

**Invitation to Bid
MIDLAND COUNTY
REPLACEMENT PHONE SYSTEM RFP**

Midland County, MI (Owner or County) invites qualified VOIP phone system vendors to submit proposals for the above referenced project. The RFP specifies the requirements to supply and install a complete VOIP Phone System on a “turnkey” basis with Voice Mail, including phone trees and Auto Attendant, and a Unified Messaging System. The RFP will be available from the County’s Technology Designer, Childs Consulting Associates, Inc. (CCA), **November 5, 2018**. The RFP documents are available electronically (PDF files) or by UPS or Federal Express, COD or Receiver Account number, or by pick up at the following address. (Please call or e-mail to make arrangements.)

Childs Consulting Associates, Inc. ● Telephone (517) 243 0303
513 Lakeside Dr.
Mackinaw City, MI 49701
Attn: Sheryl Childs ● sheryl@childs.com

RESPONSES ARE DUE PRIOR TO 1:00 PM, EDT, DECEMBER 4, 2018

The RFP contains the specific requirements for all responses. In support for the replacement VOIP phone system, the RFP contains a Section requesting public network dial tone providers to submit bids for dial tone. The RFP has Midland County specific bid procedures, bid Section requirements: Replacement Phone System, Voice Mail, Unified Messaging, required unit pricing, and a Public Act 232 Statement of business or familial relationships. **Midland County reserves the right to accept or reject any and all proposals, to waive any informality in the best interest of the County and to select the firm it deems most suitable for its needs.**

Each respondent shall submit with their proposal either a Bid Bond or a certified check equal to five percent (5%) of the defined total unit price base RFP amount payable to Midland County. The Owner may require (before awarding the work) successful respondent(s) to obtain Performance and Payment Bond (PLM) for any project exceeding \$50,000. The Performance and Payment Bond shall be solely for the protection of the Owner. A surety company authorized to do business in the State of Michigan shall execute the Performance, Labor and Payment Bond (PLM).

A REQUIRED on-site meeting will be held at 1PM EDT, November 14, 2018 at the Midland County Services Building (MCSB) Offices 220 West Ellsworth, Midland, MI 48640. Immediately following the on-site meeting, a visit will occur to each remote site. Respondents must participate in the remote site visit. Written questions, after the on-site meeting, will be answered if received by a deadline of **12:00 noon, November 26, 2018**.

RFP responses will be opened and read at a public meeting scheduled for **1:05 PM, December 4, 2018** at 220 West Ellsworth, Midland, MI 48640. Responses received after 1:00 PM will not be opened or read.

Responses must be clearly marked Midland County Replacement Phone System.

Respondents must submit one (1) original and five (5) hard copies, and one Excel spreadsheet cost analysis form with one PDF electronic copy of the entire response on a CD or flash drive in the **sealed response**, prepared following the directions of the RFP, and the response bond or certified check to:

**Attention: Procurement & Contracts Administrator
Department of Finance
Midland County Services Building, 220 West Ellsworth Street
Midland, MI 48640-5194 -- (989) 832-6865**

Mark the outer response envelope:

“Midland County Replacement Phone System”

It is the responder’s responsibility for “delivery” prior to 1:00 PM EDT December 4, 2018