UNIVERSITY OF MONTANA INVITATION FOR BID (IFB)
(THIS IS NOT AN ORDER)

IFB Number:3025	**IFB Title:** Telephone System as a billable service
IFB Due Date and Time:06/04/2015 2:00pm	**Number of Pages: 11**

ISSUING AGENCY INFORMATION	
Procurement Officer: Bob Hlynosky, Procurement Officer ph. 406-243-2494 Bob.Hlynosky@mso.umt.edu	**Issue Date:** 5/14/2015
University of Montana Procurement Services Lommasson Center 236 Missoula, Montana 59812-2304 Phone: (406) 243-6260 Fax: (406) 243-2529	Phone: (406) 243-2494 Fax: (406) 243-2529 Website: http://vendor.mt.gov/

INSTRUCTIONS TO BIDDERS	
COMPLETE THE INFORMATION BELOW AND RETURN THIS PAGE WITH YOUR BID AND ANY REQUIRED DOCUMENTS TO THE ADDRESS LISTED ABOVE UNDER "ISSUING AGENCY INFORMATION."	**Mark Face of Envelope/Package:** IFB Number: 3025 IFB Due Date: 06/04/2015
	Special Instructions:

BIDDERS MUST COMPLETE THE FOLLOWING	
Payment Terms: Net 30 days	**Delivery Date: 45 calendar days (after signed contract)**
Bidder Name/Address: Judy Geer Blackfoot Telecommunications Group 1221 North Russell Missoula, MT 59808	**Authorized Bidder Signatory:** Judy E. Geer (Please print name and sign in ink) JUDY E. GEER
Bidder Phone Number: 406-541-9141	**Bidder FAX Number:** 406-532-5031
Bidder E-mail Address: JGeer@Blackfoot.com	
IMPORTANT: SEE STANDARD TERMS AND CONDITIONS	

http://www.umt.edu/business-services/Employees/Services/Procurement/Information/UM-Standard%2520Terms%2520and%2520Conditions.doc&sa=U&ei=jcJUVb7yBLXbsATPt4DwBg&ved=0CAQQFjAA&client=internal-uds-cse&usg=AFQjCNEiBk6Cc4zZtuguEHmZbfNEG484hQ.

SECTION 1: GENERAL REQUIREMENTS

1.0 INTRODUCTION

University of Montana, Information Technology department (hereinafter referred to as "University") is soliciting bids for a telephone system as a billable service. A more complete description of the supplies and/or services sought is provided in Section 4 of this IFB. Bids submitted in response to this solicitation must comply with the instructions and procedures contained herein.

1.2 INSTRUCTIONS TO BIDDERS

1.2.1 Procurement Officer Contact Information. Contact information for the procurement officer is as follows:

Procurement Officer: Bob Hlynosky
Address: 32 Campus Drive, Missoula, MT 59812
Telephone Number: 406-243-2494
Fax Number: 406-243-2529
E-mail Address: Bob.Hlynosky@mso.umt.edu

1.2.2 Examination of Solicitation Documents and Explanation to Bidders. Bidders are responsible for examining the solicitation documents and any addenda issued to become informed as to all conditions that might in any way affect the cost or performance of any work. Failure to do so will be at the sole risk of the bidder. Should the bidder find discrepancies in or omissions from the solicitation documents, or should their intent or meaning appear unclear or ambiguous, or should any other question arise relative to the solicitation documents, the bidder shall promptly notify the procurement officer in writing. The bidder making such request will be solely responsible for its timely receipt by the procurement officer. Replies to such notices may be made in the form of an addendum to the solicitation.

1.2.3 Interpretation or Representations. University assumes no responsibility for any interpretation or representations made by any of its officers or agents unless interpretations or representations are incorporated into a formal written addendum to the solicitation.

1.2.4 Acknowledgment of Addendum. If the IFB is amended, then all terms and conditions which are not modified remain unchanged. It is the bidder's responsibility to keep informed of any changes to the solicitation. **Bidders must sign and return with their bid an Acknowledgment of Addendum for any addendum issued.** Bids that fail to include an Acknowledgment of Addendum may be considered nonresponsive.

1.2.5 Extension of Prices. In the case of error in the extension of prices in the bid, the unit price will govern. In a lot bid, the lot price will govern.

