

Pre-Bid Meeting 2/29/16

1. Phone types and how many? See bid documentation by location.
2. 10/100/1000 phone preference? Gig preferred, not a requirement.
3. Paper labels vs. non-paper labels? Non-paper preferred.
4. Conference room phone types? (Starfish/DeskPhone) Desk Phone
5. Overhead paging? In most buildings, see bid documentation.
 - a. Digit Extensions for paging? Open to changing.
 - b. Not through phone system currently? No,
 - c. Paging zones? Only at public safety.
 - d. Analog? Bogen amplifiers.
 - e. Type? Model TPU-60B TPU100B at wastewater
6. Extensions that are voicemail only? (40)
7. PRI Location? 1 PRI – Location City Hall
8. Hardware redundancy requirements? POTS Lines? Tell us about redundancy solutions in your proposal, if any.
9. Do you accept multiple bids from same vendor? Yes
10. Required warranty? Availability of warranty support? Yes. Prefer 24/7, but may dial time frame back if cost prohibitive.
11. Enhanced 911 requirements? PD Staffed 24/7 No and Yes.
12. Conference call required number of lines? Up to 8 per conference..
13. Wireless headset number? Zero.
14. Fax line conversion?
 - a. Included or optional? Nice to have, not a requirement.
 - b. On-Prem or subscription based? Open to either.
15. Fax to email numbers? 20.

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16. Warranty costs with and without phones? Per phone warranty vs spare phones? Please break out the cost of both options.
17. Training requirements? Train the trainer and Systems Admin training. Number of hours will depend on each vendors proposed solution.
18. Windows 7/8/10 environment.
19. Music on hold required? No
20. POTS lines off of the phone system.
21. Side cars required? Not required, but please include as an optional cost.
22. Fax lines, if the in-bound is changed to an email solution, will you still need to support analog line options for outbound fax machines or would that requirement go away as well because of your own scan to email options? For the faxing, we would like to scan to fax for outgoing. We should be able to eliminate 99% of our outgoing faxing with email solution but we occasionally do have the need for an outgoing fax.
23. Do you have Cat 5 or Cat 6 to each phone location? Yes.
24. Are all of your switches POE? – They will be by the time of the phone installation.