

PAYNE COUNTY
BOARD OF COUNTY COMMISSIONERS
STILLWATER, OKLAHOMA

"NOTICE TO BIDDERS"

Notice is hereby given that the Payne County Board of Commissioners State of Oklahoma, will receive sealed bids for the following:

**BID # 2019-55
HEALTH DEPARTMENT PHONE SYSTEM**

Bid documents may be picked up at the **Payne County Clerk's Office at 315 W. 6th, Suite 202, Payne County Administration Building, Stillwater, Oklahoma**, or you can request that the Bid Documents be E-mailed to you, call **405-747-8348** to request that they be mailed or E-mailed.

Bids should be mailed or hand delivered to the **Payne County Clerk, 315 W. 6th, Suite 202, Stillwater, OK. 74074**, Bids must be filed with the Payne County Clerk on or before **9:30 A.M. on JANUARY 14, 2019**. Bids must be sealed and clearly marked:

**BID # 2019-55
FOR
HEALTH DEPARTMENT PHONE SYSTEM
OPENING: JANUARY 14, 2019 @ 9:30 A.M.
PAYNE COUNTY HEALTH DEPARTMENT, LISA CUNDIFF, (405) 372-8200 EXT. 240**

The Board of County Commissioners, or their appointed representative, will evaluate all bids, and reserves the right to reject any or all of the bids, and reserves the right to waive any of the listed specifications. The Board of County Commissioners reserves the right to accept the bid determined to best serve the needs of Payne County.

Payne County hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex or national origin in consideration for an award.

**KYLA MCCOMBS
PURCHASING AGENT**



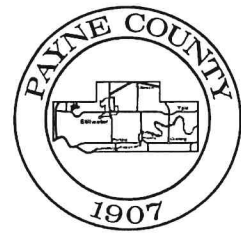
Glenna Craig

Payne County Clerk

315 W. 6th, Suite 202 Stillwater, Oklahoma 74074

Phone: 405-747-8310* Fax: 405-747-8304

countyclerk.paynecounty.org



BID # 2019-55

HEALTH DEPARTMENT PHONE SYSTEM

PAYNE COUNTY HEALTH DEPARTMENT, LISA CUNDIFF

Vendor and or company representative,

Included in this correspondence you will find information regarding bid specifications, packet information, and instructions per the Payne County Commissioners who are requesting your company submit a bid for the enclosed project or materials.

The enclosed packet has been developed and approved by the Payne County Commissioners, the content of the packet is per their instruction. The Payne County Clerk's office is the facilitator of the bid process and is required to receive and hold all sealed bids per Oklahoma State Statutes to present to the Board of Commissioners in an open session.

If you have any questions, in regards, to the pack content, specifications, and instructions please contact the following:

LISA CUNDIFF, BUSINESS MANAGER- 405-372-8200, EXT. 240

We appreciate your bid and time, in regards, to the process. We look forward to hearing from you.

Kind Regards,


Glenna Craig, Payne County Clerk

State of Oklahoma

All bids posted after November 1, 2017 can be mailed, or emailed to vendors, or can be downloaded for completion from our website: www.countyclerk.paynecounty.org
CONTACT KYLA MCCOMBS-PAYNE COUNTY PURCHASING AGENT FOR EMAIL OR MAILED BIDS AT: kmccombs@paynecountyclerk.org

ALL BIDS MUST BE SUBMITTED BACK TO THE PAYNE COUNTY CLERKS OFFICE BY MAIL, OR IN PERSON SEALED BEFORE 9:30 THE DATE OF BID OPENING.



Glenna Craig

Payne County Clerk

315 W. 6th, Suite 202 Stillwater, Oklahoma 74074

Phone: 405-747-8310* Fax: 405-747-8304

countyclerk.paynecounty.org



INVITATION TO BID

The Board of County Commissioners, Payne County, Oklahoma is seeking sealed bids for:

BID # 2019-55

HEALTH DEPARTMENT PHONE SYSTEM

BID # 2019-55

Date Published: JANUARY 2, 2019

Bidding Period Closing Date and Hour: JANUARY 14, 2019 @ 9:30 A.M.

Sealed Bid Opening Date and Hour: JANUARY 14, 2019 @ 9:30 A.M.

Location: Commissioners Hearing Room 200, Payne County Administration Building.

Address: 315 W. 6th, Ste. 202, Stillwater, OK. 74074

Requesting Authority: PAYNE COUNTY COMMISSIONER

Payne County Health Department, LISA CUNDIFF

PHONE: 405-372-8200 EXT 240

Bid submissions are to be addressed to:

ATTN: Payne County Purchasing Agent

Payne County Clerk's Office

315 W. 6th, Suite 202


Stillwater, OK 74074

Please review the attached Terms and Conditions pertaining to the submission of this bid.