1.2.6 Bid Preparation Costs. The costs for developing and delivering responses to this IFB are entirely the responsibility of the bidder. University is not liable for any expense incurred by the bidder in the preparation and presentation of their bid or any other costs incurred by the bidder prior to execution of a purchase order or contract.

1.3 Omitted

1.4 BID SUBMISSION

1.4.1 Bids Must Be Sealed and Labeled. Bids must be sealed and labeled on the outside of the package to clearly indicate that they are in response to IFB 3025. ***Bids must be received at the receptionist's desk of the Business Services prior to 2:00 pm, local time, June 04, 2015.*** All prices and notations must be printed in ink or typewritten. Errors should be crossed out, corrections entered, and initialed by the person signing the bid. Bidders must submit **one original bid and one electronic copy** on compact disc (CD) or universal serial bus (USB) flash drive in Microsoft Word or portable document format (PDF).

1.4.2 Late Bids. ***Regardless of cause, late bids will not be accepted and will automatically be disqualified from further consideration.*** It shall be the bidder's sole risk to assure delivery at the receptionist's desk at the designated office by the designated time. Late bids will not be opened and may be returned to the bidder at the expense of the bidder or destroyed if requested.

1.4.3 Bidder's Signature. The solicitation must be signed in ink by an individual authorized to legally bind the business submitting the bid. The bidder's signature on a bid in response to this IFB guarantees that the offer has been established without collusion and without effort to preclude the University of Montana from obtaining the best possible supply or service.

1.4.4 Alternate Bids. Vendors may submit alternate bids (a bid on supplies other than specified). Alternate bids are considered only if the vendor is the lowest responsible vendor on their primary bid. Bids must be clearly identified as "Primary" and "Alternate."

1.5 CHANGE OR WITHDRAWAL OF BIDS

1.5.1 Change or Withdrawal PRIOR to Bid Opening. Should any bidder desire to change or withdraw a bid prior to the scheduled opening, the bidder may do so by making such request in writing to the procurement officer listed in Section 1.2.1 above. This communication must be received prior to the date and hour of the bid opening by a request in writing or facsimile to the procurement officer (e-mail notices containing prices are not allowed and will be disqualified).

1.5.2 Change AFTER Bid Opening But Prior to Bid Award. After bids are opened, they may not be changed except to correct patently obvious mistakes and minor variations as allowed by ARM 2.5.505. The bidder shall submit verification of the correct bid to the University prior to the final award by the University.

1.6 BID AWARDS

1.6.1 Basis for Award. Bid award, if made, will be to the responsive and responsible bidder who offers the lowest cost to the University in accordance with the specifications set forth in the invitation for bid.

1.6.2 Rejection of Bids. While the University has every intention to award a contract as a result of this IFB, issuance of the IFB in no way constitutes a commitment by the University of Montana to award and execute a contract. Upon a determination such actions would be in its best interest, the University, in its sole discretion, reserves the right to:

- Cancel or terminate this IFB (18-4-307, MCA);
- Waive any undesirable, inconsequential, or inconsistent provisions of this IFB which would not have significant impact on any bid (ARM 2.5.505); or
- If awarded, terminate any contract if the University determines adequate funds are not available (18-4-313, MCA).

SECTION 2: DELIVERY REQUIREMENTS

2.0 DELIVERY REQUIREMENTS

2.0.1 Delivery Date. The DELIVERY DATE space on the cover sheet must be completed to indicate day, month, and year, or a specific number of days after receipt of order (ARO). Failure to comply with the requirements may invalidate a bidder's quotation for any or all items.

2.0.2 Guaranteed Delivery. Due to the immediate need of the user agency, delivery must be guaranteed to be completed on or before:

Delivery date: 45 calendar days (after signed contract)

2.0.3 Shipping. Weekends and holidays excepted, deliveries shall be **F.O.B. DESTINATION**, to the location shown below. The term "F.O.B. destination, within the University's premises," as used in this clause, means free of expense to the University and delivered to the location specified. The Contractor shall:

- Pack and mark the shipment to comply with specifications; or if the specifications do not contain specific packing or marking instructions, pack and mark the shipment in accordance with prevailing commercial practices and in such a manner as to ensure delivery in good condition and as required by this IFB;
- Prepare and distribute commercial bills of lading and Material Safety Data Sheets (MSDS) as appropriate;
- Deliver the shipment in good order and condition to the point of delivery specified in the IFB;
- Be responsible for any loss of and/or damage to the goods occurring before receipt of the shipment by the University at the delivery point specified in the IFB;
- Furnish a delivery schedule and designate the mode of delivering carrier; and
- Pay and bear all charges to the specified points of delivery.

