REQUEST FOR PROPOSAL #11-3208-DW PBX SYSTEM AND VOICE APPLICATION MAINTENANCE AND SUPPORT

Manatee County, a political subdivision of the State of Florida, (hereinafter "Manatee County" or the "County") will receive proposals from individuals, corporations, partnerships, and other business entities authorized to do business in the State of Florida, for the purpose of providing PBX System and Voice Application Maintenance and Support on an annual basis.

DEADLINE FOR CLARIFICATION REQUESTS: November 10, 2011 at 5:00 PM shall be the deadline to submit all inquiries, suggestions, or requests concerning interpretation, clarification or additional information pertaining to this Request for Proposal to the Manatee County Purchasing Office. This deadline has been established to maintain fair treatment for all potential bidders or proposers, while ensuring an expeditious transition to a final agreement.

TIME AND DATE DUE: Proposals will be received until 2:30 PM on November 18, 2011, at which time they will be publicly opened. All interested parties are invited to attend this opening.

CONTENTS OF THIS REQUEST FOR PROPOSAL:

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Important Note: A prohibition of Lobbying is in place. Please review paragraph A.16 carefully to avoid violation and possible sanctions.

FOR INFORMATION CONTACT:

Dennis W. Wallace
Procurement Contracts and Buyer Manager
PHONE (941) 749-3039
FAX (941) 749-3034
Email: dennis.wallace@mymanatee.org
Manatee County
Financial Management Department
Purchasing Division

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REQUEST FOR PROPOSAL #11- 3208-DW

PBX SYSTEM AND VOICE APPLICATION MAINTENANCE AND SUPPORT

SECTION A: INFORMATION TO PROPOSERS

PROPOSERS MUST COMPLY WITH THE FOLLOWING INSTRUCTIONS TO BE CONSIDERED FOR SELECTION:

A.01 OPENING LOCATION

Proposals will be <u>publicly opened</u> at Manatee County Purchasing, 1112 Manatee Avenue West, 8th Floor, Suite 803, Bradenton, Florida 34205 in the presence of County officials at the time and date stated on the cover sheet. All Proposers or their representatives are invited to attend.

A.02 PROPOSAL INFORMATION AND PROPOSAL DOCUMENTS

Bids and Proposals on http://www.mymanatee.org

Bid or Proposal documents and the Notices of Source Selection related to those Bids or Proposals are available for download in a portable document format (.PDF) file on the Manatee County web page on the Purchasing tab under "Bids and Proposals". You may view and print these files using Adobe Acrobat software. You may download a free copy of this software (Adobe) from the County's web page if you do not have it.

Manatee County collaborates with the Manatee Chamber of Commerce on distributing solicitations using the "RFP Tool" web page on the Chambers website: http://www.Manateechamber.com to post Bid and Proposal documents in a portable document format (.PDF) file. This step is in addition to the posting on Manatee County Government web pages.

Note: The County posts the **Notice of Source Selection** seven (7) calendar days prior to COMMENCING NEGOTIATIONS with the selected firms.

IT IS THE RESPONSIBILITY OF EACH PROPOSER, PRIOR TO SUBMITTING THEIR PROPOSAL, TO CONTACT THE MANATEE COUNTY PURCHASING OFFICE (see contact information on page one of this document) TO DETERMINE IF ADDENDA WERE ISSUED AND TO MAKE SUCH ADDENDA A PART OF THEIR PROPOSAL.

A.03 REQUIREMENTS FOR FORMAT AND DELIVERY OF PROPOSALS

Any proposals received after the stated time and date will not be considered. It shall be the sole responsibility of the Proposer to have their proposal delivered to the Manatee County Purchasing Office for receipt on or before the stated time and date. If a proposal is sent by U.S. Mail, the Proposer shall be responsible for its timely delivery to the Purchasing Division. Proposals delayed by mail shall not be considered, shall not be opened at the public opening, and arrangements shall be made for their return at the Proposer's request and expense.

Proposals must be submitted in the format specified in Section B hereof. The contents of each proposal shall be **separated and arranged with tabs in the same order as listed in the Subsections within Section B** identifying the response to each specific item thereby facilitating expedient review of all responses.

