

CITY OF GROVE
BID PACKET

Section I
Notice to Bidder

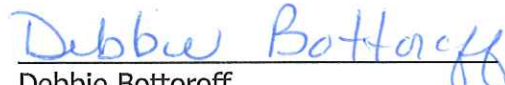
The City of Grove is currently accepting bids for the materials, incidentals and labor for a turnkey installation of a Telephone and Voice Mail System at the City of Grove City Hall, 104 W. 3rd Street, Grove, OK

Bids must be in a sealed envelope marked **TELEPHONE BID** and received no later than 10:00 A.M. on Friday, October 8, 2021 at the City of Grove office at 104 W. 3rd, Grove, Oklahoma 74344.

Specifications are included in the Bid Packet and are available at the above address. The City of Grove reserves the right to reject any and/or all bids.




City Clerk


Debbie Bottoroff
City Manager

CITY OF GROVE
BID PACKET

Section II
Instruction to Bidders

A. SUBMISSION

All bids must be submitted in a sealed envelope marked: **TELEPHONE BID** and should include the bidder's name and address, bids will be received at:

Office of the City Clerk
City of Grove
104 W. 3rd
Grove, Oklahoma 74344

Until: 10:00 A.M. on Friday, October 8, 2021.

If the bid is forwarded by mail, the sealed envelope containing the bid must be enclosed in another envelope addressed to the City of Grove at the above address.

B. ACCEPTANCE OF BIDS

All bids shall "hold firm" after submission to the City for thirty (30) days.

The City reserves the right to reject any and/or all bids. The City reserves the right to accept the lowest responsible bidder.

The City reserves the right to negotiate particular aspect of the bid item and/or related optional items.

C. BID SPECIFICATIONS

Bid Specifications are included in Bid Packet. Bids shall be all-inclusive and include materials, labor and other incidental charges for a turnkey installation of a Telephone and Voice Mail System at the City of Grove City Hall located at 104 W. 3rd Street, Grove, OK. Exceptions and/or inability to complete the work in the time specified may result in the Contractor not being considered.

The City of Grove shall be the sole judge on the 'Or Equal To' equipment bid and their decision shall be final.

D. BID EVALUATION

Bid evaluation by the City of Grove will be based on a minimum of the following criteria: Completeness of bid documents; contractor's past performance; contractor's reliability factors; contractor's maintainability considerations; contractor's logistical and service support. The City of Grove shall be the sole judge of these criteria and their decision shall be final.

E. CLEAN-UP AND RESTORATION

Contractor is responsible for clean-up and removal of all left-over materials, boxes, etc. resulting from contractor's work. The City reserves the right to expedite the clean-up and/or debris removal if the contractor does not satisfactorily complete the work or does not do so in a timely manner. If this occurs, the cost of clean-up and/or debris removal shall be withheld for the final payment to the contractor. Contractor is also responsible for the restoration of any damages.

F. ADDITIONAL INFORMATION

Additional information related to the project may be obtained by contacting:

Lisa Allred, City Treasurer
City of Grove
104 W. 3rd
Grove, Oklahoma 74344
(918) 786-6107 (office); (918) 786-8939 (fax)

G. FORMAT

All bids must be submitted in the format and utilizing the Bid Proposal provided in Section III, Bid Submission Requirements.

CITY OF GROVE
BID PACKET

Section III
Bid Submission Requirements

All bids must include the following information and must be submitted in the following order:

A. Bid Proposal

All bids must be submitted on the Bid Proposal, as provided in this section. Bids on Alternate 1 and Alternate 2 shall also be submitted on the Bid Proposal

B. Non-Collusion Affidavit

A signed Non-Collusion Affidavit, as provided in this section, must be submitted.

C. Literature

All bids must include manufacturer's literature, information, photographs, etc. for the particular proposed item in this bid packet.

D. Bid Bond

A Bid Bond in the amount of five percent (5%) of the total amount bid shall be attached to all bids as a guarantee that the successful bidder will, enter into a contract and file the required bonds no later than October 22, 2021. A cashier's check made out to the City of Grove may be submitted in lieu of a bid bond.

E. Bonds Required

Performance and Statutory Bonds, each in 100% of the bid amount, covering faithful performance, and payment of all obligations arising thereunder, will be required by the City of Grove. A warranty bond in the amount of 100% of the bid amount covering defective workmanship and materials will be required for a period of one year after acceptance of the project by the City of Grove. Premiums for the performance, statutory, and warranty bonds are to be included in this bid.

The successful bidder shall deliver the required bonds no later than October 22, 2021. The bonds shall be dated on or after the date of the Notice of Award. The Bidder shall require the Attorney-in-fact who executed the required bonds on behalf of the surety to affix thereto a certified and current copy of the power of attorney.

F. Insurance

The policies of insurance shall be executed by insurance or indemnity carrier authorized to do business in the state of Oklahoma and shall in all respects conform to the required of the Governmental Tort Claim Act, Title 51 Oklahoma Statutes Section 151 et seq. With liability limits

to be no less than the amount specified therein and with City to be an additional insured on all such required policies of insurance.

G. Installation Deadline and Penalty

The successful bidder hereby agrees to commence work within ten (10) days of the Notice to Proceed and to fully complete the project within forty-five (45) calendar days thereafter. The time will end when the purchaser accepts the project as complete. If installation extends past the forty-five (45) calendar days, the successful bidder will be PENALIZED \$100 per day starting on the forty-sixth (46) day and every day thereafter until the project is accepted as complete by the purchaser. The total PENALTY will be deducted from the final payment of the purchaser to the contractor.

