



# WEST THURSTON REGIONAL FIRE AUTHORITY

10828 Littlerock RD SW, Olympia WA 98512 (360) 352-1614 • Fax: (360) 352-1696

**Date: 8/1/2022**

## **\*Request for Quote\***

### **BID NOTICE**

#### **Overview:**

The purpose of this Request for Quote (RFQ) is to invite qualified vendors to submit a bid response and statement of qualifications for a contractor who can provide a replacement telephone system for West Thurston Regional Fire Authority (RFA). Specifically, installation of a cloud-based (hosted) Voice-Over Internet Provider (VoIP) phone system that would be networked to provide connection to all identified stations in the RFA. System will require a minimum of ten (10) Session Initiation Protocol (SIP) trunks, approximately 25 phone sets, and an estimated 41 user licenses. System will also need to be adapted to connect to legacy paging system. System must be designed to successfully integrate with auxiliary systems/programs to remain operational during power and internet outages. Successful bidder will indicate initial cost for purchase/installation and ongoing fees for the entire system. Successful bidder will be required to work with other vendors and groups as identified by the customer to ensure proper installation, programming and execution (IT vendor, TCOMM 911 dispatch, etc.)

Please submit an electronic copy of your response to the RFQ to the primary contact below no later than 4:00pm on August 31<sup>st</sup>, 2022:

#### **Contact Information:**

**Primary Contact:**

Fire Chief – Operations/Logistics  
Robert W. Scott  
Phone: 360-273-5582  
Fax: 360-273-7684  
[Robert.scott@wtrfa.org](mailto:Robert.scott@wtrfa.org)

**Alternate Contact:**

Administrative Services Director  
Linda Shea  
Phone: 360-352-1614  
Fax: 360-352-1696  
[linda.shea@wtrfa.org](mailto:linda.shea@wtrfa.org)

**Billing:**

Administrative Headquarters  
10828 Littlerock Rd SW,  
Olympia, WA 98512  
Phone: 360-352-1614  
[payables@wtrfa.org](mailto:payables@wtrfa.org)

#### **Timeline:**

|  |  |
|--|--|
| RFQ Released   | 8/1/22                                     |
| RFQ Onsite Visit & Walk Through ( <i>If applicable</i> ) | Upon Request (contact Admin Svcs Director) |
| RFQ Due  | 8/31/22 – 4:00pm                           |
| Finalist Notification                                    | As reviewed by the WTRFA Governing Board   |

#### **Project Synopsis:**

**Location:** Replacement Phone System

**Address:** Multiple Stations

#### **Project Specifics:**



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1. Removal of all existing hardware and software of the old phone system from all the facilities. WTRFA may choose to dispose of old system via surplus declarations.
2. Program and install phone system at all identified facilities in locations as provided by the customer.
3. New phone system shall meet or exceed the existing phone system (Vodavi) functions and features.
4. New phone system shall be expandable with additional handsets on an as directed basis.
5. New phone system shall ensure access and/or integrate with existing voice mail system. If this is not capable, it should be called out in the bid submission.
6. New phone system shall be capable of integration to an internet connection redundancy system yet to be implemented by WTRFA. This may include satellite connections for emergency or long-term connectivity during a disaster.
7. Any required hardware or software to connect new phone system to legacy system shall be called out in the vendors bid (SIP to analog adaptors).

### RFQ Requirements and Parameters

- Bid quotes must be fully encompassing of the entire scope of the work as “turn key” which is including but not limited to;
  - A timeline of anticipated completion of the project shall be provided by the bidder.
  - The scope of this work is to be completed by the calendar end of 2022 unless agreed upon by the RFA
- Prices shall include all fees associated with the proposed solution(s). All prices offered in the proposal shall be firm and will not increase for 30 days from the effective date of the proposed contract or quote.
- All work to be completed during normal business hours (M-F, 8A-5P) unless otherwise agreed upon between vendor and customer. When applicable, all work is expected to be completed by 5pm.
- Work will be done so as not to disrupt normal business operations for the agency.
- The RFA reserves the right to reject any or all bids, to waive variations or informalities, and to negotiate changes, additions, or deletions. The RFA is not required to negotiate such changes, additions or deletions, or waive variations or informalities. The RFA reserves the right to accept the bid it deems to be in the RFA’s best interest from the most qualified, responsive and responsible bidder, and will not necessarily be obligated to accept the lowest bid.
- The RFA reserves the right to extend the timeframe to submit bids, as well as extending the timeframe to open the bids.
- Any price revisions shall be based on industry price changes and supported by documentation and adequate detail. Price revisions shall not be implemented without prior consent from the Administrative Services Director.
- All fees associated with the proposed solution(s) must be specified, including but not limited to service fees, product, permits (if applicable), etc.
- All vendors are required to pay prevailing wages. Prevailing wage rates can be found at <https://lni.wa.gov/licensing-permits/public-works-projects/prevailing-wage-rates/>.
- Any and all warranties of work product and workmanship shall be identified in the RFQ.



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- The WTRFA will not be liable for any errors in any bidder proposal and bidders will not be allowed to alter or modify bids after the bid submittal deadline.
- Any bid protest must be submitted one week from receipt of a written determination from the RFA Board that the bidder is not responsible. To be clear, the aforementioned “bid protest” may **only** be based on a written determination by the RFA Board that the protesting bidder is not responsible; no other sort of bid protest is provided for herein.
- Successful bidders will be properly licensed, bonded and insured to operate in the State of Washington.
- The RFA hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for award.