

SPECIFICATION PACKET



JESSAMINE COUNTY TELEPHONE PROJECT

2021

PUBLIC NOTICE

NOTICE OF BID

The Jessamine County Fiscal Court will receive sealed bids for Jessamine County Telephone Project. Specifications may be obtained from the Office of Jessamine County Judge/Executive David K. West, 101 North Main Street, Nicholasville, KY 40356 or at www.jessamineco.com. Sealed bids will be received until Tuesday, June 1, 2021 at 12:00 noon at the Office of Jessamine County Judge/Executive, David K. West, 101 North Main Street, Nicholasville, KY 40356. Jessamine County Fiscal Court reserves the right to reject any or all bids.

Jessamine County Fiscal Court

Jessamine Journal:
May 13, 2021
BID

JESSAMINE COUNTY, KY PHONE SYSTEM REQUIREMENTS

EQUIPMENT/LINES BY LOCATION						
Index	Org Unit	Address	Phones	Lines	Fax	Conf
1	AP, HR and Payroll	101 North Main Street Nicholasville, KY 40356	6	3	1	0
2	County Judge	101 North Main Street Nicholasville, KY 40356	3	2	1	1
3	Occupation Tax Office	105 Court Row Nicholasville, KY 40356	5	2	1	0
4	EMA/CSEPP	117 South Main Street Nicholasville, KY 40356	1	1	0	0
5	County Attorney	117 South Main Street Nicholasville, KY 40356	17	4	3	2
6	Animal Shelter	120 Fairgrounds Way Nicholasville, KY 40356	7	2	0	0
7	Planning & Zoning	121 South Main Street Nicholasville, KY 40356	4	2	1	0
8	Environmental Services	123 Hendren Way Nicholasville, KY 40356	1	1	0	0
9	Detention Center	229 East Maple Nicholasville, KY 40356	13	6	1	0
10	Coroner's Office	306 West Chestnut Nicholasville, KY 40356	1	1	0	0
11	Road Department	400 Park Drive Nicholasville, KY 40356	3	1	1	0
12	County Clerk	101 North Main Street Nicholasville, KY 40356	15	5	2	0
13	Maintenance	TBD	0	1	1	0
14	County Clerk / Wilmore	210 S Lexington Ave Wilmore, KY 40390	1	1	0	0
TOTALS			77	32	12	3

Key Metrics

- Desk phones: 77
- Conference phones: 3
- Number of extensions: 80 (Desk Phones + Conference Phones)
- Fax lines: 12

** Include POE power adapter for phones as a separate line item

Key Features

- Direct dial by extension number to all phones
- Include mobile app as option if available
- No upfront cost for phones and other hardware
- Include term of lease and equipment replacement plan

System Design/Requirements

- Phone system shall reside on separate network
- Prefer phone service capable of operating over multiple ISPs
- 101 North Main Street and 117 South Main Street will share a single fiber run
- Include contract term
- Include installation services as separate line item even if cost \$0.00
- Remote and onsite support provided at no additional charge
- Training on new system
- Include elevator phones as separate line item if available (Locations: 101 North Main Street, 117 South Main Street and 229 East Maple Street)
- Ability to automatically record and save phone calls for County Attorney
- Include cabling all buildings for phones as a separate line item even if cost \$0.00 or service not available.

Current Phone Numbers

The current phone provider has sixty-four (64) operational phone numbers assigned to the County. These are listed below for reference and are not to be considered representative of final numbers for the new system.

Index	Org Unit	Active Number	Rollover Number	Fax Number	Elevator
1	AP, HR and Payroll	(859) 885-2341 (859) 885-3625	(859) 885-0451	(859) 887-0334	
	Treasurer Office	(859) 887-8079	n/a	n/a	
2	County Judge	(859) 885-4500 (859) 885-9811 (859) 885-5346	(859) 885-9201	(859) 885-2545	(859) 885-0194
3	Occupation Tax Office	(859) 885-3206 (859) 881-8026 (859) 881-9218	n/a	(859) 887-0900	
4	EMA/CSEPP	(859) 887-2922	n/a	(859) 887-4625	
5	County Attorney	(859) 881-5584 (859) 885-3425 (859) 885-1632 (859) 881-5437 (859) 881-5703 (859) 887-2578 (859) 885-6039 (859) 885-6195 (859) 887-1378	n/a	(859) 881-1604 (859) 881-5675 (859) 881-5642 (859) 881-5625	Unknown
6	Animal Shelter	(859) 881-0821 (859) 885-4836	n/a	n/a	