Failure to submit any of the items listed in this section may result in the rejection of the bid.

H. Warranty Information

The bidder must provide all extended warranty information regarding the particular item in this proposed bid. The bidder must also provide the name and address of the nearest service location for the proposed bid item.

I. Contract

The successful bidder will be required to enter into a Contract with the City of Grove.

Failure to submit any of the items listed in this section may result in the rejection of the bid.

**CITY OF GROVE
NEW TELEPHONE AND VOICE MAIL SYSTEM
BID SPECIFICATIONS**

The City of Grove is accepting Bids for turnkey installation of a new NEC SV9100 (or equal to) Telephone and Voice Mail System with UNIVERGE SV9100S and SV9100E (or equal to) Communication Servers.

The NEC SV9100E (or equal to) must be configured as a digital system and shall utilize the same existing wiring as the City of Grove's current system.

The NEC SV9100E (or equal to) must have a maximum capacity of 896 stations and 400 trunks. The City of Grove system must be configured for a minimum of 32 stations and 12 Trunks.

The base system shall include internal batteries that will power the system for 15 minutes, and in the case of lost power, the base system shall include a paging interface for basic external paging and a music-on-hold interface that will provide the ability to use a basic music source or a third party "message" on hold interface.

The system shall be equipped to support 32 digital stations, of which 28 of the NEC-24 button full duplex speakerphones with a display shall be licensed for use.

The voice mail system shall be NEC's InMail (or equal to) voice mail system. The voice mail shall be built-in and capable of handling up to 16 inputs/outputs simultaneously. The included licenses shall have the ability to have voice mail for a total of 28 users.

The voice mail system shall include Automated Attendant with the options to use as a fail-safe device to make sure every call gets answered when no one is available to answer the phone.

The base system price shall include a 3-Year Software Assurance agreement and a 12-month warranty that covers both labor and hardware. Training on the equipment shall be included in the price.

Alternate 1 An additional option that will allow users to receive voice mails any place they receive emails.

Alternate 2 An additional option to add four years of warranty coverage for the entire system.

Bids are due no later than 10:00 a.m. (CST) on Friday, October 8, 2021 and may be mailed or hand-delivered to Ivonne Buzzard, City Clerk at 104 W. 3rd Street, Grove, Oklahoma 74344. Bids will not be accepted by e-mail or fax.

CITY OF GROVE
BID PROPOSAL

Proposal of _____ (hereinafter called "Bidder"), organized and existing under the laws of the State of _____, doing business as _____*, to the City of Grove (hereinafter called "Owner").

In compliance with the Solicitation for Bids, Bidder hereby proposes to perform all labor and provide materials and incidentals for a turnkey installation of a Telephone and Voice Mail System at the City of Grove City Hall located at 104 W. 3rd Street, Grove, OK, per bid specifications.

By submission of this bid, each Bidder certifies, and in the case of a joint bid each party certifies as to its own organization, that this bid has been arrived at independently, without consultation, communication or agreement as to any matter relating to this bid, with any other Bidder or with any competitor.

Bidder hereby agrees to commence work within ten (10) days of the Notice to Proceed and to fully complete the project within forty-five (45) calendar days thereafter.

BID SCHEDULE

Base Bid Amount	\$
Alternate 1 Bid Amount	\$
Alternate 2 Bid Amount	\$
Total Base Bid Amount plus Alternate 1	\$
Total Base Bid Amount plus Alternate 2	\$
Total Base Bid Amount plus Alternates 1 and 2	\$

NOTE: Base Bid and Alternates must be submitted on Bid Proposal.

Bid submitted by: _____
Company Name

Company Representative: _____
Signature

Title: _____

Bid submitted on this ____ day of _____, 2021.

*Insert "a corporation", "a partnership" or "an individual", as applicable.

NON-COLLUSION AFFIDAVIT

STATE OF OKLAHOMA)
) §
COUNTY OF _____)

_____, of lawful age, being first duly sworn upon oath, states that (s)he is the agent authorized by the Bidder to submit the attached bid. Affiant further states that the Bidder has not been a party to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding or with any State, County or City official or employee as to quantity, quality or contract or in any discussions between bidders any State, County or City official concerning exchange of money or other thing of value for special consideration in the letting of a contract.

Affiant

Subscribed and sworn to before me this _____ day of _____, 2021.

Notary Public

My Commission Expires:

NOTE: This form must be submitted with the bid.

SOLICITATION FOR BIDS
09/17/2021 and 9/24/2021

The City of Grove is currently accepting bids for materials, labor and incidentals for a turnkey installation of a Telephone and Voice Mail System to be installed at City Hall, 104 W 3rd Street, Grove, OK 74344.

Bids must be in a sealed envelope marked TELEPHONE BID and received no later than 10:00 A.M. on Friday, October 8, 2021. Mail or hand deliver to City of Grove – 104 West Third Street – Grove, OK 74344 - Attention City Clerk, Ivonne Buzzard. Additional information may be obtained by contacting Lisa Allred, City Treasurer at 918-786-6107.

Specifications are available at the above address. The City of Grove reserves the right to reject any and/or all bids.

Ivonne Buzzard
City Clerk

****PLEASE RUN TWO (2) TIMES** AS A LEGAL NOTICE**
September 17 and 24, 2021