



Request for Quote

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
 ONE CAPITOL HILL
 PROVIDENCE RI 02908

CREATION DATE : 09-NOV-11
 BID NUMBER: 7449226
 TITLE: INSTALLATION OF 2000 CISCO VOIP PHONES - URI
 BLANKET START : 01-DEC-11
 BLANKET END : 30-JUN-12
 BID CLOSING DATE AND TIME: 09-DEC-2011 11:00:00

BUYER: Mosca, Gary
 PHONE #: 401-574-8124

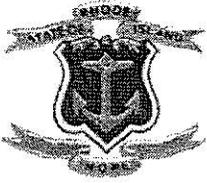
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L 75 LOWER COLLEGE ROAD, SUITE 1
L KINGSTON, RI 02881
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S URI CENTRAL RECEIVING
H ATTN: SEE BELOW
I PLAINS RD
P KINGSTON, RI 02881
T US
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Requisition Number: 1247630

Line	Description	Quantity	Unit	Unit Price	Total
1	<p>Installation of 2000 Cisco VOIP phones per the attached specifications</p> <p>Deliver to: University of Rhode Island Media & Technology Services 94 West Alumni Ave Kingston, RI 02881</p> <p>A MANDATORY PRE-BID CONFERENCE WILL TAKE PLACE NOVEMBER 21ST @ 10:00 AM</p> <p>LOCATION: URI CAROTHERS LIBRARY ADMINISTRATION SUITE CONFERENCE ROOM A KINGSTON, RI 02881</p> <p>QUESTIONS CONCERNING THIS SOLICITATION MAY BE E-MAILED TO THE DIVISION OF PURCHASES AT GARY.MOSCA@PURCHASING.RI GOV NO LATER THAN NOVEMBER 22 2011 12:00 NOON (EASTERN TIME).</p> <p>PLEASE REFERENCE THE RFQ# ON ALL CORRESPONDENCE AND SEND QUESTIONS IN A MICROSOFT WORD FORMAT. QUESTIONS RECEIVED, IF ANY, WILL BE ANSWERED AND POSTED ON THE INTERNET AS AN ADDENDUM TO THIS SOLICITATION. IT IS THE RESPONSIBILITY OF ALL INTERESTED PARTIES TO DOWNLOAD THIS INFORMATION.</p> <p>OFFERORS MUST PROVIDE EVIDENCE OF LICENSURE AS TELECOMMUNICATIONS SYSTEM CONTRACTOR IN COMPLIANCE WITH TITLE 5 CHAPTER 70 (RIGL) WITH THEIR OFFERS.</p> <p>VENDOR IS RESPONSIBLE TO COMPLY WITH ALL STATE FEDERAL AND LOCAL LICENSING OR PERMITS FOR THIS TYPE OF</p>	1 00	Total		

It is the Vendor's responsibility to check and download any and all addenda from the RIVIP. This offer may not be considered unless a signed RIVIP generated Bidder Certification Cover Form is attached and the Unit Price column is completed. The signed Certification Cover Form must be attached to the front of the offer.



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	SERVICE NOTE TO BIDDER: BIDDER IS REQUIRED TO PROVIDE A BID SURETY IN THE FORM OF A BID BOND, OR A CERTIFIED CHECK PAYABLE TO THE STATE OF RHODE ISLAND, IN THE AMOUNT OF A SUM NOT LESS THAN FIVE PERCENT (5%) OF THE BID PRICE. BID SURETY MUST BE ATTACHED TO THE BID FORM. THE SUCCESSFUL BIDDER WILL ALSO BE REQUIRED TO FURNISH PERFORMANCE AND LABOR AND PAYMENT BONDS AT TIME OF TENTATIVE CONTRACT AWARD.				

Delivery: _____

Terms of Payment: _____

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Contract Terms and Conditions