2.0.4 Delivery Locations.

Liberal Arts Building Room 028
Coordinate delivery with Scott Holgate
(406) 243-2411
Scott.Holgate@umontana.edu

SECTION 3: SPECIAL TERMS AND CONDITIONS

3.0 Omitted

3.1 Omitted

3.2 Omitted

3.3 Omitted

3.4 COMPLIANCE WITH WORKERS' COMPENSATION ACT

Contractors are required to comply with the provisions of the Montana Workers' Compensation Act while performing work for the University of Montana in accordance with the sections 39-71-401, 39-71-405, and 39-71-417, MCA. Proof of compliance must be in the form of workers' compensation insurance, an independent contractor exemption, or documentation of corporate officer status. Neither the Contractor nor its employees are employees of the University. This insurance/exemption must be valid for the entire term of the contract. A renewal document must be sent to the University of Montana, Procurement Services, 32 Campus Drive, Missoula, MT 59812-2304, upon expiration.

3.5 Omitted

3.6 Omitted

3.7 PATENT AND COPYRIGHT PROTECTION

3.7.1 Third Party Claim. In the event of any claim by any third party against the University that the products furnished under this contract infringe upon or violate any patent or copyright, the University shall promptly notify Contractor. Contractor shall defend such claim, in the University's name or its own name, as appropriate, but at Contractor's expense. Contractor will indemnify the University against all costs, damages, and attorney's fees that accrue as a result of such claim. If the University reasonably concludes that its interests are not being properly protected, or if principles of governmental or public law are involved, it may enter any action.

3.7.2 Product Subject of Claim. If any product furnished is likely to or does become the subject of a claim of infringement of a patent or copyright, then Contractor may, at its option, procure for the University the right to continue using the alleged infringing product, or modify the product so that it becomes noninfringing. If none of the above options can be accomplished, or if the use of such product by the University shall be prevented by injunction, the University will determine if the Contract has been breached.

3.8 Omitted

3.9 Omitted

3.10 Omitted

3.11 Omitted

3.12 CONTRACT TERMINATION

3.12.1 Termination for Cause. Either party may, by written notice to the other party, immediately terminate this contract in whole or in part for a party's failure to materially perform any of the services, duties, terms or conditions contained in this contract. In the event of such material breach, either party may pursue any available remedies whether in law or equity.

3.12.2 Reduction of Funding. The University must terminate this contract if funds are not appropriated or otherwise made available to support the University's continuation of performance of this contract in a subsequent fiscal period. (See section 18-4-313(4), MCA.)

SECTION 4: SPECIFICATIONS AND PRICING SCHEDULE

4.0 SPECIFIC BRAND

There is no specific brand requirements for this Invitation for Bid.

4.1 PRICES

4.1.1 Taxes, Shipping, and Invoicing. The prices herein specified, unless otherwise expressly stated, shall exclude all taxes and duties of any kind which either party is required to pay with respect to the sale of products covered by this IFB, but shall include all charges and expenses in connection with the packing of the products and their carriage to the place of delivery to the University unless specifically excluded. Bid prices shall include any and all transportation costs. The Contractor shall be paid, except as otherwise stated in this IFB, upon submission of a proper invoice, the prices stipulated herein for products, and/or services delivered to and accepted at the specified University location(s).

4.2 ITEM-BY-ITEM AWARD

Awards will be made on an item-by-item basis. Failure of a bidder to provide prices for all line items listed on the Schedule may be cause for rejection of the entire bid. However, a bidder may enter "No Cost" in the unit price and extended amount columns to indicate that the item is being offered at "No Cost."

4.3 SPECIFICATIONS AND PRICING SCHEDULE

SPECIFICATIONS:

We are seeking a telephone system as a billable service for the Bitterroot College campus located at the Westview School 103 South 9th Street, Hamilton MT 59840.

This will be a single system for one school that will be connected via fiber optic WAN, other connection methods will be entertained as an option. The system can be VOIP or other.
The telephone system should consist of:

- A complete system consisting of all equipment and labor necessary for operation.
- Should be able to support 9 to 15 phones and 1 fax, be expandable in the future.
- Supply voicemail for each phone line.
- Supply conference, transfer, and forward features for each phone line.
- Port existing published numbers (Main: 406 375-0100 and Fax: 406 375-0200)
- The ability to make 911 calls from any phone line and for that call to be identified appropriately consistent with current Montana laws.