A.04 CLARIFICATION & ADDENDA

Each Proposer shall examine all Request for Proposal documents and shall judge all matters relating to the adequacy and accuracy of such documents. Any inquiries, suggestions or requests concerning interpretation, clarification or additional information pertaining to the Request for Proposal shall be made in writing through the Manatee County Purchasing Division. The County shall not be responsible for oral interpretations given by any County employee, representative, or agent. The issuance of a written addendum by the Purchasing Official's Division is the only official method whereby interpretation, clarification or additional information can be given.

Addenda shall be posted on http://www.mymanatee.org

It shall be the responsibility of each Proposer, prior to submitting their proposal, to contact the Manatee County Purchasing Division at (941)748-4501, ext. 3039 to determine if addenda were issued and to make such addenda a part of the proposal.

<u>Deadline for Clarification Requests:</u> November 10, 2011 at 5:00 PM shall be the deadline to submit all inquiries, suggestions, or requests concerning interpretation, clarification or additional information pertaining to this Request for Proposal to the Manatee County Purchasing Division.

This deadline has been established to maintain fair treatment for all potential Bidders or Proposers, while ensuring an expeditious transition to a final agreement.

A.05 SEALED & MARKED

One signed Original (please mark the Original) and Five (5) copies of your proposal shall be submitted in one sealed package, clearly marked on the outside "Sealed Proposal #11-3208-DW" and addressed to:

Manatee County Purchasing 1112 Manatee Avenue West, Suite 803 Bradenton, FL 34205

A.06 LEGAL NAME

Proposals shall clearly indicate the legal name, address, email and telephone number of the Proposer (company, firm, partnership, individual). Proposals shall be signed above the typed or printed name and title of the signer. The signer must have the authority to bind the Proposer to the submitted proposal.

A.07 PROPOSAL EXPENSES

All expenses for making proposals to the County are to be borne by the Proposer.

A.08 EXAMINATION OF PROPOSAL

The examination of the proposal and the Proposer generally requires a period of not less than ninety (90) calendar days from the date of the opening of the proposals.

A.09 DISCLOSURE

Proposals become subject to Public Records inspection thirty (30) days after the proposal opening or if an award decision is made earlier than this time as provided by Florida Statute 119.071 (1) (b). No review of the proposal documents will be conducted at the public opening of the proposals.

Manatee County will make public at the opening, the names of the business entities that submitted an offer and any amount presented as offers without any verification of the mathematics or the completeness of the offer.

A.10 ERRORS OR OMISSIONS

Once a proposal is submitted, the County shall not accept any request by any Proposer to correct errors or omissions in the proposal.

A.11 RESERVED RIGHTS

The County reserves the right to accept or reject any and/or all proposals, to waive irregularities and technicalities, and to request resubmission. Any sole response received by the first submission date may or may not be rejected by the County, depending on available competition and timely needs of the County. The County reserves the right to award the contract to a responsible Proposer submitting a responsive proposal, with a resulting negotiated agreement which is most advantageous and in the best interests of the County. The County shall be the sole judge of the proposal, and the resulting negotiated agreement that is in its best interest and its decision shall be final. Also, the County reserves the right to make such investigation as it deems necessary to determine the ability of any Proposer to perform the work or service requested. Information the County deems necessary to make this determination shall be provided by the Proposer. Such information may include, but shall not be limited to: current financial statements prepared by an independent CPA; verification of availability of equipment and personnel; and past performance records.

A.12 APPLICABLE LAWS

Proposer must be authorized to transact business in the State of Florida. All applicable laws and regulations of the State of Florida and ordinances and regulations of Manatee County will apply to any resulting agreement. Any involvement with any Manatee County procurement shall be in accordance with Manatee County Code of Laws Chapter 2-26, as amended. Procedures and deadlines concerning protests related to this Request for Proposal shall be those which are set forth in §2-26-61 of the County Code.

A.13 CODE OF ETHICS

With respect to this proposal, if any Proposer violates or is a party to a violation of the <u>Code of Ethics</u> of Manatee County per Manatee County Code of Laws, Article III, Ethics in Public Contracting, and/or Florida criminal or civil laws related to public procurement including but not limited to Florida Statutes Chapter 112, Part III, Code of Ethics for Public Officers and Employees, such Proposer may be disqualified from performing the work described in this proposal or from furnishing the goods or services for which the proposal is submitted and shall be further disqualified from submitting any future proposals for work or for goods or services for Manatee County.

The County presumes that all statements made and materials submitted in a proposal will be truthful. If a Proposer is determined to be untruthful in its proposal or any related presentation, such Proposer may be disqualified from further consideration regarding this Request for Proposal.