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Terms and Conditions

BID STANDARD TERMS AND CONDITIONS

TERMS AND CONDITIONS FOR THIS BID

SURETY REQUIREMENTS

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START DATE

STARTING DATE _____ NO OF WORKING DAYS REQUIRED FOR COMPLETION

WAGE REQUIREMENTS

BIDDERS ARE ADVISED THAT ALL PROVISIONS OF TITLE 37 CHAPTER 13 OF THE GENERAL LAWS OF RHODE ISLAND APPLY TO THE WORK COVERED BY THIS REQUEST, AND THAT PAYMENT OF THE GENERAL PREVAILING RATE OF PER DIEM WAGES AND THE GENERAL PREVAILING RATE FOR REGULAR, OVERTIME, AND OTHER WORKING CONDITIONS EXISTING IN THE LOCALITY FOR EACH CRAFT, MECHANIC, TEAMSTER, OR TYPE OF WORKMAN NEEDED TO EXECUTE THIS WORK IS A REQUIREMENT FOR BOTH CONTRACTORS AND SUBCONTRACTORS. THE PREVAILING WAGE TABLE MAY BE OBTAINED AT THE RI DIVISION OF PURCHASES HOME PAGE BY INTERNET at www.purchasing.state.ri.us. SELECT "INFORMATION" AND THEN SELECT "PREVAILING WAGE TABLE". THE STATE OF RHODE ISLAND USES THE GENERAL DECISION NUMBER RI20100001 PRINTING THE ENTIRE DOCUMENT AVERAGES APPROXIMATELY ONE MINUTE PER PAGE - YOU MAY WANT TO PRINT ONLY THE PAGES APPLICABLE TO YOUR BID. BIDDERS NOTE: IN THE EVENT THIS BID SPECIFIES PRICE OFFERS ON A TIME-AND-MATERIALS BASIS, i.e., AN HOURLY RATE, ANY OR ALL BIDS SUBMITTED IN AN AMOUNT LESS THAN THE PREVAILING RATE IN EFFECT FOR THE WORK COVERED BY THIS REQUEST AS OF THE DATE OF BID ISSUANCE SHALL BE REJECTED BY THE DIVISION OF PURCHASES

INSPECTION REQUIREMENTS

BIDDERS ARE RESPONSIBLE FOR INSPECTION OF EQUIPMENT AND/OR LOCATION, TAKING MEASUREMENTS* WHEN REQUIRED, AND MAKING THEMSELVES AWARE OF THE TOTAL REQUIREMENT BEFORE SUBMITTING A BID. *MEASUREMENTS PROVIDED WITH ANY BID ARE FOR REFERENCE PURPOSES AND ARE NOT GUARANTEED TO BE COMPLETELY ACCURATE

INSURANCE REQUIREMENTS

AN INSURANCE CERTIFICATE IN COMPLIANCE WITH PROVISIONS OF ITEM 31 (INSURANCE) OF THE GENERAL CONDITIONS OF PURCHASE IS REQUIRED FOR COMPREHENSIVE GENERAL LIABILITY, AUTOMOBILE LIABILITY, AND WORKERS'

COMPENSATION AND MUST BE SUBMITTED BY THE SUCCESSFUL BIDDER(S) TO THE DIVISION OF PURCHASES PRIOR TO AWARD. THE INSURANCE CERTIFICATE MUST NAME THE STATE OF RHODE ISLAND AS CERTIFICATE HOLDER AND AS AN ADDITIONAL INSURED. FAILURE TO COMPLY WITH THESE PROVISIONS MAY RESULT IN REJECTION OF THE OFFEROR'S BID. ANNUAL RENEWAL CERTIFICATES MUST BE SUBMITTED TO THE AGENCY IDENTIFIED ON THE PURCHASE ORDER. FAILURE TO DO SO MAY BE GROUNDS FOR CANCELLATION OF CONTRACT.

NOTE: IF THIS BID COVERS CONSTRUCTION, SCHOOL BUSING, HAZARDOUS WASTE, OR VESSEL OPERATION, APPLICABLE COVERAGES FROM THE FOLLOWING LIST MUST ALSO BE SUBMITTED TO THE DIVISION OF PURCHASES PRIOR TO AWARD: * PROFESSIONAL LIABILITY INSURANCE (AKA ERRORS & OMISSIONS) - \$1 MILLION OR 5% OF ESTIMATED PROJECT COST, WHICHEVER IS GREATER. * BUILDER'S RISK INSURANCE - COVERAGE EQUAL TO FACE AMOUNT OF CONTRACT FOR CONSTRUCTION. * SCHOOL BUSING - AUTO LIABILITY COVERAGE IN THE AMOUNT OF \$5 MILLION * ENVIRONMENTAL IMPAIRMENT (AKA POLLUTION CONTROL) - \$1 MILLION OR 5% OF FACE AMOUNT OF CONTRACT, WHICHEVER IS GREATER. * VESSEL OPERATION - (MARINE OR AIRCRAFT) - PROTECTION & INDEMNITY COVERAGE REQUIRED IN THE AMOUNT OF \$1 MILLION.

