice over IP (VoIP).

1. Municipal Services Building, 1925 Main Street
2. City Hall, 745 Main Street
3. Carnegie Building, 1022 Main Street
4. Central Garage, 1785 New Road
5. Brydges Library, 1425 Main Street
6. Fire Headquarters, 3115 Walnut Avenue

B. The purpose of this bid is to acquire the telecommunications services into each location and point-to-point T1s between locations. In addition, the City is requesting prices for trunks and analog lines into these six locations and analog lines into other City facilities.

C. The following types of services are requested:

1. PRI Service with DID and DOD Service for the Municipal Services Building and City Hall
2. Point-to-Point T1 Service from the Municipal Services Building to the five other main locations
3. DID Numbers
4. Analog Central Office Trunks for back-up at each of the 6 locations
5. Analog Business Line Service at all City Locations
6. Local Calling
7. Long Distance Services

1.2. INSTRUCTIONS TO BIDDERS VENDORS

A. This bid will be available for all interested parties at City Hall at the City of Niagara Falls. All vendors that want to receive answers to questions should notify Dean Spring (Dean.Spring@niagarafallsny.gov) of their intention to respond to this request for bids.

B. For questions regarding this request for bids please contact:

Dean Spring
Purchasing Agent
City of Niagara Falls
716-286-4371
Dean.Spring@niagarafallsny.gov

SPECIFICATIONS

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TELECOM SERVICES

All questions should be submitted via e-mail. Questions that are general and not proprietary to a specific product shall be answered via e-mail to all Vendors that expressed intent to respond to this RFP. A question proprietary to a specific manufacturer will be answered only to the requesting Vendor.

No questions will be accepted starting five (5) days prior to the bid due date.

1.3. VENDOR ELIGIBILITY

To be eligible for contract award, a Vendor must meet the following qualifications:

- A. Demonstrate that they have successfully provided telecommunications services in the Niagara Falls area for a period of five (5) years.
- B. Have a service organization available to provide both normal and emergency service. Emergency service must be available 24 hours per day; 365 days per year and staff must be adequate to respond within 2 hours of an emergency call.
- C. Vendor shall have supplied and installed service similar to the service they intend to provide to the City of Niagara Falls to a minimum of ten other customers. Five of these installations will be identified in the bid along with the name, address, and telephone number of a contact person who has technical knowledge of the installed systems. The contact person must be a service user, not a Vendor or supplier.

1.4. WORK INCLUDED

- A. All work shall be done in a workmanlike manner by personnel skilled in their respective trades.
- B. The work shall be completed within forty-five (45) days after notice to proceed is given by the City. The successful Vendor will comply with City of Niagara Falls' performance schedules unless the City formally declares and approves an extended time interval for work completion and system acceptance.
- C. The successful Vendor shall repair or replace, at their expense, any equipment or services found to be defective during the period services are provided.

1.5. EXCEPTIONS

- A. By bidding, a Vendor is accepting all specification requirements and conditions.
- B. If a Vendor has an exception to the specifications they must state specific paragraph terms and conditions to which they take exception. The Vendor shall state the exact requirement to which exception is taken.

SPECIFICATIONS

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TELECOM SERVICES

2. PART 2 – SERVICES

2.1. GENERAL

The purpose of these specifications is to establish a standard of quality and functionality. It is the responsibility of the bidder to insure that the proposed services meet or exceed every standard set forth in these specifications.

Attachment A provides a high level diagram of the current network. The host PBX is located in the Municipal Services Building with three (3) network PRIs connecting it to a telecom carrier. A network PRI is also connected to the system at City Hall. This network PRI provides access service to City Hall in normal operation and is be able to extend calls to the Municipal Services Building and other buildings if the PRIs to the Municipal Services Building fail. The PBX's in the remote buildings network to the host PBX by utilizing VoIP over T1's. Cisco routers are utilized to connect the PBX and LAN in each building to the T1's.

2.2. TELECOM SERVICES

A. The following types of services will be required:

1. PRI Service with DID and DOD Service for the Municipal Services Building
2. PRI Service with DID and DOD Service for City Hall
3. Point-to-Point T1 Service from the Municipal Services Building to the five other main locations
4. DID Numbers
5. Analog Central Office trunks into each of the 6 main locations for back-up
6. Analog Business Line Service at all City Locations
7. Local Calling Service
8. Long Distance Service

B. The quantities requested for all of the above services are provided in the Pricing Sheets.

C. In order to be considered for this bid, the vendor must provide at a minimum the services in Section 2.2, A, 1-4 above. Services in Section 2.2, A, 5-6 are considered optional and vendors do not have to bid on these services.

D. The City requires that the vendor bidding on these services allow the City to keep all of the existing telephone numbers.

2.3. CONTRACT TERMS

A. All pricing should be based on a 3 year contract term.

SPECIFICATIONS

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TELECOM SERVICES

- B. The contract must allow the City to add or delete services that are part of this bid to any City location throughout the term of the contract. The contract for any added services must co-terminate with all original services.

2.4. EVALUATION CRITERIA

- A. The winning bid will be the lowest total price proposal that meets all of the requirements of the bid. The total price will include the monthly costs over 36 months plus any installation costs.
- B. If a vendor does not bid on the optional services, Verizon pricing will be used for the optional services for that vendor for the purpose of the total cost comparison.

3. PART 3 – EXECUTION:

3.1. GENERAL

- A. The successful bidder shall identify a person who will be the single point of contact and overall project manager for the Vendor. This person will remain assigned to the project until the services are accepted by the City.

3.2. MAINTENANCE

- A. Maintenance on all services shall be included in the service price.
- B. Emergency maintenance response time shall be within two (2) hours, including travel time, after receipt of an emergency maintenance call from Niagara Falls' designated representative. Emergency maintenance is defined as:
 - i. Complete T1 or PRI failure
 - ii. Complete failure of all telecommunications facilities at a location
- C. Routine maintenance response time shall be within 8 business hours after receipt of a routine maintenance call from City of Niagara Falls's designated representative. Routine maintenance is defined as any occurrence that does not meet the criteria of an emergency or major maintenance condition.

City of Niagara Falls
Proposed Network

