

ABC Company

Request for Proposal

To Provide and Install a Complete Replacement of a
Telephone Switching and Routing System

PROJECT NUMBER 0000

MANDATORY PRE-PROPOSAL CONFERENCE:

Date: November 1, 200X
Time: 9:00 A.M.
Place: ABC Company Administration Facility

PROPOSAL SUBMISSION DEADLINE:

Date: December 3, 200X
Time: 4:00 P.M. (PST)
Place: ABC Company Administration Facility

CONTACT:

Project Coordinator



PROJECT 0422

REQUEST FOR PROPOSALS
To Provide and Install a Complete Replacement of a
Telephone Switching System

ABC Company is seeking proposals from qualified firms for a complete replacement of its Telephone Switching System.

Copies of the Request for Proposal document may be obtained by contacting ABC Company at (000) 000-0000, or you may obtain a copy at the Administration facility located at 526 ABC street SE, ABC Ville, WA 90000.

A mandatory pre-proposal conference for interested vendors will be held on Monday, November 1, 2006, at 9:00 a.m. at the Administration facility.

Qualifications and proposals will be accepted by ABC Company until 4:00 p.m., (PST), Friday, December 3, 2006.

PUBLISHED IN: The Local Paper
The Daily Journal of Commerce
The Big City Paper



Table of Contents

| | |
|---|-------------------------------------|
| SECTION 1 - INFORMATION FOR PROPOSERS | ERROR! BOOKMARK NOT DEFINED. |
| 1. INTRODUCTION | ERROR! BOOKMARK NOT DEFINED. |
| 2. SCHEDULE | ERROR! BOOKMARK NOT DEFINED. |
| 3. MANDATORY PRE-PROPOSAL MEETING | ERROR! BOOKMARK NOT DEFINED. |
| 4. SITE AND CONSTRUCTION CONDITIONS | ERROR! BOOKMARK NOT DEFINED. |
| 5. VOIP READINESS STUDY | ERROR! BOOKMARK NOT DEFINED. |
| 6. QUESTIONS AND INTERPRETATION OF CONTRACT DOCUMENTS | ERROR! BOOKMARK NOT DEFINED. |
| 7. PROVIDE A COMPLETE RESPONSE | ERROR! BOOKMARK NOT DEFINED. |
| 8. PROPOSAL REQUIREMENTS | ERROR! BOOKMARK NOT DEFINED. |
| 9. RECEIPT OF PROPOSALS | ERROR! BOOKMARK NOT DEFINED. |
| 10. PROPOSAL SECURITY | ERROR! BOOKMARK NOT DEFINED. |
| 11. PROPOSAL WITHDRAWALS | ERROR! BOOKMARK NOT DEFINED. |
| 12. PROPOSAL OPENING | ERROR! BOOKMARK NOT DEFINED. |
| 13. SUCCESSFUL PROPOSER | ERROR! BOOKMARK NOT DEFINED. |
| 14. EVALUATION CRITERIA | ERROR! BOOKMARK NOT DEFINED. |
| 15. CLARIFICATION OF RESPONSES | ERROR! BOOKMARK NOT DEFINED. |
| 16. VALID RESPONSE TIME | ERROR! BOOKMARK NOT DEFINED. |
| 17. CONTRACT NEGOTIATIONS | ERROR! BOOKMARK NOT DEFINED. |
| 18. CONTRACT DOCUMENTS | ERROR! BOOKMARK NOT DEFINED. |
| 19. TERMS AND CONDITIONS | ERROR! BOOKMARK NOT DEFINED. |
| 20. ORDER OF PREFERENCE | ERROR! BOOKMARK NOT DEFINED. |
| 21. AWARD OF CONTRACT | ERROR! BOOKMARK NOT DEFINED. |
| 22. PERFORMANCE BOND | ERROR! BOOKMARK NOT DEFINED. |
| 23. ADDITIONAL PROVISIONS | ERROR! BOOKMARK NOT DEFINED. |
| 24. PROCUREMENT PROTEST | ERROR! BOOKMARK NOT DEFINED. |
| SECTION 2 - SAMPLE AGREEMENT | ERROR! BOOKMARK NOT DEFINED. |
| 1. SCOPE OF SERVICES | ERROR! BOOKMARK NOT DEFINED. |
| 2. DURATION OF AGREEMENT | ERROR! BOOKMARK NOT DEFINED. |
| 3. COMPENSATION AND METHOD OF PAYMENT | ERROR! BOOKMARK NOT DEFINED. |
| 4. INDEPENDENT CONTRACTOR RELATIONSHIP | ERROR! BOOKMARK NOT DEFINED. |
| 5. HOLD HARMLESS AND INDEMNIFICATION | ERROR! BOOKMARK NOT DEFINED. |
| 6. INSURANCE | ERROR! BOOKMARK NOT DEFINED. |
| 7. TREATMENT OF ASSETS | ERROR! BOOKMARK NOT DEFINED. |