Index	Org Unit	Active Number	Rollover Number	Fax Number	Elevator
7	Planning & Zoning	(859) 885-6415	(859) 885-0643 (859) 887-0513	(859) 885-9681	
8	Environmental Services	(859) 887-8078 (859) 881-4545	n/a	n/a	
9	Detention Center	(859) 885-4558 (859) 887-1564 (859) 885-3441 (859) 887-4917 (859) 885-2276 (859) 887-2624* *Shared w/ fax	n/a	(859) 887-2624	(859) 885-1032
10	Coroner's Office	(859) 885-6054	n/a	(859) 881-5634	
11	Road Department	(859) 885-5281	n/a	(859) 887-3803	
12	County Clerk	(859) 885-4161 (859) 885-9564 (859) 885-9465 (859) 887-4821 (859) 887-5368	n/a	(859) 885-5837 (859) 887-5308	
13	Maintenance	n/a	n/a	(859) 881-9616	
14	County Clerk / Wilmore	TBD	n/a	TBD	
15	Aquatic Center	(859) 887-2853			
16	Unknown	(859) 881-0972 (859) 881-1734 (859) 881-5820 (859) 885-1036 (859) 885-2867 (859) 885-5738			

Representative Phone Models

Phones listed below represent minimum standards. Equivalent or better of different Make/Model accepted. Include specific Make/Model and data sheets with key features in response.

Index	Phone	Estimated Qty	Spec Model
1	Standard Desk Phone	75	Polycom VVX 411
2	Receptionist Phone	2	Polycom VVX 601
3	Conference Phone	3	Yealink CP960 w/ Wireless Mic

Internet Service

- Quote 500MB/500MB and 1GB/1GB Premium SLA
- 101 North Main Street and 117 South Main Street will share a single fiber run
- Can do a line of site wireless hop between 120 Fairgrounds Way and 400 Park Drive
- Treat the Detention Center (229 East Maple) as a separate quote

Reciprocal Preference for Kentucky Resident Bidders

KRS 45A.490 Definitions for KRS 45A.490 to 45A.494.

As used in KRS 45A.490 to 45A.494:

- (1) "Contract" means any agreement of a public agency, including grants and orders, for the purchase or disposal of supplies, services, construction, or any other item; and
- (2) "Public agency" has the same meaning as in KRS 61.805.

KRS 45A.492 Legislative declarations.

The General Assembly declares:

- (1) A public purpose of the Commonwealth is served by providing preference to Kentucky residents in contracts by public agencies; and
- (2) Providing preference to Kentucky residents equalizes the competition with other states that provide preference to their residents.

KRS 45A.494 Reciprocal preference to be given by public agencies to resident bidders -- List of states -- Administrative regulations.

- (1) Prior to a contract being awarded to the lowest responsible and responsive bidder on a contract by a public agency, a resident bidder of the Commonwealth shall be given a preference against a nonresident bidder registered in any state that gives or requires a preference to bidders from that state. The preference shall be equal to the preference given or required by the state of the nonresident bidder.
- (2) A resident bidder is an individual, partnership, association, corporation, or other business entity that, on the date the contract is first advertised or announced as available for bidding:
 - (a) Is authorized to transact business in the Commonwealth; and
 - (b) Has for one (1) year prior to and through the date of the advertisement, filed Kentucky corporate income taxes, made payments to the Kentucky unemployment insurance fund established in KRS 341.490, and maintained a Kentucky workers' compensation policy in effect.
- (3) A nonresident bidder is an individual, partnership, association, corporation, or other business entity that does not meet the requirements of subsection (2) of this section.
- (4) If a procurement determination results in a tie between a resident bidder and a nonresident bidder, preference shall be given to the resident bidder.
- (5) This section shall apply to all contracts funded or controlled in whole or in part by a public agency.
- (6) The Finance and Administration Cabinet shall maintain a list of states that give to or require a preference for their own resident bidders, including details of the preference given to such bidders, to be used by public agencies in determining resident bidder preferences. The cabinet shall also promulgate administrative regulations in accordance with KRS Chapter 13A establishing the procedure by which the preferences required by this section shall be given.
- (7) The preference for resident bidders shall not be given if the preference conflicts with federal law.
- (8) Any public agency soliciting or advertising for bids for contracts shall make KRS 45A.490 to 45A.494 part of the solicitation or advertisement for bids.

The reciprocal preference as described in KRS 45A.490-494 above shall be applied in accordance with 200 KAR 5:400.

Method of Award

Best Value – Ranking Approach

Jessamine County Fiscal Court intends to award a Contract to the Vendor, whose offer, conforming to the Solicitation, is the most advantageous on the basis of "best value" for all products, services, and requirements contained herein.

An evaluation committee, or a designated individual, will evaluate the information provided by the Vendor in response to the established measurable criteria contained in the Solicitation.

Measurable Criteria:

Price	95 Points
<u>Delivery</u>	<u>5 Points</u>

TOTAL POINTS	100 Points
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Each Vendor is responsible for submitting all relevant, factual and correct information with their offer to enable the evaluator(s) to afford each Vendor the maximum score based on the available data submitted by the Vendor. VENDOR SHALL ENTER UNIT PRICE AND TOTAL PRICE ON THE BID SHEET. If adequate space is not available, the Vendor must attach additional information that clearly cross-references the appropriate location in the solicitation (i.e. page number, paragraph, subject, etc.).