A.14 COLLUSION

By offering a submission to this Request for Proposal the Proposer certifies the Proposer has not divulged to, discussed or compared his proposal with other Proposers and has not colluded with any other Proposer or parties to this proposal whatsoever. Also, the Proposer certifies, and in the case of a joint proposal, each party thereto certifies, as to their own organization that in connection with this proposal:

- a. any prices and/or data submitted have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices and/or cost data, with any other Proposer or with any competitor;
- any prices and/or cost data quoted for this proposal have not been knowingly disclosed by the Proposer prior to the scheduled opening directly or indirectly to any competitor;
- c. no attempt has been made or will be made by the Proposer to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition;
- d. the only person or persons interested in this proposal as principal or principals is/are named therein and that no person other than therein mentioned has any interest in this proposal or in the contract to be entered into; and
- e. no person or agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees.

A.15 PUBLIC ENTITY CRIMES

In accordance with Section 287.133, Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases or real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 for Category Two for a period of 36 months from the date of being placed on the convicted vendor list.

A.15 PUBLIC ENTITY CRIMES -continued:

In addition, Manatee Code of Laws Chapter 2-26 Article V prohibits the award of County contracts to any person or entity who/which has, within the past 5 years, been convicted of, or admitted to in court or sworn to under oath, a public entity crime or of any environmental law that, in the reasonable opinion of the Purchasing Official, establishes reasonable grounds to believe the person or business entity will not conduct business in a reasonable manner.

To ensure compliance with the foregoing, the Code requires all persons or entities desiring to contract with the County to execute and file with the Purchasing Official an affidavit, executed under the pain and penalties of perjury, confirming that person, entity, and any person(s) affiliated with the entity, does not have such a record and is therefore eligible to seek and be awarded business with the County. **Proposer is to complete Attachment "A" and submit with your proposal.**

A.16 LOBBYING

After the issuance of any Request for Proposal, prospective Proposers or any agent, representative or person acting at the request of such proposer shall not contact, communicate with or discuss any matter relating in any way to the Request for Proposal with any officer, agent or employee of Manatee County other than the Purchasing Official or as directed in the Request for Proposal. This prohibition begins with the issuance of any Request for Proposal and ends upon an award of the final contract, when all solicitations have been rejected, or when the request has been canceled. Violators of this prohibition shall be subject to sanctions as provided in the Manatee County Code of Law Chapter 2-26.

A.17 EQUAL EMPLOYMENT OPPORTUNITY

Manatee County, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 and the Regulations of the Department of Commerce (15 CFR, Part 8) issued pursuant to such Act, hereby notifies all prospective Proposers that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, women or minority business enterprises will be afforded full opportunity to participate in response to this advertisement and will not be discriminated against on the grounds of race, color, creed, sex, age or national origin in consideration for an award.

A.18 AMERICANS WITH DISABILITIES ACT

The Board of County Commissioners of Manatee County, Florida, does not discriminate upon the basis of any individual's disability status. This non-discrimination policy involves every aspect of the County's functions including one's access to, participation, employment, or treatment in its programs or activities. Anyone requiring reasonable accommodation for the public meetings specified herein (i.e. Information Conference or Proposal Opening), should contact the person named on the first page of this document at least twenty four (24) hours in advance of the activity to request accommodations.

END SECTION A

SECTION B: FORM OF PROPOSAL

This section identifies specific evaluation factors which are to be given written responses. The contents of each proposal shall be <u>separated</u> and <u>arranged with tabs</u> in the same order as listed in Sections B.01 through B.04 identifying the response to each specific item.

The information that Proposers provide shall be used to determine whether the Proposer has the ability to perform the Scope of Services as stated in this Request for Proposal in a way which best meet the needs of Manatee County. A review with those Proposers reasonably susceptible of being selected for award may be conducted for the purposes of clarification of both ability and benefit to Manatee County. See Section C, "Selection."

B.01 MINIMUM QUALIFICATIONS

Proposals may be submitted by one (1) or more sole proprietorship, corporation, or partnership authorized to conduct business in the State of Florida.

Prior to any consideration of the responses to the criteria in this Request for Proposal, Proposers are to document in their proposals that they have provided **PBX System and Voice Application Maintenance and Support Services** similar in complexity and nature to the one being proposed in response to this Request for Proposal for at least five (5) continuous years.

Where Proposal is made by more than one (1) business entity, each entity must sign the Proposal.