| | |
|---|---|
| 8. COMPLIANCE WITH LAWS | ERROR! BOOKMARK NOT DEFINED. |
| 9. PATENTS, TRADEMARKS AND COPYRIGHTS | ERROR! BOOKMARK NOT DEFINED. |
| 10. NONDISCRIMINATION | ERROR! BOOKMARK NOT DEFINED. |
| 11. POLITICAL ACTIVITY PROHIBITED..... | ERROR! BOOKMARK NOT DEFINED. |
| 12. PROHIBITED INTEREST | ERROR! BOOKMARK NOT DEFINED. |
| 13. ASSIGNMENT | ERROR! BOOKMARK NOT DEFINED. |
| 14. CHANGES | ERROR! BOOKMARK NOT DEFINED. |
| 15. MAINTENANCE AND INSPECTION OF RECORDS..... | ERROR! BOOKMARK NOT DEFINED. |
| 16. DISPUTES | ERROR! BOOKMARK NOT DEFINED. |
| 17. TERMINATION | ERROR! BOOKMARK NOT DEFINED. |
| 18. NOTICE | ERROR! BOOKMARK NOT DEFINED. |
| 19. ATTORNEYS FEES AND COSTS | ERROR! BOOKMARK NOT DEFINED. |
| 20. JURISDICTION..... | ERROR! BOOKMARK NOT DEFINED. |
| 21. SEVERABILITY..... | ERROR! BOOKMARK NOT DEFINED. |
| 22. ENTIRE CONTRACT..... | ERROR! BOOKMARK NOT DEFINED. |
| SECTION 3 – CURRENT ENVIRONMENT | ERROR! BOOKMARK NOT DEFINED. |
| 1. SIEMENS ROLM TELEPHONE SYSTEM | ERROR! BOOKMARK NOT DEFINED. |
| 2. LIMITATIONS OF EXISTING TELEPHONE SYSTEM..... | ERROR! BOOKMARK NOT DEFINED. |
| 3. LOCAL AND LONG DISTANCE CARRIER SERVICES..... | ERROR! BOOKMARK NOT DEFINED. |
| 4. VOICE AND DATA CABLING INFRASTRUCTURE | ERROR! BOOKMARK NOT DEFINED. |
| SECTION 4 – SCOPE OF WORK | ERROR! BOOKMARK NOT DEFINED. |
| 1. OVERVIEW OF PROJECT | ERROR! BOOKMARK NOT DEFINED. |
| 2. OBJECTIVES..... | ERROR! BOOKMARK NOT DEFINED. |
| 3. PROJECT IMPLEMENTATION PLAN | ERROR! BOOKMARK NOT DEFINED. |
| 4. TIME DELAY | ERROR! BOOKMARK NOT DEFINED. |
| 7. SUBMITTALS DURING CONSTRUCTION | ERROR! BOOKMARK NOT DEFINED. |
| 8. CHANGE ORDERS, DRAWINGS AND SPECIFICATIONS | ERROR! BOOKMARK NOT DEFINED. |
| 9. SERVICES PROVIDED OR FURNISHED BY THE PURCHASER | ERROR! BOOKMARK NOT DEFINED. |
| 10. GENERAL INSTALLATION REQUIREMENTS | ERROR! BOOKMARK NOT DEFINED. |
| 11. INSTALLATION PRACTICES..... | ERROR! BOOKMARK NOT DEFINED. |
| 12. MAIN EQUIPMENT ROOM, INTERMEDIATE CLOSETS, HORIZONTAL CLOSETS | ERROR! BOOKMARK NOT DEFINED. |
| 13. TECHNICIAN REQUIREMENTS FOR TERMINATION AND INSTALLATION..... | ERROR! BOOKMARK NOT DEFINED. |
| 14. GROUNDING..... | ERROR! BOOKMARK NOT DEFINED. |
| 15. ACCESS AND AUTHORITY | ERROR! BOOKMARK NOT DEFINED. |