Please pay particular attention to item (1) of the Terms and Conditions. This item specifies how the bid envelopes are to be identified to prevent inadvertent or premature opening of sealed bids. Your compliance will ensure consideration of your bid by the awarding body. Late bids will not be considered. The Non-Collusions Affidavit bearing original signature must be notarized and returned with the bid submission.

This packet contains:

1. Invitation to Bid
2. Terms and Conditions for Bidding
3. Affidavit for Filing with Competitive Bid
4. Specifications/Bid forms for desired item(s) (may be more than one page of information).



Glenna Craig, Payne County Clerk
State of Oklahoma
315 W. 6th, Suite 202
Stillwater, OK 74074



Glenna Craig

Payne County Clerk

315 W. 6th, Suite 202 Stillwater, Oklahoma 74074

Phone: 405-747-8310* Fax: 405-747-8304

countyclerk.paynecounty.org



TERMS AND CONDITIONS

THESE ITEMS APPLY TO AND BECOME A PART OF THE BID

NO EXCEPTIONS TO THESE TERMS AND CONDITIONS WILL BE CONSIDERED

1. Bids must be submitted on the included form only. Each bid shall be placed in a separate envelope. Be sure the envelope is completely and properly identified and sealed, showing the bid name and number in the lower left hand corner.
2. All bids shall be entered on the Bid Form enclosed or a copy thereof. Bids are to be typewritten or in ink. No bidder may withdraw his proposal for a period of thirty (30) days after the date and hour set for the opening of bids.
3. The bidder shall attach the manufacturer's name of the equipment or material to be furnished, type model numbers descriptive bulletins and specifications. All guarantees and warranties should be clearly stated. This data shall be sufficient detail to describe accurately the equipment or material to be furnished. Manufacturer's specifications, in respect to the successful bidder, shall be considered as part of the contract with Payne County.
4. Any exceptions or deviations from written specifications shall be identified in writing and attached to the bid form.
5. The enclosed affidavit for Filing with Competitive Bid MUST be returned with the bid.
6. Payne County reserves the right to reject any and all bids and to waive any technicalities in the bidding.
7. Direct purchase of certain items of equipment or material by Payne County is exempt from Federal Excise Tax and Oklahoma Sales Tax. In such cases, the bidder shall quote prices which do not include Federal Excise Tax and Oklahoma Sales Tax.
8. Bid must show number of days required for delivery under normal conditions. Contractor must keep the County advised at all times of the status of the order. For any exception to the delivery date as specified on this order, vendor shall give prior notification and obtain written approval from the Purchasing Agent. Default in promised delivery date or failure to meet specifications, authorizes the County to purchase supplies elsewhere and charge the full increase of cost and handling to defaulting contractor.
9. Bidder agrees to defend and save Payne County from and against all demands, claims costs expense, damage and judgments based upon infringement of any patent to goods specified in this order or the ordinary use or operation of such goods by the County or use or operation of such goods in accordance with the bidder's direction.
10. If the bid requires a written contract, the successful bidders shall execute a written contract with the county within (10) days after submission of the contracts to said bidder.
11. This bid is submitted as a legal offer, and any bid when accepted by the County constitutes a firm contract.
12. If the bid is \$50,000.00 or greater, Bidder must furnish a bid bond or cashier's check in the amount of 5% of the bid with bid submission.
13. If the bid is \$50,000.00 or greater, successful Bidder must be able to bond. (Performance, Maintenance and Payment Bonds)
14. Successful bidder will be required to furnish their own Workmen's Comp and General Liability Insurance as required by Oklahoma State Law and by Payne County.



Glenna Craig

Payne County Clerk

315 W. 6th, Suite 202 Stillwater, Oklahoma 74074

Phone: 405-747-8310* Fax: 405-747-8304

countyclerk.paynecounty.org



S.A.&I. 425/1-4040 (2000)

AFFIDAVIT FOR FILING WITH COMPETITIVE BID

STATE OF OKLAHOMA)

)SS

COUNTY OF _____)

_____, of lawful age, being first duly sworn, on oath says, 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 county official or employee as to quantity, quality or price in the prospective contract, or any other terms of said prospective contract, or in any discussions between bidders and any county official concerning exchange of money or other thing of value for special consideration in the letting of a contract.

Firm: _____

Signed by: _____
(manual signature of undersigned)

Title: _____

Address: _____

City: _____ State: _____

Zip: _____ Tax ID: _____

Telephone (____) _____ Fax (____) _____

Subscribed and sworn to before me this _____ day of _____,
20_____.