To validate experience, expertise and capabilities, Proposers shall provide:

- **A.** A copy of Proposer's license, where applicable;
- B. Evidence of current NEC Authorized Associate accreditation;
- C. The state, county or city where the services were rendered;
- **D.** Name of the entity who issued the contracts;
- E. Contract Administrator for the named contracts; include telephone and email address information.

After Manatee County staff validates the Minimum Qualifications have been met, those Proposals found to be in compliance will be considered.

B.02 ADMINISTRATIVE SUBMITTAL

- **a.** Proposal Signature Form.
- **b.** Public Contracting and Environmental Crimes Certification (Attachment A)
- c. PBX Monthly Maintenance Cost Schedule (Attachment B)
- d. Labor and Material Cost Schedule (Attachment C)

B.03 INFORMATION TO BE SUBMITTED REGARDING YOUR BUSINESS ENTITY:

Tabs are required to identify each item defined in this Section.

- **B.03.1.** Background and Size: Provide a description of the Proposer's background and size. Provide a general statement of qualifications that includes your firm's professional credentials, the legal status of your organization, and experience in providing the service enumerated in this Request for Proposal.
- **B.03.2. Business Entity:** Provide an explanation of the business entity which you represent. Specify the business entity which would be bound by a contract, should your firm be selected: company or corporation; subcontractor roles; and if a joint venture, include the specific experience that the joint venture partners have working together on similar projects.

If the Proposer is a joint venture, or partnership, the details of the responsibilities for provision of the required services must be clearly disclosed. Provide a narrative on how you anticipate the partnerships to manage the work and any prior experience that the individual entities may have had in working together on other projects. Disclose the lead firm of a joint venture.

- **B.03.3. Legal Authority:** Provide a detailed explanation that your firm has the legal authority to perform the services described in this Request for Proposal and is authorized to conduct business in Florida.
- **B.03.4. Ownership Interest:** Disclosure of any ownership interest in or operation of other entities involved in PBX system and voice application Maintenance and support services which may be a potential participant in this Request for Proposals. This ownership disclosure shall be included, whether such ownership occurs by the proposer through a parent, subsidiary or holding company or any other form of business entity. Submit entity names and the percent of ownership for each.
- **B.03.5. Key Personnel:** Identify each principal of the firm and other key personnel who will be professionally associated with the County in the performance of the services described herein. Do not include personnel that will not have a key role in providing services. Describe their respective areas of expertise.

Provide documentation and/or certifications for all technicians and engineers that will be assigned to this account showing their experience.

For each identified person list:

- Full Name and Title
- Area of expertise, individual's roles and duties in providing services
- Office address
- Email address
- Telephone number
- Personalized resumes which identify the qualifications, training and experience of each key personnel.
- **B.03.6. Organizational Chart:** Submit an organizational chart of your firm or organization, stating the names of the firm or organization's management and supervisory personnel to be assigned to this contract undertaking.
- **B.03.7. Drug Free Workplace:** Submit your firm's policy or program as it relates to maintaining a zero tolerance drug free workplace.
- B.04 INFORMATION TO BE SUBMITTED REGARDING
 PROPOSED PBX SYSTEM AND VOICE APPLICATION
 MAINTENANCE AND SUPPORT SERVICES:
- **B.04.1. Staffing Plan:** Submit a staffing level statement for your organization, detailing how many total employees work for your firm or organization at any one time, including temporary, seasonal and part-time employees. List the ratios of full-time employees to part-time, temporary and seasonal employees.

Specify the number of staff that will be dedicated to the operations at the County. Ongoing staff training and professional development programs shall also be included in this section.

Include a detailed explanation of all pre-employment screening and background checks performed by the Proposer. The successful Proposer shall agree to perform full background checks on all employees, at the successful Proposer's expense, prior to assignment at the County. If requested, the successful Proposer shall provide background information to the County. Please include how you will ensure that any subcontractors that you are utilizing will be approved through this same process.

