



REQUEST FOR SEALED BID
AVAYA/EXTREME CONFIGURATION & ORCHESTRATION
MANAGER SOFTWARE
TELECOMMUNICATIONS
AUGUST 1, 2017

Sealed bids will be received until **2:00 p.m. on Monday, August 14, 2017**, by the City of Martinsville Telecommunications Department to contract with a firm for an Avaya/Extreme Configuration & Orchestration Manager Software for 200 devices. It has also been requested that bids include Yearly Support & Maintenance for up to 3 years.

Sealed bids will be opened in the office of the Purchasing Manager, Karen Mays, at the City Central Warehouse, 990 Fishel Street in Martinsville, Va. 24112. Bids may be sent by postal mail, hand delivered or sent by FedEx or UPS to this address. Bids also may be mailed to the City of Martinsville Purchasing Department, P O Box 1112, Martinsville, Va. 24114-1112. Place "Avaya/Extreme Software" in the lower left hand corner of the envelope.

The City reserves the right to accept or reject any and all bids, to waive any informalities, and to award this bid as determined to be the most advantageous to the City of Martinsville.

Quote F.O.B. City of Martinsville, Central Warehouse, 990 Fishel Street, Martinsville, Va. 24112. Freight prepaid and allowed.

The City is tax exempt; 10-546001415F-001

For more information please contact Karen Mays at kmays@ci.martinsville.va or Robin Legus at rlegus@ci.martinsville.va.us. We will forward your inquiries to Mike Scaffidi, Telecommunications Manager, get an answer and return them to you. The City will decide if an addenda is required.

Include all these pages with your submittal. The City will award to the responsible bidder with the lowest responsive bid.

Signature Sheet
AVAYA/EXTREME SOFTWARE

My signature certifies that the proposal as submitted complies with the Specifications and all Terms and Conditions as set forth in this Request for Bid.

My signature further certifies that this bid I is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a proposal for the same services, and is in all respects fair and without collusion or fraud. I understand collusion is a violation of Virginia Governmental Fraud Act and Federal Law and can result in fines, prison sentences and civil damages awards. I agree to this bid by all conditions of the bid and certify that I am authorizing to sign this bid.

To receive consideration for award, this signature sheet must be returned to the Purchasing Department as it shall be a part of your response.

If there are any parts of the terms and conditions that your company cannot meet, please indicate which ones on an attached page.

Company Name: _____

Address: _____

Signature: _____

Name (type or print) _____

Official Title: _____

Federal Tax ID Number: _____

Date: _____ Telephone Number: _____

Email Address _____

TERMS & CONDITIONS

The City of Martinsville is not liable for any costs incurred by contractors prior to issuance of a contract.

PROPOSAL ACCEPTANCE PERIOD

Any proposal in response to this solicitation shall be valid for (30) days. At the end of the (30) days, the proposal may be withdrawn at the written request of the proposer. If the proposal is not withdrawn at that time it remains in effect until an award is made or the solicitation is canceled.

PIGGY BACK CLAUSE

According to the State of Virginia Public Procurement Act, any other state, local or government agency may use this bid as a basis for procuring such items.

NEGOTIATION

In the event the bid from the lowest responsible bidder exceeds available funds, the City may negotiate with the apparent low bidder to obtain a contract price within available funds. The procedures for such negotiations shall be as follows:

- a. City, Engineer, and apparent low bidder together will review the project and attempt to find mutually agreeable proposed changes that will effectively reduce the cost of the project.
- b. Apparent low bidder will present reasonably documented and substantiated proposed deductions in project cost for each potential project change, which will allow City to evaluate each proposed deduction.
- c. The parties will attempt to negotiate and sign a reasonable contract for the entire project, the price of which does not exceed available funds.