DELIVERY PER AGENCY

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY

RIVIP INFO - BID SUBMISSION REQUIREMENTS

It is the Vendor's responsibility to check and download any and all addenda from the RIVIP. This offer may not be considered unless a signed RIVIP generated Bidder Certification Cover Form is attached and the Unit Price column is completed. The signed Certification Cover Form must be attached to the front of the offer. When delivering offers in person to One Capitol Hill, vendors are advised to allow at least one hour additional time for clearance through security checkpoints.

AWARD

THE STATE, AT ITS SOLE DISCRETION, SHALL RESERVE THE RIGHT TO MAKE ONE OR MULTIPLE AWARDS FOR THIS REQUIREMENT AND/OR TO REJECT ANY OR ALL BIDS.

LICENSE REQUIREMENTS

VENDOR (OWNER OF COMPANY) IS RESPONSIBLE TO COMPLY WITH ALL LICENSING OR STATE PERMITS REQUIRED FOR THIS TYPE OF SERVICE. A COPY OF LICENSE/PERMIT SHOULD BE SUBMITTED WITH THIS BID. IN ADDITION TO THESE LICENSE REQUIREMENTS, BIDDER, BY SUBMISSION OF THIS BID, CERTIFIES THAT ANY/ALL WORK RELATED TO THIS BID, AND ANY SUBSEQUENT AWARD WHICH REQUIRES A RHODE ISLAND LICENSE(S), SHALL BE PERFORMED BY AN INDIVIDUAL(S) HOLDING A VALID RHODE ISLAND LICENSE.

TELECOMMUNICATIONS LICENSURE

OFFERORS MUST PROVIDE EVIDENCE OF LICENSURE AS A TELECOMMUNICATIONS SYSTEM CONTRACTOR, IN COMPLIANCE WITH TITLE 5 CHAPTER 70 (RIGL), WITH THEIR OFFERS.

PROJECT MANUAL

THE UNIVERSITY OF RHODE ISLAND



Voice Over IP Deployment Project

Media and Technology Services Manager
Joe Fuscaldo

15 Lippitt Road
Kingston, RI 02881
401- 874- 7403

Voice Over IP Deployment Project

I. INTRODUCTION

1.0 OBJECTIVE

The University of Rhode Island intends to acquire a complete Voice Over IP build for its identified facilities as defined by the RFQ. The Bid prices quoted shall be all-inclusive and represent complete Cisco IP phone installations as defined by the RFQ. The vendor shall work directly with University technical staff and project managers to successfully install 2000 Cisco IP phones. The Cisco IP phones shall be installed in multiple University buildings located at the Kingston and Narragansett Bay Campuses. The vendor shall be responsible for all certified technical and professional staffing required to complete the project.

1.1 SCHEDULE OF EVENTS

- 1.1.1 The following is the required schedule of events for this project. The schedule may change depending on the results of the responses and a final schedule will be established prior to contracting with the successful Vendor.

<u>Events</u>	<u>Date</u>
1. Release of RFQ to Bidders	
2. Bidders Conference	
3. Site Survey	
4. Response Received from Bidders	
5. Evaluation of Responses	
6. Contract Award	
7. Installation Starts	
8. Installation Completes	
9. Review of As-builds	
10. Final Punch List	
11. Acceptance by the Customer	

2.0 GENERAL CONDITIONS OF THE RFQ

- 2.0.1 **Proposal Costs:** The University of Rhode Island will **not be liable for any cost** incurred by the respondents in preparing responses to this RFQ or negotiations associated with award of the RFQ.
- 2.0.2 **Modifications:** The University of Rhode Island reserves the right to **change, modify, extend or cancel** the RFQ at any time.
- 2.0.3 **Review:** All Vendors are required to **thoroughly review** the RFQ specifications and associated drawings to ensure responses are complete. If the Vendor fails to respond to the RFQ as instructed it may be grounds for disqualification.

2.0.4 Rejection: The University of Rhode Island **reserves to right to reject** the Vendor proposal for incompleteness based on the requirements. The University also reserves the right to reject any portion of the proposal.

2.0.5 Prevailing Wages: All Vendors are required to pay Prevailing Wages in accordance with the State of Rhode Island prevailing wage laws. All Vendors are encouraged to consult with the State of Rhode Island's Department of Labor and Training for questions or concerns regarding paying prevailing wages or visit the web site at <http://www.dlt.state.ri.us/>.