| | |
|--|-------------------------------------|
| 16. CUTTING AND FITTING..... | ERROR! BOOKMARK NOT DEFINED. |
| 17. BUILDING REPAIRS..... | ERROR! BOOKMARK NOT DEFINED. |
| 18. CLEAR AWAY..... | ERROR! BOOKMARK NOT DEFINED. |
| 20. PERMITS AND CERTIFICATES..... | ERROR! BOOKMARK NOT DEFINED. |
| 21. EMPLOYEE RELATIONS..... | ERROR! BOOKMARK NOT DEFINED. |
| 22. SUBCONTRACTORS..... | ERROR! BOOKMARK NOT DEFINED. |
| 23. SEPARATE CONTRACTS..... | ERROR! BOOKMARK NOT DEFINED. |
| 24. STANDARD OF PERFORMANCE AND ACCEPTANCE OF EQUIPMENT ... | ERROR! BOOKMARK NOT DEFINED. |
| 25. ACCEPTANCE CRITERIA..... | ERROR! BOOKMARK NOT DEFINED. |
| 26. FCC REGISTRATION..... | ERROR! BOOKMARK NOT DEFINED. |
| 27. ADA AND HEARING AID COMPATIBILITY..... | ERROR! BOOKMARK NOT DEFINED. |
| 28. MAINTENANCE RESPONSE..... | ERROR! BOOKMARK NOT DEFINED. |
| 29. MAINTENANCE CONTRACTS AND SPARES..... | ERROR! BOOKMARK NOT DEFINED. |
| SECTION 5 - SPECIFICATIONS..... | ERROR! BOOKMARK NOT DEFINED. |
| 1. GENERAL..... | ERROR! BOOKMARK NOT DEFINED. |
| 2. MANDATORY SPECIFICATIONS..... | ERROR! BOOKMARK NOT DEFINED. |
| 3. DESIREABLE SPECIFICATIONS..... | ERROR! BOOKMARK NOT DEFINED. |
| SECTION 6 – PROPOSAL SUBMITTAL FORM..... | ERROR! BOOKMARK NOT DEFINED. |
| COVER LETTER..... | ERROR! BOOKMARK NOT DEFINED. |
| SECTION 7 SYSTEM FEATURES AND APPLICATIONS SPECIFICATION..... | ERROR! BOOKMARK NOT DEFINED. |
| SECTION 8 SYSTEM CONFIGURATION SPECIFICATION..... | ERROR! BOOKMARK NOT DEFINED. |
| SECTION 9 PRICE PROPOSAL FORM..... | ERROR! BOOKMARK NOT DEFINED. |
| STATION EQUIPMENT AND EXPANSION..... | ERROR! BOOKMARK NOT DEFINED. |
| SECTION 10 TECHNICAL QUALIFICATIONS..... | ERROR! BOOKMARK NOT DEFINED. |
| REFERENCES AND QUALIFICATIONS..... | ERROR! BOOKMARK NOT DEFINED. |
| SECTION 11 AUTHORIZED SIGNATURE AND LIST OF SUBCONTRACTORS..... | ERROR! BOOKMARK NOT DEFINED. |
| ATTACHMENT 1 – VOICE NETWORK OVERVIEW – PLANNED.. | ERROR! BOOKMARK NOT DEFINED. |
| ATTACHMENT 2 – EQUIPMENT ROOM..... | ERROR! BOOKMARK NOT DEFINED. |
| ATTACHMENT 3 - REPRESENTATIVE INSTALLATION QUALITY AND ACCEPTANCE SHEET | ERROR! BOOKMARK NOT DEFINED. |



ATTACHMENT 4 – EVALUATION MATRIXERROR! BOOKMARK NOT DEFINED.

ATTACHMENT 5 – CONFIGURATION SPECIFICATIONERROR! BOOKMARK NOT DEFINED.

ATTACHMENT 6 – STATION REVIEW REPORTERROR! BOOKMARK NOT DEFINED.

ATTACHMENT 7 – STATION REVIEW REPORTERROR! BOOKMARK NOT DEFINED.

ATTACHMENT 8- SAMPLE MATERIAL LIST FORM – SITE SPECIFIC ERROR! BOOKMARK NOT DEFINED.