



Golden Sierra

REQUEST FOR QUOTE

DATE: May 25, 2017

Golden Sierra Job Training Agency is a government agency providing employment and training services to the Placer County area. We are seeking bids for a new telephone system.

Please supply quote based on the requested features and specs below.

Quotes must include the following:

- Cost for phone system with the ability to service the following:
 - Support T-1 or partial T-1 voice circuit or equivalent
 - 2 main numbers; each with one main SIP/Line and 3 rollover lines across 2 office suites
 - 2 internal analog lines
 - 26 handsets:
 - 2 – Attendants handsets
 - 24 – Regular handsets
 - Ability to record Voice Mail greeting for all stations
- Cost for 2 compatible hands-free headsets to go with phone system
- Cost for programming for up to 25 DIDs (Direct Inward Dial)
- Cost for installation and programming (voicemail, extensions and rollover tree)
- Cost for training on how to navigate system administration
- Cost for hourly rate for follow-up programming
- Cost to attend a 2 hr. bidders conference for phone service (answer questions)
- Bids should include lease vs buy option wherever available
- Multiple Bid options are welcome
- Systems (equipment) should be no older than 2012

Requested features on the phones.

- Alphanumeric Display
- Call Hold
- Call Logging – keeps track of past calls
- Call Transfer
- Caller ID
- Conference Calling without bridge
- Do Not Disturb
- Headset Capable
- Message Waiting Light
- Remote voicemail access
- Microphone Mute
- Night Service
- Redial
- Speakerphone
- Transfer Directly to Voicemail
- Voicemail
- Volume and Contrast Controls
- Easy to change and record personal greetings and the automated attendant greeting

Location of Service:

115 Ascot Drive (multiple suites)
Roseville, CA 95661

Suite structure

#1 – 1 automated attendant w/3 rollover + 12 handsets

#2 – 1 automated attendant w/3 rollover + 12 handsets

Questions

Questions regarding the RFQ and/or the submission process must be submitted in writing to Carline Chavez @ chavez@goldensierra.com. All questions must be submitted no later than June 7, 2017, 5:00 pm. To ensure a fair and objective evaluation, answers to all questions will be posted at rfp.goldensierra.com.

Bidders Conference

Bidders conference and walk through at service location:

Friday, June 2, 2017 – 9:00 a.m.

Please RSVP with company name and number of attendees to chavez@goldensierra.com.

All respondents proposing services under this RFQ are recommended to attend.

The RFQ document will be reviewed at the Bidder's Conference. Prospective proposers are also encouraged to submit questions in advance of the Bidder's Conference to the contact person identified in the questions section. To ensure a fair and objective evaluation, answers to all questions will be posted at rfp.goldensierra.com.

***This date and times are subject to change with or without modification of RFQ.**

Submission instructions

Please sign and date bid. **All bids not signed and dated will not be accepted.** Bids must be submitted by mail, fax, or email to:

Golden Sierra Job Training Agency
1919 Grass Valley Hwy, Suite 100
Auburn, CA 95603
Fax: (530) 885-5579
Email: chavez@goldensierra.com [revised 6/9/17]

All bids **must** be received by (not postmarked):

Friday, June 9, 2017 – 5:00 p.m.