_____ Notary Public (or Clerk or Judge)

My commission expires: _____

Note:

Each competitive bid submitted to a county, school district or municipality must be accompanied with the above Affidavit as required by 61 Okl.St.Ann. § 138

BID #2019-55
HEALTH DEPARTMENT PHONE SYSTEM
LISA CUNDIFF, HEALTH DEPARTMENT

PHONE SYSTEM:

* INCLUDES COST OF HARDWARE, SOFTWARE,
PROGRAMMING, INSTALLATION & TRAINING

ANNUAL PRICE OF SERVICE AND SUPPORT AGREEMENT:

* WHAT IS INCLUDED:

ANNUAL COST OF OWNERSHIP:

*INCLUDES REOCCURRING LICENSE FEES,
REMOTE MAINTENANCE FEES, FIREWALL
MANAGEMENT, ETC.

PRICE FOR 1 HOUR OF ONSITE LABOR FOR ADDS/CHANGES:

* ITEMIZED TRIP CHARGE IF APPLICABLE

NAME OF COMPANY:

ATTENTION:

ADDRESS:

CITY AND STATE:

PHONE NUMBER:

EMAIL ADDRESS:

| Payne County Health New Phone System Specifications | | | | | | | | | | |
|---|---|--|--|--|---|--|--|--|--|--|
| General requirements | | | | Configured capacity at time of install | Description | Expansion (System must be able to be expanded to capacity shown) | | | | |
| A | Digital or Voice over IP phone ports (LOCAL BUILDING) | | | 96 | digital extension ports or IP set licenses | 160 | | | | |
| B | Voice over IP phone ports (REMOTE LOCATIONS) | | | 4 | IP set licenses | 128 | | | | |
| C | Automated Attendant | | | 6 | channels | 24 | | | | |
| D | Voice Mail Unified Messaging | | | 100 | mailboxes | 288 | | | | |
| E | Voice Mail Storage | | | 200 | hours of storage | 200 | | | | |
| F | Voice Mail to email | | | 100 | mailboxes | 288 | | | | |
| G | SIP Trunking | | | 4 | channels | 64 | | | | |
| H | PRI Trunking | | | 23 | channels | 46 | | | | |
| I | Analog Extension | | | 4 | extension ports | 32 | | | | |
| J | Digital or VOIP phone set (24 flexible lighted buttons) 6 row display | | | 15 | | | | | | |
| | | | | | Buttons can be set to outside lines, features, extensions | | | | | |
| K | Digital or VOIP phone set (24 flexible lighted buttons) 3 row display | | | 49 | | | | | | |
| | | | | | Buttons can be set to outside lines, features, extensions | | | | | |
| L | Digital or VOIP phone set (8 flexible lighted buttons) 1 row display | | | 16 | | | | | | |
| | | | | | Buttons can be set to outside lines, features, extensions | | | | | |
| M | VOIP phone set (24 of flexible lighted buttons) 3 row display | | | 4 | | | | | | |
| | | | | | Buttons can be set to outside lines, features, extensions | | | | | |
| N | Multiline wireless phone (LOCAL BUILDING) | | | 2 | | 20 | | | | |
| O | Multiline DECT wireless phone (REMOTE LOCATIONS) | | | 0 | | 12 | | | | |
| | | | | | (to work over the IP network) | | | | | |
| P | Manual 2 WAY RECORDING | | | 6 | simultaneous recording | 24 | | | | |
| Q | External Paging Access | | | 1 | | 1 | | | | |
| R | Tenant Groups | | | 2 | | 8 | | | | |
| S | Call queueing with outgoing message (i.e. call center) | | | 2 | Queue groups | 12 | | | | |
| T | User Portal Access via Web Browser for the following: | | | | | | | | | |
| | | | | | Each user has a unique login | | | | | |
| | | | | | Edit User Name | | | | | |

PAYNE COUNTY
BOARD OF COUNTY COMMISSIONERS
STILLWATER, OKLAHOMA

BID # 2019-55
HEALTH DEPARTMENT PHONE SYSTEM

I, Kyla McCombs, Purchasing Agent for Payne County do hereby certify that the following vendors were issued an "Invitation To Bid" for "HEALTH DEPARTMENT PHONE SYSTEM" for PAYNE COUNTY HEALTH DEPARTMENT, BUSINESS MANAGER, LISA CUNDIFF. The bids were sent out on JANUARY 2, 2019. The opening is scheduled for JANUARY 14, 2019 @ 9:30 a.m.

Vendors:

American Telephone, Inc. (email)
PO Box 1244
Ponca City, OK 74602
580-765-3131 Ext. 101
kip@americantelephone.us
kip1024@gmail.com

Beasley Technology (email)
200 N. Little Ave
Cushing, OK 74023
918-225-6900
ucc@beasleytech.net

Chickasaw Telecommunications Services, Inc. (email)
124 W. Vinita
Sulphur, OK 73086
580-622-2170
esisson@telcosupply.com