

Pittsburg County, Oklahoma
COUNTY PURCHASING OFFICE
 Pittsburg County Court House
 McAlester, Oklahoma
 Phone: (918) 423-4934

INVITATION TO BID

PLEASE REVIEW TERMS AND CONDITIONS ON REVERSE SIDE RELATING TO SUBMISSION OF THIS BID.

Notarized Affidavit completions and signature required on reverse side.

DATE ISSUED	24-Feb-20
PAGE 1 OF _____	

BID NUMBER BID # 13	BID CLOSING DATE AND HOUR March 20, 2020 @ 5:00PM	REQUIRED DELIVERY DATE Days after award of Purchase Order
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TERMS:	DATE OF DELIVERY:
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Item	Quantity	Unit of issue	DESCRIPTION	Unit Price	Total
			<p>Pittsburg County wishes to advertise for the following:</p> <p>New Internet Phone Systems, including hardware, monthly service and tech support</p> <p>See Specifications Attached</p> <p><u>PLEASE MARK CLEARLY ON FRONT OF MAILING ENVELOPE BID & BID NUMBER</u></p>		

TERMS AND CONDITIONS

1. Sealed bids will be opened in the Commissioner's Conference Room, Pittsburg County Courthouse, McAlester, Oklahoma, at the time and date shown on the invitation to bid form.
2. Late bids will not be considered. Bids must be received in sealed envelopes (one to an envelope) with bid number and closing date written on the outside of the envelope.
3. Unit prices will be guaranteed correct by the bidder.
4. Firm prices will be F.O.B. destination.
5. Purchases by Pittsburg County, Oklahoma, are not subject to state or federal taxes.
6. This bid is submitted as a legal offer and any bid when accepted by the County constitutes a firm contract.
7. Oklahoma laws require each bidder submitting a bid to a county for goods or services to furnish a notarized sworn statement of non-collusion. A form is supplied below.
8. Bids will be firm until delivered.

(DATE)

6.1291E+19

AFFIDAVIT: I, the undersigned, of lawful age, being first duly sworn on oath say that he (she) is the agent authorized by the bidder to submit the above 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 state 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 state official concerning exchange of money or other thing of value for special consideration in the letting of a contract; that the bidder/contractor has not paid, given or donated or agreed to pay, give or donate to any officer or employee of the State of Oklahoma (or other entity) any money or other thing of value, either directly or indirectly in the procuring of the award of a contract pursuant to this bid.

Subscribed and sworn before this _____ day
of _____ 20 _____ (seal)

My commission expires _____ Signed by: _____ Title: _____
(MANUAL SIGNATURE OF UNDERSIGNED)

NOTARY PUBLIC (CLERK OR JUDGE) Address: _____ Phone: _____
City: _____ State _____
Zip _____

NOTE: Other terms and conditions can be added at the discretion of the county officers.

RESOLUTION 20-221
TO
ADVERTISE

The Board of County Commissioners, Pittsburg County, met in regular session on Monday, February 24, 2020.

WHEREAS, the Pittsburg County wishes to advertise for the following:

New Internet Phone Systems, including hardware, monthly service and tech support

A bid package containing complete specifications and an "Invitation to Bid" are available at the Pittsburg County Clerk's Office, 115 E. Carl Albert Pkwy. Room 103, McAlester, Oklahoma 74501 or online at pittsburg.okcounties.org

THEREFORE, each competitive bid submitted to the County must be accompanied with an affidavit for filing with the competitive bid form, as required by 61 O.S. § 138.

A Pre-Bid Conference will be held Monday, March 9, 2020 at 10:30 a.m. in the Conference Room of the Pittsburg County Board of County Commissioners, located at the Pittsburg County Courthouse, 115 E. Carl Albert Parkway, McAlester, Oklahoma. This Pre-Bid Conference is mandatory for any vendor/contractor wishing to bid on this project.