2.0.6 BID FORM:

Date:

To: Department of Administration, Division of Purchases
One Capitol Hill, Providence RI 02908

Project: Voice Over IP Deployment Project

Submitted By:
Address:
Phone:
Fax:

I. **BID**
Having reviewed the Bid Solicitation, contract documents and instruction to bidders for the above mentioned project, we submit our offer to enter into contract to perform the work for the sum of:

Base Bid \$ _____

II. **Contract Duration**

Substantial Completion- The project shall be Substantially Completed 6 months from the date of the purchase order. Substantial Completion includes everything but the final punch list

Final Completion- 30 Days after the Date of the Substantial Completion

III. **Schedule**

The Vendor shall work closely with the University of Rhode Island's project manager to develop the Voice Over IP phone deployment schedule. The Vendor shall provide all of the necessary technical and project management needed to meet the agreed upon building schedule

IV. **Addenda**

We acknowledge and have received the following addendums as part of the project documents

Addendum No.1 Date: _____

Addendum No.2 Date: _____

V.

State of Rhode Island License Number

The Prime Vendor under which the work shall be performed shall provide a State of Rhode Island Contactor License.

License Number: _____

2.0.7

DOCUMENT 00450 - BIDDER'S QUALIFICATION FORM

This Bidder's Qualification Form is included as an integral part of the Bid documents, for use in evaluating the qualifications of Vendors

Failure of the announced low numerical bidder to respond with relevant information to the stated requirements of this Document 00450 may disqualify that bidder from further consideration as a bidder on this Project.

The Undersigned certifies under oath that the information provided herein is true and sufficiently complete so as not to be misleading

SUBMITTED TO: State of Rhode Island, Department of Administration, Division of Purchases

ADDRESS: One Capitol Hill, Providence, RI 02908

SUBMITTED BY:

NAME: _____ Corporation

ADDRESS: _____ Partnership

_____ Individual

PRINCIPAL OFFICE: _____ Joint Venture

_____ Other

NAME OF PROJECT: **University of Rhode Island Voice Over IP Deployment Project**

TYPE OF WORK:

_____ Network Services

_____ Telecommunications

___ Other (please specify)

1. ORGANIZATION

How many years has your organization been in business as a Vendor?

How many years has your organization been in business under its present name?

Under what other or former names has your organization operated?

If your organization is a corporation, answer the following:

Date of incorporation:

State of incorporation:

President's name:

Vice-president's name(s):

Secretary's name:

Treasurer's name:

If your organization is a partnership, answer the following:

Date of organization:

Type of partnership(if applicable):

Name(s) of general partners:

If your organization is individually owned, answer the following:

Date of organization:

Name of owner:

If the form of your organization is other than those listed above, describe it and name the principals:

2. LICENSING

- A At the time of bid proposal the selected Vendor shall carry the State of Rhode Island Telecommunications Contractors License. Submit photo copy of the license with the bid proposal.

3. EXPERIENCE

- A The Vendor shall be a Cisco Gold Certification Partner. On a separate sheet, list the following **REQUIRED** company and staff certifications:

- | | |
|----|---|
| 1. | Cisco Gold Partner Certification: Company Name, |
| | Certification Number |
| 2. | Cisco CCNA Voice: Name, Certification Number |
| 3. | Cisco CCNP Voice or CCVP: Name, Certification Number |
| 4. | Project Management Institute PMP: Name, Certification |
| | Number |

- B On a separate sheet, list Cisco Voice over IP deployment projects your organization has in progress. Each project shall include configurations of Cisco

Unified Communications Manager, Cisco Unified Contract Center Express IP Call Center, Cisco Emergency Responder Cisco Connection Voice Mail, Cisco Switches and setup and configurations of various Cisco IP Phones.

- 1 Name of project:
- 2 Contact name:
- 3 Number of phones to be deployed:
- 4 Contract amount:
- 5 Percent complete:
- 6 Scheduled completion date:

- C** On a separate sheet, list 3 of the largest Cisco Voice over IP projects your organization has completed in the past 5 years. Each project shall include configurations of Cisco Unified Communications Manager, Cisco Unified Contract Center Express IP Call Center, Cisco Emergency Responder Cisco Connection Voice Mail, Cisco Switches and various Cisco IP Phone models.

- 1 Name of project:
- 2 Contact name:
- 3 Number of phones deployed:
- 4 Contract amount:
- 5 Date of completion:
- 6 Percentage of the cost of the work performed with your own forces.

- D** The Vendor shall have at least 5 years of progressive experience in working in Higher Education. On a separate sheet, list 3 of the largest Cisco Networking Projects completed for higher education institutions. Each project shall include the installation of Cisco 4500 series switches and or greater.

- 1 Name of project:
- 2 Contact name:
- 3 Number of switches installed:
- 4 Contract amount:
- 5 Date of completion:
- 6 Percentage of the cost of the work performed with your own forces

- E** The Vendor shall have a 24/7 Network Operations Center capable of 1 hour on site response times.

