

# CITY OF WASHINGTON



## **BID PROPOSAL REQUEST FOR Phone System**

### **INVITATION TO BID**

The City of Washington, Kansas, is inviting sealed bids for phone system.

Bids will be received at the City Clerk's Office, P.O. Box 296, 301 C Street, Washington, Kansas 66968, until 1:00 pm on Monday, March 31, 2025. All bids should be sealed in an envelope with "Phone System" clearly printed on the outside of the envelope. **Electronic bids will be accepted if submitted directly to City Clerk Denise M. Powell at [washclerk@washingtorks.net](mailto:washclerk@washingtorks.net) prior to the bid deadline.** Bids received later than specified hour and date will not be considered.

All submitted bids shall be honored for 60 days after the bid opening. Bidders are encouraged to submit more than one bid, if desired.

The attached bid sheet with specifications (or copies) shall be submitted with each bid to be considered a valid bid. State bids will be considered in determining the lowest responsible bid, if applicable.

Bids will be opened at 1:00pm on Monday, March 31, 2025, in the City Council Chambers. Bids will be reviewed and a recommendation made to the City Council for consideration at the April 7, 2025 regular council meeting.

The City of Washington reserves the right to reject any or all bids with or without cause and to waive any irregularities.

If you have questions, please feel free to contact Caroline Scoville at (785) 325-2284.

Sincerely,

Carl D. Chalfant  
City Administrator

## **BID INSTRUCTIONS**

### **GENERAL**

The specifications and dimensions that follow shall apply to the purchase of Phone Systems for the City of Washington, Kansas. The City reserves the right to waive minor technicalities under this specification.

The phone systems shall be new and unused, under standard production by the manufacturer. All parts shall be new and unused.

Complete specifications, documentation and literature on all equipment must accompany the final purchased product.

Interested bidders may contact Caroline Scoville, EMT, for questions at 785-325-2284 or to schedule a site visit.

### **DELIVERY**

The phone systems shall be delivered to City Hall, 301 C Street, Washington, Kansas and installation scheduled with city staff so as to minimize disruptions in daily business.

### **TAX INFORMATION**

This purchase will be tax exempt. Appropriate certification will be supplied to the vendor upon request.

## ITEM SPECIFICATION & BID SHEET

All components and accessories shall be new, unused, and ready for installation and operation upon delivery.

System should include:

- VOIP technology;
- Voicemail options;
- Phones and associated equipment, with language that identifies ownership of the equipment and any maintenance responsibility and costs.

Bids should include at a minimum:

- Contract terms;
- Installation fees/setup charges;
- Description of long-distance fees, whether included or separate contract/billing;
- Any switches or other equipment which may be required;
- Outline who is responsible for maintenance;
- Language that identifies equipment ownership & maintenance details;
- Equipment cost per line;
- Assurance that 911 access is retained;
- A listing of any monthly recurring charges by location;
- The ability to port current numbers.

**The City of Washington City Hall location currently has an outdated phone system with two main phone lines (one main number with one rollover number) with multiple extension handsets, voicemail, and a fax line. A site visit is highly encouraged and expected.**

**The City of Washington does have multiple locations with phone lines, including the power plant, emergency services building, city shop, water plant, and library. Bids are requested to be itemized per site location.**