Sealed bids will be received and filed with the Pittsburg County Clerk until Friday, March 20, 2020 at 5:00 p.m. All bids received after 5:00 p.m. on Friday, March 20, 2020, WILL NOT BE OPENED. Bids will be opened on Monday, March 23, 2020 at 10:00 a.m. in the Board of County Commissioners Conference Room, 115 E. Carl Albert Pkwy, McAlester, Oklahoma. Bid(s) will be awarded to the lowest best bidder. The Board of County Commissioners, Pittsburg County, reserves the right to reject any and all bids and re-advertise.

BOARD OF COUNTY COMMISSIONERS
PITTSBURG COUNTY, OKLAHOMA

ATTEST:



CHAIRMAN *Chad Jones*

VICE-CHAIRMAN *Bob Selinger*

MEMBER *[Signature]*

COUNTY CLERK *Hope Trammell*

SPECIFICATIONS FOR INTERNET/TELEPHONE SERVICE

PLEASE ITEMIZE EACH DEPARTMENT ON RETURN BID

- Replace existing phone system/lines and install a new internet phone system for the following departments:
 - Courthouse
 - County Clerk – 15 phone lines/1 fax line
 - Court Clerk – 16 phone lines/1 fax line
 - Treasurer – 15 phone lines/1 fax line
 - Assessor – 20 phone lines/1 fax line
 - Election Board – 9 phone lines/1 fax line
 - Drug Court – 3 phone lines/1 fax line
 - Law Library – 1 phone line
 - Judges – 15 phone lines
 - Maintenance – 1 phone line
 - District Attorney – 21 phone lines/1 fax line
 - Security – 1 phone line
 - Commissioners – 7 phone lines/1 fax line
 - Highway Districts
 - District 1 – 4 phone lines/1 fax line
 - District 2 – 3 phone lines/1 fax line
 - District 3 – 5 phone lines/1 fax line
 - Sheriff/Jail – 30 phone lines/3 fax lines
 - Emergency Management – 20 phone lines/1 fax line
 - Animal Shelter – 6 phone lines/1 fax line
 - OSU Extension Center – 18 phone lines/1 fax line
- Replace existing Fax Machine Lines with new E Fax options for at least 15 offices.
- Internet speed must be no less than 100mg per second.
- Install and maintain a managed firewall and router
- Provide 24/7 live monitoring for all services
- Phone system requirements:
 - Must provide mobility and twinning options for each user. Users need the options to take all calls from any IP related device. (iPhone/Tablet, Android/Tablet or computer)
 - Must provide all common features. (Forward, park, transfer, DSS/BLF)
 - Must provide all long distance as part of the monthly service.
 - Must provide portals for each user and account management.
 - Phones must be a minimum of 1 Gigabit with Lifetime Warranty.
 - Telephone service must include remote changes such as name change/ringing assignments and voicemail password resets as part of the monthly service.
 - Must be able to pair an analog cordless telephone with new desktop telephone for each user if needed.
 - Please bid expansion module option
 - Please bid headset option
 - Please bid Cordless Phone option
 - Please bid Conference Phone option

The winning bidder agrees that all work shall be in compliance with all applicable codes. If any work fails to meet code, the winning bidder agrees to bring into compliance all work at the winning bidder's expense.

The terms of the contract will not be modified orally, but must be done in written terms and must be approved by the Board of County Commissioners in a regularly scheduled meeting.

All bids must include a bid bond of 5% of total bid (can be a bid bond, certified check or cashier's check) or an irrevocable line of credit.

All bids must include the business relationship affidavit and the non-collusion affidavit.

The winning bidder will be required to execute a contract, provide a warranty/performance bond, and provide evidence of worker's compensation insurance.

Bid bond will be returned to all unsuccessful bidders within 10 days of the award of bid. Winning bidder's bid bond will be returned upon execution and delivery of the contract and required performance bond or irrevocable letter of credit and insurances.

Mandatory Pre-Bid Conference will be held on Monday, March 9, 2020 in the Conference Room of the Pittsburg County Commissioners Office, located at the Pittsburg County Courthouse, 115 E. Carl Albert Parkway, Room 100B, McAlester, Oklahoma at 10:30 a.m. Any bidder wishing to bid must attend this conference.