- F** The Vendor shall list all Subcontractors they intend to use in connection with this Bid Solicitation. Subcontractors must comply with and provide all information requested in this section.

- G** The Vendor shall not employ any Subcontractor to fulfill any of the duties as herein specified without express, prior written approval by the Owner

4. REFERENCES

- A** References: The Vendor shall provide a minimum of 3 reference accounts at which similar Cisco projects, both in scope and in design, have been completed by the Vendor within the last 5 years.

- | | |
|---|--------------------------|
| 1 | Contact name: |
| 2 | Contact phone number: |
| 3 | Contract e-mail address: |
| 4 | Organization name: |
| 5 | Organization address: |

END OF DOCUMENT

2.0.8 Payment Terms

- A Progress Payments: Application for payment submitted to the University of Rhode Island's Project Manager by the Vendor, the owner shall make progress payments for work completed
- B The Application for payment shall be one calendar month ending on the last day of the month.
- C Each Application for payment shall be based on the schedule of values submitted by the Vendor, approved by the University of Rhode Island, in accordance with the RFQ
- D The Schedule of Values shall be prepared in a form and supported by data to substantiate its accuracy as the University of Rhode Island
- E Final payment shall be made by the University of Rhode Island for the entire unpaid balance to the Vendor when: The Vendor has fully performed the contract as defined by the RFQ, 30 Days after the University of Rhode Island has signed off on the project.

2.0.9 Insurance Requirements:

Bidders will provide evidence of insurance as noted in Table 1 below as part of their bid package. Failure to meet these provisions shall result in rejection of the offeror's bid.

Within 5 (five) business days **prior to the commencement of work and as a condition of award**, the successful vendor will provide an updated certificate of insurance and accompanying endorsement (as noted in Table 1 below) to the University of Rhode Island's Purchasing Department, 581 Plains Road, Kingston, RI 02881; and the University of Rhode Island's Risk Manager, anne@uri.edu, 210 Flagg Road/Suite 208, Kingston, RI 02881. As it relates to the activities of the awarded Purchasing Agreement, the Certificate of Insurance and Endorsement will provide additional insured status on a primary basis to "The Rhode Island Board of Governors for Higher Education, the University of Rhode Island, and the State of Rhode Island". Failure to meet these provisions shall be considered a breach of the purchasing agreement and will result in the cancellation of award.

Note: The University of Rhode Island reserves the right to consider and accept alternative forms and/or limits of insurance.

TABLE 1

- | |
|---|
| <ul style="list-style-type: none">❖ Insurance company must be acceptable to the University of Rhode Island❖ Deductibles and/or self-insured retentions as respects any loss or damage caused in whole or in part by the Bidder's/Vendor's acts or omissions and/or acts or omissions of those acting on behalf of the Bidder/Vendor in the performance of his/her ongoing operations for the University of Rhode Island as per |
|---|

the purchasing agreement must be noted on the Certificate of Insurance.	
❖ The University of Rhode Island's Risk Manager will be provided at least 30 days' written notice of any cancellation or significant changes to vendor's policies.	
Coverage	Limits
Commercial General Liability	
• Bodily Injury	\$1,000,000 each occurrence \$2,000,000 annual aggregate
• Property Damage	\$ 500,000 each occurrence \$ 500,000 annual aggregate
• Medical Expense	\$ 10,000
• Personal & Advertising Injury	\$1,000,000 (with Employee Exclusion deleted)
Automobile Liability Insurance-Combined Single Limit	\$1,000,000 each occurrence
• Bodily Injury	
• Property Damage, and in addition non-owned and/or hired vehicles and equipment	
Workers Compensation (Coverage A)	Statutory Limits
Technology Professional Liability	\$1,000,000
Vendor shall keep and maintain in full force and affect the required insurances AND provide updated certificates of insurance and accompanying endorsements as policies renew throughout the life of the awarded Purchasing Agreement.	