Vendors responding with the minimum Best Value requirements in this Solicitation shall not be credited with Best Value points. Vendors responding with greater than the minimum requirements shall receive Best Value points. Failure to provide adequate information will impact the evaluated points awarded to the Vendor.

Price (95 points)

The bidder with the lowest Price receives the maximum score. The bidder with the next lowest Price receives points by dividing the lowest Price by the next lowest price and multiplying that percentage by the available points. For example, 95 points is allocated to the lowest Price criteria for this procurement, Bidder "A" bids \$3.00 as the lowest bidder and receives the maximum 95 points ($\$3.00 / \$3.00 = 1.00 \times 95 = 95$). Assume Bidder "B" is the next lowest bidder at \$4.00, then "B" receives 71.3 points ($\$3.00 / \$4.00 = .75 \times 95 = 71.25$).

Delivery (5 points)

The bidder with the best delivery time receives the maximum score. The bidder with the next best delivery time receives points by dividing the best delivery by the next best delivery and multiplying that percentage by the available points. For example, 5 points is allocated to the best delivery time for this procurement, Bidder "A" bids 10 days as the best delivery time and receives the maximum 5 points ($10 / 10 = 1.00 \times 5 = 5$). Assume Bidder "B" bids the next best delivery time 15 days, then "B" receives 3.33 points ($10 / 15 = .67 \times 5 = 3.33$).

Vendor shall enter best delivery time in working days: _____ DAYS ARO

The Vendor agrees that when delivery is not made within the contracted due date, one percent (1%) per day shall be deducted from the Vendor's invoice for each day the Vendor fails to meet the contracted delivery date.

Best Value scoring is subject to **Reciprocal preference for Kentucky resident bidders and Preferences for a Qualified Bidder or the Department of Corrections, Division of Prison Industries (KAR 200 5:410)**. *Vendors not claiming resident bidder or qualified bidder status need not submit the corresponding affidavit.

**REQUIRED AFFIDAVIT FOR BIDDERS, OFFERORS AND
CONTRACTORS CLAIMING
RESIDENT BIDDER STATUS**

FOR BIDS AND CONTRACTS IN GENERAL:

The bidder or offeror hereby swears and affirms under penalty of perjury that, in accordance with KRS 45A.494(2), the entity bidding is an individual, partnership, association, corporation, or other business entity that, on the date the contract is first advertised or announced as available for bidding:

1. Is authorized to transact business in the Commonwealth;
2. Has for one year prior to and through the date of advertisement
 - a. Filed Kentucky corporate income taxes;
 - b. Made payments to the Kentucky unemployment insurance fund established in KRS 341.49; and
 - c. Maintained a Kentucky workers' compensation policy in effect.

The BIDDING AGENCY reserves the right to request documentation supporting a bidder's claim of resident bidder status. Failure to provide such documentation upon request shall result in disqualification of the bidder or contract termination.

Signature

Printed Name

Title

Date

Company Name

Address

Subscribed and sworn to before me by

(Affiant)

(Title)

of _____ this ____ day of _____, 20____.
(Company Name)

Notary Public

[seal of notary]

My commission expires: _____

**REQUIRED AFFIDAVIT FOR BIDDERS, OFFERORS AND
CONTRACTORS CLAIMING
QUALIFIED BIDDER STATUS**

FOR BIDS AND CONTRACTS IN GENERAL:

I. The bidder or offeror swears and affirms under penalty of perjury that the entity bidding, and all subcontractors therein, meets the requirements to be considered a "qualified bidder" in accordance with 200 KAR 5:410(3); and will continue to comply with such requirements for the duration of any contract awarded. Please identify below the particular "qualified bidder" status claimed by the bidding entity.

_____ A nonprofit corporation that furthers the purposes of KRS Chapter 163

_____ Per KRS 45A.465(3), a "Qualified nonprofit agency for individuals with severe disabilities" means an organization that:

- (a) Is organized and operated in the interest of individuals with severe disabilities; and
- (b) Complies with any applicable occupational health and safety law of the United States and the Commonwealth; and
- (c) In the manufacture or provision of products or services listed or purchased under KRS 45A.470, during the fiscal year employs individuals with severe disabilities for not less than seventy-five percent (75%) of the man hours of direct labor required for the manufacture or provision of the products or services; and
- (d) Is registered and in good standing as a nonprofit organization with the Secretary of State.

The BIDDING AGENCY reserves the right to request documentation supporting a bidder's claim of qualified bidder status. Failure to provide such documentation upon request may result in disqualification of the bidder or contract termination.

Signature

Printed Name

Title

Date

Company Name _____

Address _____

JESSAMINE COUNTY
Telephone Project Bid
2021

Company Name _____

Contact _____

Company Phone Number _____

Company Address _____

Bid _____

Delivery Time In Working Days _____

NOTES

All questions are to be directed to Netcomm in writing by May 20th at support@netcommky.com. Responses to all questions will be provided by email no later than May 25th.

Requests for site walkdowns must be received in writing no later than May 20th. Submit requests to support@netcommky.com.