

CITY OF TAYLORSVILLE



REQUEST FOR PROPOSAL

Request for Proposal for New Telephone System or Maintenance on Existing System

City of Taylorsville
2600 West Taylorsville Blvd.
Taylorsville, Utah 84118

Proposals Due September 29, 2008 @ 3:00 p.m.

CITY OF TAYLORSVILLE
2600 West Taylorsville Boulevard
Taylorsville, UT 84118

Request for Proposals

New Telephone System or Maintenance on Existing Telephone System
Due September 29, 2008 at 3:00 p.m. (MST)

1. **Introduction.** The City of Taylorsville (the “City”) is requesting proposals (“*Proposal(s)*” or “*Response(s)*”) from qualified proposers (“*Proposers*”) to provide two proposal options: (1) A new telephone system with ongoing maintenance & service plan & costs; (2) Maintenance on the existing telephone system.

1.1. **Intent.** It is the intent of this Request for Proposals (this “*Request*”) to set forth the minimum acceptable requirements for Responses to this Request.

2. **Detailed Description of Services.** The current telephone system used by the City is the Eclipse Inter-Tel System that was installed in Taylorsville City Hall during construction on or about April 2, 2003 and was updated in 2005. Layouts of the Cabinet and cards, as well as premium features, trunk assignment and call routing are attached to this Request for Proposal. It is recommended that Proposers inspect the existing system prior to submitting Proposals.

3. **Proposal Requirements.** Three (3) copies of Responses are required to be submitted to Patricia Kimbrough as listed below no later than 3:00 p.m. (MST) on September 29, 2008. Any Response, modification, or amendment received after the due date and time is late. No late Responses will be accepted. No electronic Responses (facsimile, e-mail, or telegraphic) will be accepted. Proposals must include a signed certification in the form attached hereto and include the following elements:

3.1. **Introductory Letter.** Include an introductory letter expressing an interest in providing the Services. The introductory letter should be addressed to:

Patricia Kimbrough
City Administrator
CITY OF TAYLORSVILLE
2600 West Taylorsville Boulevard
Taylorsville, UT 84118

Include an e-mail address for the primary contact of the Consultant.

3.2. **References.** Include names, addresses and contact persons of at least three (3) similar clients with whom the Proposers has provided similar services. The City may contact such persons.

3.3. **Proposed Approach.** Describe, in sufficient detail, how the Proposers plan to provide the Services, including supporting the needs of the City.

3.4. Qualifications. Describe in sufficient detail the Proposers' experience and expertise to provide the Services.

3.6. Price. Detail the proposed all-inclusive fee for the Services, including a detailed bid sheet.

4. **Identification of Anticipated Potential Problems.** Proposals should identify and describe any potential problems with respect to the Services.

5. **Evaluation Criteria and Scoring Process.** All Proposals received will be reviewed by a Review Panel (defined below). Each evaluation criterion has been given a percentage based on its relative value as a whole. The criteria and each associated percentage is as follows:

<u>Evaluation Criteria</u>	<u>Weight</u>
Qualifications	25%
References	10%
Proposed Approach	15%
Price	<u>50%</u>
TOTAL	100%

6. **Selection.** Discussions may be conducted with Proposers determined by the City to be reasonably susceptible of being selected for award. In addition, one or more Proposers may be invited to interview. Provided, however, the Proposals may be accepted without discussion or interview. The above criteria will be used in the interview evaluation, if any. A selection committee or individual(s) may be appointed by the City (referred to hereinafter as "*Review Panel*"). If a Review Panel is created, the Review Panel reserves the right to modify the interview criteria during the course of this process. If a Review Panel is created and if such modification occurs, each Proposer being interviewed will be notified at least twenty-four (24) hours prior to the interview of the revised criteria. Based on the results of discussions, if any, interviews, if any, and Proposal scoring, the Proposers will be rated by the Review Panel, if any, and such recommendations will be forwarded to the Mayor. The Mayor will make the final selection.

7. **General Information.** The City reserves the right to reject any and all Responses. The City reserves the right to amend, modify or waive any requirement set forth in this Request. Response to this Request is at the Proposers' sole risk and expense. Except for information provided by the contact person described below, the City has not authorized anyone to make any representations regarding the subject matter of this Request. All requests for clarification or additional information regarding this Request must be submitted in writing to the contact person described below no later than September 22, 2008 at 3:00 p.m. The contact person will endeavor to respond to such request for clarification or additional information and if the contact person deems, in his sole and absolute discretion, that such response is of general applicability, his response, if any, will be posted on the City's website at www.taylorsvilleut.gov. Entities responding to this Request are encouraged to review the City's website frequently. The

City anticipates selecting one or more of the responding Proposers, but there is no guaranty that any responding Proposer will be selected. Responses will be placed in public domain and become public record subject to examination and review by any interested parties in accordance with the Government Record Access Management Act (UTAH CODE ANN. § 63-2-101, *et seq.*). All materials submitted in response to this Request will become the property of the City and will be managed in accordance with the Government Record Access Management Act.

8. **Terms of Contract.** The successful Proposer will be required to enter into a written agreement with the City to provide the Services. The City attorney's office working with the selected Proposer will negotiate the final terms of the agreement. All provisions of the agreement will be in compliance with applicable laws, rules and regulations. If the selected Proposer and the City's attorney's office are unable to negotiate an acceptable agreement, then another Proposer will be selected by the Mayor and negotiations will continue until an acceptable agreement is reached and a contract is completed with a Proposer to provide the Services.

9. **Contact Person.** For further information or for American with Disabilities (ADA) accommodations, contact John Inch Morgan, City Administrator (801) 963-5400, 2600 West Taylorsville Boulevard, Taylorsville, UT 84118.

CERTIFICATION

The undersigned Proposer certifies that it has not:

1. Provided an illegal gift or payoff to a City officer or employee or former City officer or employee or his or her relative or business entity;
2. Retained any person to solicit or secure this contract upon an agreement or understanding for commission, percentage, brokerage, or contingent fee, other than bona fide employees or bona fide commercial selling agencies for the purpose of securing business; or
3. Knowingly influenced and hereby promised that it will not knowingly influence and City officer or an employee or former City officer or employee to break any applicable ethical standard or rules.

The undersigned Proposer certifies that:

1. The Proposal is made in good faith.
2. The Proposal is made in conformity with the specifications and qualifications contained in the Request.

Name of Proposer: _____

Name of Authorized Representative: _____

Signature of Authorized Representative: _____

Address: _____

City/State/Zip: _____

Telephone Number: _____

Fax Number: _____

Web Site Address: _____

Email Address: _____

Date Signed: _____