Indemnification:

The successful vendor ("Vendor") agrees to protect, defend, indemnify, save, and hold harmless the Rhode Island Board of Governors for Higher Education, The University of Rhode Island, and The State of Rhode Island, its officers, agents, servants, and employees, including volunteers, from and against any and all claims, demands, expense and liability arising out of injury or death to any person or the damage, loss or destruction of any property which may occur or in any way grow out of any act or omission of Vendor, its agents, servants, and employees, or any and all costs, expense and/or attorney fees incurred by Vendor as a result of any claim, demands, and/or causes of action except those claims, demands, and/or causes of action arising out of the negligence of the Rhode Island Board of Governors for Higher Education, The University of Rhode Island, and/or its agents, representatives, and/or employees. Vendor agrees to investigate, handle, respond to, provide defense for and defend any such claims, demand, or suit at its sole expense and agrees to bear all other costs and expenses related thereto, even if it (claims, etc) is groundless, false or fraudulent

2.0.10 Permits:

The Vendor shall obtain all necessary and required State of Rhode Island and local municipal permits as required

2.1 BIDDERS' CONFERENCE

A Bidders' Conference will be held for the purpose of viewing the RFQ and receiving questions from the vendors that intend to respond to the RFQ. Attendance at this conference is mandatory. If the vendor does not attend the Bidders' Conference, then the vendor will not be allowed to attend the Site Survey or respond to this RFQ. The Vendor will be required to sign in to verify attendance. Subcontractors will not be allowed to represent the Vendor. An employee of the firm planning to respond must attend

2.2 SITE SURVEY

A Site Survey of the buildings and or facilities will be conducted on the same day immediately following the Bidders' Conference Attendance at the Site Survey is mandatory If a Vendor does not attend the Site Survey, then that Vendor will not be allowed to respond to the RFQ

2.3 QUESTIONS

Questions regarding this RFQ must be submitted in writing as defined by the State of Rhode Island Division of Purchasing

2.4 WARRANTY

Workmanship hereinafter specified and furnished shall be fully guaranteed by the Vendor for one year (365 calendar days) from final acceptance against any defects The Vendor at no additional cost to the University of Rhode Island shall correct defects, which may occur as the result of faulty materials, equipment or workmanship within one year after the date of acceptance by the University of Rhode Island. The period of the Vendor's warranty(ies) for any items herein are not exclusive remedies, and the University of Rhode Island has recourse to any warranties of additional scope given by the Vendor to the University of Rhode Island and all other remedies available at law or in equity. The Vendor's warranties shall commence with acceptance of/or payment for the work in full

2.5 INSPECTION, ACCEPTANCE, AND TITLE

- 2.5.1** Inspection and Acceptance will be at the destination and upon successful installation unless otherwise provided Title to/or risk of loss or damage to all items shall be the responsibility of the Vendor until acceptance by the University of Rhode Island unless loss or damage results from negligence by the University of Rhode Island.
- 2.5.2** The University of Rhode Island shall at all times have access to the work wherever it is in preparation or progress and the Vendor shall provide proper facilities for such access and for inspection. The Vendor shall coordinate all inspection as required
- 2.5.3** The Vendor shall not close up any work until the University of Rhode Island has inspected the work Should the Vendor close up the work prior to the inspection by the University of Rhode Island, the Vendor shall uncover the work for inspection at no cost to the University of Rhode Island and then recover the work accordingly to the specifications contained herein.
- 2.5.4** The Vendor shall notify the University in writing when the work is ready for inspection. The University will inspect the work as expeditiously as possible after the receipt of notification from the Vendor.

2.6 SPECIAL CONDITIONS

- 2.6.1** The buildings are educational and nonprofit facilities that provides students with special events and an education As such, activities on campus are critical to the provisioning of services to students, faculty, and staff and shall not be interrupted by the Vendors work activities. The voice

and data systems associated with this work will not be taken off-line by the Vendor unless the University of Rhode Island's Project Manager has made arrangements.

- 2.6.2 The Vendor will be required to work around all of the conditions listed above as well as working with the University of Rhode Island staff to minimize disruptions in normal campus activities
- 2.6.3 The Vendor shall coordinate all activities associated with the project with the appropriate University personnel

2.7 **PROJECT MANAGER**

- 2.7.1 The Vendor shall provide a Project Manager who shall coordinate all aspect of the project with the University of Rhode Island. The project manager shall conduct on-site weekly and or bi-weekly project meetings and produce updated project schedules. The project meetings shall be conducted for the entire duration of the project.
- 2.7.2 The University of Rhode Island shall provide a Project Manager who will act as a single point of contact for all activities regarding this project. The Project Manager will be responsible for all decisions required of the University of Rhode Island and shall coordinate with all stakeholders during the installation activities. The Project Manager shall notify the University of Rhode Island's inspector when inspections are scheduled and shall coordinate the inspection between the Vendor and the University inspector

3.0 **AS-BUILT DOCUMENTS**

The Vendor shall keep accurate Excel project records of all changes. The Vendor shall update spreadsheets, floor plans and cut sheets are required to successfully close out a building and project.

