



**REQUEST FOR PROPOSAL:
Switch Maintenance Service
Work Order: IT01293**

DIRECT QUESTIONS TO:

*Jo Noon
Network Administrator
Information Technology
416 West 4th Street
Davenport, Iowa 52801
(563) 326-8737*

SUBMITT PROPOSALS TO:

*Switch Maintenance Service
Scott County Purchasing
428 Western Avenue
Davenport, Iowa 52801*

GENERAL REQUIREMENTS

A. NOTICE

Scott County, Iowa is requesting proposals for Switch Maintenance Service based upon enclosed specifications. The chosen service provider will work with Scott County Information Technology to serve the needs of Scott County, with respect to its Switch Maintenance goals and objectives. Scott County, Iowa reserves the right to reject any and/or all proposals or to accept any portions thereof. If none of the proposals are deemed to be acceptable, Scott County, Iowa reserves the right to negotiate with the contractor(s) whose proposal(s) is the closest to being acceptable or to seek additional proposals after the bid date. Scott County reserves the right to waive any irregularities and technicalities and may, at its discretion, request a re-bid. Cost shall **not** be the sole criterion for awarding the contract. Scope of service and service capabilities of the Switch Maintenance Contractor will also be considered.

B. GENERAL TERMS AND CONDITIONS

1. The enclosed specifications constitute the complete set of specifications and requirements. Contractors are requested to submit quotations on the basis of these specifications. Exemptions are to be identified. The proposal is to be submitted with (2) two copies of the proposal, sealed in an envelope bearing the proposal name on the outside and mailed or presented to Scott County Purchasing Department, 428 Western Ave. Davenport, IA 52801 on or before April 12, 2004 1:00 p.m.

The responsibility for getting the proposal to Scott County, Iowa on or before April 12, 2004 1:00 p.m., is solely and strictly the responsibility of the Proposer. The County will in no way be responsible for delays caused by any other occurrence. Offers by telephone or any other type of electronic communication will **not** be accepted. The specified date and time will be scrupulously observed.

2. If any contractor is in doubt as to the meaning of any part of the specifications, they may request a written interpretation thereof. Any written interpretation sent to one contractor will be made part of these specifications, and will be issued as an addendum to all contractors to whom the specifications have been provided. For information regarding any matters of this proposal, please contact Jo Noon Network Administrator (563) 326-8737.
3. Scott County, Iowa is exempt from Federal and State taxes. Vendors or contractors doing business with Scott County, Iowa shall not be exempted from paying sales tax to their suppliers for materials to fulfill obligations with Scott County, Iowa, nor shall any vendor or contractor be authorized to use the County's Tax Exemption Number in securing such materials.
4. All contractors must disclose with their proposal the name of any officer, director, co-owner, or agent who is also an employee of Scott County, Iowa.
5. It shall be the responsibility of the successful Contractor, to maintain Worker's Compensation Insurance and General Liability Insurance during the period of this contract. General Liability coverage shall not be less than \$1,000,000.00 (one million dollars.)
6. Contractor agrees to protect, defend, reimburse, and indemnify and hold Scott County, Iowa, its agents, employees, and elected officers and each of them free and harmless at all times from and against any and all claims, liability, expenses, losses, costs, fines and damages (including attorney fees) and causes of action every kind and character incurred by virtue of the performance under this agreement.

C. The following information shall be furnished by each Contractor in addition to what is specified above:

1. The Contractor's name and address(es).
2. Verification of 24 hour Contractor service capabilities.
3. Certification of authorized Nortel Vendor status.
4. Firm quotation in accordance with the attached forms.
5. Signature on Proposal form of the person submitting the proposal.
6. Indication of any exceptions to specifications and requirements
7. Certificates of Insurance.
8. Information on service features or programs.
9. All guarantee and warranty statements.



Attachment A

Major Work Sites

<p>Scott County Courthouse 416 W. Fourth Street Davenport Iowa 52801</p>		<p>Demarc for County Campus complex</p>
<p>Scott County Administrative Center (SCAC) 428 Western Avenue Davenport Iowa 52801</p>	<p>Fiber Connection</p>	<p>Fiber Shelf</p>
<p>Scott County Annex 518 W. Fourth Street Davenport Iowa 52801</p>	<p>Copper Connection</p>	
<p>Juvenile Corrections 332 Suite 200 Harrison Davenport Iowa 52801</p>	<p>Fiber Connection – City of Davenport/Scott County shared fiber</p>	<p>Fiber Shelf</p>
<p>Tremont Jail Annex 4715 Tremont Street Davenport Iowa</p>	<p>T-1 Connection and 1FBs QWest</p>	<p>15 I2004, 4 analog connections</p>
<p>General Store</p>	<p>T-1 Connection QWest</p>	<p>1 I2004 Planned expansion of I2004 sets</p>

<p>Maintenance Facility 950 East Blackhawk Trail Eldridge Iowa</p>	<p>T-1 Connection – 7 I2004 Central Scott Paging system 5 Telephone speakers</p>
<p>West Lake Park 14910 110th Avenue Davenport Iowa (Includes Headquarters, Ranger Station, Boathouse, Beach, Director’s home and Maintenance)</p>	<p>T-1 Connection – 16 I2004 sets QWest Fiber connections inside Park</p>
<p>Scott County Park 19251 290th Street Davenport Iowa (includes Ranger Station, Golf Course, Maintenance for Golf Course and Park, Pool and Ranger’s residence)</p>	<p>T-1 Connections 18 I2004 sets – QWest / Central Scott Telephone Fiber connection inside Park</p>
<p>Buffalo Shores (includes Ranger station and Ranger’s residence)</p>	<p>T-1 connection – 2 I2004 QWest Fiber connection inside Park</p>

Attachment B

SYSTEM REQUIREMENTS

Existing telephone system including but not limited to:

STATION / EQUIPMENT

QUANTITY	DESCRIPTIONS	SET TYPES
614	Analog / 500 and 2500 sets	Unity, 8009 and 9316 with display
128	Digital sets	2317 and 2516 with displays and add on modules
71	I sets	I2004
3	30 button consoles (located in Communications Center)	
1	Key system (for Communications Center)	
1	Meridian 61C switch (1700 TN capable)	
2	Remote fiber Optic Meridian Shelves	
2	PC Stations	Main Telco Room – Courthouse 2 nd Floor Telco Room – SCAC
1	Paging System with 5 speakers	Eldridge Facility

TRUNK / SWITCH SYSTEM CONFIGURATION

ROUTE	DESCRIPTION
Route 2	Music on Hold
Route 6	Paging system (3 zones – Scott County Health Department SCAC 4 th floor)
Route 4	Four (4) Prime T-1 (1-96 channels for two way traffic with 2 D channels for Caller ID and PS-Ali system)
Off premise circuits	Three (3) circuits from 416 West Fourth Street to 4715 Tremont Avenue
Route 31	Private lines for Sheriff Key system. Seven (7) 1FBs, Carrier QWest

SOFTWARE

Software	Description
MAT	Station Maintenance Call Accounting Traffic
	Windows 98 Ethernet connection to County Network

Attachment C

STATEMENT OF FACTS



Attachment D

PROPOSAL FORM

It is agreed that this proposal for Switch Maintenance Service is in accordance with specifications except for any written exceptions herein noted.

Person Submitting Proposal

Title

Company

Date

Address

Telephone Number