Please provide pricing in the form of monthly rates for services provided. Bids will include costs of installation, maintenance for five (5) years of service.

Description	NRR	Quantity	Unit Price	MRR
Voice Transport	$585.00	1	$69.81	$69.81
Call paths	$70.00	5	$5.01	$25.05
Fax Line		1	$15.00	$15.00
Voice/Fax Lines	**$655.00**			**$109.86**

Description	NRR	Quantity	Unit Price	MRR
Hosted IP Phone Solution (Option 1)				
IP Phones (9)	$2,149.00	9		$89.00
IP Phones (10)	$2,299.17	10		$97.00
IP Phones (11)	$2,449.33	11		$105.00
IP Phones (12)	$2,599.50	12		$113.00
IP Phones (13)	$2,749.67	13		$121.00
IP Phones (14)	$2,899.83	14		$129.00
IP Phones (15)	$3,050.00	15		$137.00
Option 1: Blackfoot owns the phones				

Option 1: All equipment is Property of Blackfoot Telecommunications Group
Dedicated voice transport (15M/2M) with our hosted IP voice solution offered over our private IP network to your service address which includes your phone lines, features, and all the equipment related to the phone system:
(9) IP phones, 5 call paths, (1) analog fax
All calling features which include: voice mail, auto attendant, conference and transfer calls
Warranty, maintenance, firmware upgrades, and training included
Note: Hosted IP Phone solution is expandable in the future, we will port numbers: 406-375-0100, 406-375-0200, and we can ensure e911 capabilities for all lines.
Term: 60 months

Description	NRR	MRR
Voice/Fax Lines	$655.00	$109.86
Hosted IP Phone Solution		
IP Phones (9)	$2,149.00	$89.00
Total Option 1 (All equipment is Property of Blackfoot Telecommunications Group)	**$2,804.00**	**$198.86**

Description	NRR	Quantity	Unit Price	MRR
Voice Transport	$585.00	1	$69.81	$69.81
Call paths	$70.00	5	$5.01	$25.05
Fax Line		1	$15.00	$15.00
Voice/Fax Lines	**$655.00**			**$109.86**

Description	NRR	Quantity	Unit Price	MRR
Hosted IP Phone Solution (Option 2)				
IP Phones	$3,994.00	9	$250.00	$44.00
IP Phones	$4,356.00	10	$250.00	$47.00
IP Phones	$4,718.00	11	$250.00	$50.00
IP Phones	$5,080.00	12	$250.00	$53.00
IP Phones	$5,442.00	13	$250.00	$56.00
IP Phones	$5,804.00	14	$250.00	$59.00
IP Phones	$6,166.00	15	$250.00	$62.00
Option 2: Bitterroot College owns the phones				

Option 2: All equipment is University of Montana, Bitterroot College
Dedicated voice transport (15M/2M) with our hosted IP voice solution offered over our private IP network to your service address which includes your phone lines, features, and all the equipment related to the phone system:
(9) IP phones, 5 call paths, (1) analog fax
All calling features which include: voice mail, auto attendant, conference and transfer calls
Warranty, maintenance, firmware upgrades, and training included
Note: Hosted IP Phone solution is expandable in the future, we will port numbers: 406-375-0100, 406-375-0200, and we can ensure e911 capabilities for all lines.
Term: 60 months

Description	NRR	MRR
Voice/Fax Lines	$655.00	$109.86
Hosted IP Phone Solution		
IP Phones (9)	$3,994.00	$44.00
Total Option 2 (All equipment is Property of University of Montana, Bitterroot College)	**$4,649.00**	**$153.86**

IFB Checklist

Have you remembered to:

- Check our website for the latest addendum to the IFB
- Sign each "Acknowledgment of Addendum" if required
- Sign your bid on our cover sheet
- Mark your mailing envelope or box with the IFB number and the opening date under your return address
- Carefully review the "Standard Terms and Conditions"
- Carefully review all listed requirements to ensure compliance with the IFB
- Initial all bid/pricing changes you made
- Bid F.O.B. Destination (Ship To: Address) Freight Prepaid