The Vendor shall provide to the University 3 complete printed sets of all spread sheets that include but not limited to the following:

Building:

- Update changes to the project documents
- Data Panel ID
- Switch Port ID
- Switch ID
- Port Mapping
- Cables source and destination
- ERL's
- Serial Numbers
- MAC Addresses
- Phone Models
- Port ID's
- User Name
- Class of Services
- Building
- Closet
- Date

Preparation and Transmittal

All test results must be entered electronically in an MS Excel compatible spreadsheet format.
Submittal format

Soft copy: Excel compatible saved on CD-ROM
 Hard copy: Sheet size shall be 8 1/2" x 11"
 Submit three (3) hard copies and one (1) soft copy on completion of the project.

4.0 SCOPE OF WORK

The Vendor shall bid on all tasks listed with "Vendor" listed Res/Party. Please provide detailed information on how you plan on delivering each task assigned.			
<u>Task</u>	<u>TASK Description</u>	<u>Res/Party</u>	<u>TASK Sub Details</u>
A	Audit URI Cisco VOIP system	Vendor	Work with URI PM to review all of the Cisco VOIP system components, current configurations, firmware/software updates, system capacity, licensing and develop a system project schedule for upgrades. Please explain your process for completing this task and what resources will be assigned. Please assign a total dollar value for this process.
B	Develop 2000 VOIP phone building schedule	Vendor	Work with URI PM to review all data to determine building schedule. Review construction schedules, holidays, exams schedules, breaks and priority list Vendor to create and track in own format using MS excel or a Project software **URI has set the building schedule for the first 10 buildings or 1000 phones Please explain your process for completing this task and what resources will be assigned. Please assign a total dollar value for this process.
c	CCNA-Voice Rate	Vendor	*Provide QTY 40 additional time bank hours of onsite CCNA Tech Time Provide the rate per hour and total cost This 40 hours shall be used at the owners discretion . All unspent time and money shall be credited off the final invoice.

D	CCNP-Voice Rate	Vendor	*Provide QTY 40 additional time bank hours of onsite CCNP Tech Time Provide the rate per hour and total cost This 40 hours shall be used at the owners discretion All unspent time and money shall be credited off the final invoice.
<p>The University VOIP Deployment project plan for a phone in a building is listed below The University intends to utilize it's own staff for certain tasks and sub tasks. The Vendor shall bid on all tasks listed with "Vendor" listed Res/Party. Please provide detailed information on how you plan on delivering each task assigned Provide a total lump sum cost to deliver 2000 IP phones.</p>			
Task	TASK Description	Res/Party	TASK Sub Details
1	Work order to implement VOIP in new building is issued.	URI-CSR	* creates blanket building work order
1.1		URI-PM	* identifies number of users being added to VoIP
2	Building Centrex inventory is created from Compco & Verizon database. (Compco is URI work order management system.)	URI-CSR	* Excel Document: location, user, number, set model, features, etc "Master Spreadsheet"
2.1		URI-CSR	*Review Verizon database to ensure system accuracy.
2.2		URI-CSR	* includes CoS, line appearances, voice mail, oe/pg, etc.
2.3		URI-CSR	* determines equivalent VoIP set and inputs into inventory
2.4		URI-PM-CSR	* check VoIP set inventory and order as required
3	Building Liaison contacted	URI-PM	* initial contact with building liaison, explains upgrade and prepares them for deployment schedule Reviews phones models, master spreadsheet and features.
3.1		URI-PM	* review FAQ with customers/Compco: Best case 10-day correction window to update departmental user information.
3.2		Vendor-URI-PM	* email file to Vendor when completed.
4	Switch utilization report generated	URI-PM	* request switch info/port activity report from URI-TECH IV
4.1		URI-TECH IV	* generates report for switch port usage per building and e-mails PM

5	Building site survey conducted	URI-TECH III	* Verify and document all data terminations
5.1		URI-TECH III	* update layer 1 spreadsheet with room number, jack, phone type, etc
5.2		URI-TECH III	* update layer 1 spreadsheet with patch panel #, switch port, etc
5.3		URI-TECH III	* identify potential "spare" ports for ERL planning
5.4		URI-TECH III	* Review closet for URI standard switches. 3750, 3560, 3550.
5.5		URI-TECH III	* VLAN, PoE, IP's, SNMP are implemented
5.6		URI-TECH III	* switching equipment is prepared for VoIP
5.7		URI-TECH III	* Completed survey information returned to URI PM
5.8		URI-TECH III	* Physical floor plan is given to "CAD student" for updating
6	Building Master sheet updated	URI-PM	* populate MASTER project XLS
7	Second end user contact is made	URI-PM	* building liaison spreadsheet and feedback collected
7.1		URI-PM	* Master spreadsheet is updated with liaison/tech feedback
7.2		URI-CSR	Updates any departmental audits and makes correction in Compco and or Version database. I.e , disconnects for lines no longer needed and so on.
8	Final end user request is completed	URI-PM	* VoIP service and set options are reviewed
8.1		URI-PM	* MTS service costs are reviewed
8.2		URI-PM	* conversion plan is reviewed
8.3		URI-PM	* time line is established
8.4		URI-PM	* master spreadsheet is updated
8.5		URI-PM	* any "upgrade" requests are forwarded to URI CSR for billing
8.6		URI-PM	* VoIP set requests are forwarded to URI-Inventory Tech for ordering.
9	ERL establishment. Responsible for all aspect of setting up and configuring CER and importing information to the All data base.	Vendor	* master documentation spreadsheets are forwarded to Vendor for ERL establishment

9.1		Vendor	* conduct building walk through to setup ERL's
9.2		Vendor	* establish ERL area size and assign ports/ERL
9.3		Vendor	* update master spreadsheet with ERL information and send to URI Tech III
9.4		Vendor	* configure ERL's in CER - discover switches/Audit Switch configuration.
9.5		Vendor	* export and deliver new ERL info to E911 for ALI data base
9.6		Vendor	Assign Switch Ports to ERL's
10	Final "cut sheets" determined	URI TECH III	* schedule maintenance window and re-patch ports to ERL's
10.1		URI TECH III	* shut down inactive switch ports
11	Final Deployment Schedule. Vendor to work with URI to finalize all aspect of this phase.	Vendor-URI	* building conversion to-date reviewed
11.1		Vendor-URI	* implementation plan is reviewed
11.2		Vendor-URI	* team members commit to time lines of installation
11.3		Vendor-URI	* orders are prepared for Verizon to convert Centrex to DID
12	Vendor build new VoIP lines into Cisco Call Manager platform.	URI-Inventory	* acquire, mark boxes and prepare for roll out
12.1		URI-Inventory	* match sets serial #/mac
12.2		URI-Inventory	* master spreadsheet is updated and sent to Vendor
12.3		Vendor	* program ports/ lines into Call Manager by set MAC address
12.4		Vendor	* program set features; displays, ringing, etc
13	Vendor building Unity voice mail	Vendor	* configure/use LDAP directory to update/import user info
13.1		Vendor	* update LDAP discrepancies
13.2		Vendor	* program all voice mail end user boxes into Unity
13.3		Vendor	* create all auto attendant/ACR trees into Unity or in Cisco UCCX

14	Physical conversion begins	Vendor	* "Pare down Master spread sheet to place, tag & test" final install.
14.1		Vendor	* cut sheet is forwarded to Tech's
14.2		URI-Tech III	* all VoIP sets are placed and tested in the building
14.3		URI-Tech III	* all end user guides are delivered
14.4		Vendor-URI Tech III	* any features or functions not working must be resolved Vendor to work with URI Tech to resolve VOIP issues.
15	VoIP sets go live	URI-PM	* review next steps and user training opportunities
15.1		Vendor	* liaison reports any system issues to PM. Vendor fixes all issues associated with VOIP cut that they worked on. Notifies URI Tech III if a field issue is present.
15.2		Vendor-URI- PM	* conversion dates are established and liaison is notified
15.3		Vendor	* orders are placed with Verizon to convert Centrex to DID on a specific date
15.4		URI-CSR	* spreadsheet to disconnect Centrex lines is sent to Verizon
15.6		Vendor	* place order to redirect the "Centrex" numbers to VoIP PRI's are placed with Verizon
15.7		URI-TECH III	* recover old Centrex station equipment
15.8		URI-TECH III	* ANAK frame and disconnect the old jumpers
16	Building Closeouts	URI-PM	* Notify CSR to bill/cease Centrex in Compco
16.1		URI-PM	* Notify CSR to commence VoIP billing in Compco
16.2		URI-PM	* Notify TECH IV to retire Octel voice mail service
16.3		Vendor-URI- PM	* review building conversion with URI Project Team. Create Lesson Learned for next conversion.
16.4		Vendor	* update project procedures if required with URI Project Team
16.5		URI-PM	* verify master spreadsheet is complete
16.6		URI-PM	* meet liaison and receive acceptance sign off