- **B.04.2. Corporate References:** Provide three (3) external client references from clients who received similar services to those described herein. The minimum information that must be provided about each reference shall include:
 - a. Name of individual or company for whom services were provided
 - b. Address of individual or company
 - c. Name and telephone(s) of contact person; e-mail address if available
 - d. Type of services provided and dates services were provided.
- **B.04.3. Proposed Staff References.** Provide one (1) external client reference for each proposed staff member. The minimum information that must be provided about each reference shall include:
 - a. Name of individual or company for whom services were provided;
 - b. Address of individual or company;
 - c. Name and telephone(s) of contact person, e-mail address if available; and,
 - d. Type of services provided and dates services were provided.
- **B.04.4. Subcontractors:** Identify any operational areas where you intend to use subcontractors. Identify the services and roles that each subcontractor would assume in providing services.
- **B.04.5. Economic Benefit:** Submit a narrative explaining the direct economic benefit to Manatee County to be realized by selecting your firm. During the term of this engagement detail the revenue maximizing activities, employment, subcontracting, and support services contracting as economic stimulus that your entity may generate that would directly benefit Manatee County.
- B.04.6. Experience and Qualifications: Demonstrate the firms' experience and that of the staff experience in PBX system and voice application maintenance and support services. The successful Proposer shall be an NEC authorized associate and include evidence of that accreditation in the proposal. In addition, the successful Proposer shall provide proof of relationship with voice application vendors including AVST, Tapit and Verint.

B.04.7. Operations Plan: Submit an Operations Plan describing in specific detail the strategies, policies and procedures to be used in providing the services described herein to the County.

Please provide a flow chart(s) of the proposed maintenance process, describe how technicians are dispatched, and include an escalation procedure which will meet the County's requirements as outlined in this RFP which shall include of who handles the problem at each level of the escalation and the length of time spent at each level before further escalation is required.

In addition, discuss your remote monitoring, diagnostic and repair capabilities, focusing on your firm's ability to quickly and accurately identify and resolve reported troubles remotely. Describe the software used to accomplish this. Please include any necessary equipment that would be required to accomplish this task.

Provide examples of your firm's capabilities to support multiple and concurrent large projects.

- **B.04.8. Response Time:** The County is requiring 7 x 24 support and expects that most calls will have a resolution within two (2) hours. Please provide details on your service metrics including major and minor outages. Describe your firm's alarm notification and escalation process including problem escalation to the manufacturer's technical support.
- **B.04.9.** Client Inquiries: Provide details of how client communication will take place, e.g., phone, fax, e-mail, web access.
- **B.04.10. Disaster Recovery:** Describe your firm's disaster recovery process in the event of a major outage or extensive damage to any system.
- **B.04.11. Reports:** Please provide samples of available metrics reports that your firm can provide. Provide details on frequency, format, and how they would be delivered. Include a call service report in your samples as well as a copy of your preventative maintenance checklist.
- **B.04.12. Security:** The system shall be maintained so that systems and passwords are held securely with qualified personnel only. Describe the security policies your firm maintains to ensure maximum security for the County.

- **B.04.13. Implementation:** Provide a detailed implementation plan to be able to provide the highest quality of services to the County. Describe how the maintenance support will be transitioned with no service disruption.
- **B.04.14. Upgrades:** Provide information on how system upgrades are handled.
- **B.04.15. Software Assurance:** List as an alternate support option the provision to provide support to maintain equipment in an operational mode until eventual replacement.
- **B.04.16. Customer Support Program:** Describe your firm's ability to support the schedule and equipment demands of the County; include your customer support program, hours of support, and anticipated response and resolution time. Provide a detailed description of your firm's service standards, methods of measuring quality of service, and plans for continuous improvement in all aspects of the delivery of those services.
- **B.04.17.** Requirements of the County: List any requirements of the County that your firm deems necessary to implement the services described herein.
- **B.04.18. Value Added Services:** Describe any value added benefits that your firm can provide to the County. Use this section to describe any other cost saving measures or benefits not outlined in prior sections.
- **B.04.19. Compensation:** The cost for all services described herein shall be in the format on Exhibit "B," PBX Monthly Maintenance Cost Schedule, and Exhibit "C," Labor and Material Cost Schedule.

The County employs on-site IT staff whose primary responsibility is basic level support and add/move/changes of the County's PBX systems, all remote VoIP locations, and the various application systems. The IT on-site staff will work in concert with the successful Proposer to provide optimum service to the County.

The Proposer shall provide the option to have an on-site technician provided to the County for instances of absences such as sick leave, training, or vacation for the County IT on-site staff. This will be charged at an hourly rate stated in Exhibit "C," Labor and Material Cost Schedule; in addition, the Proposer shall provide a monthly cost for an on-site technician dedicated to the County.

All costs shall be all-inclusive, unless otherwise directed herein, and shall include, but not be limited to, any and all of the costs associated with labor, personnel, supervision, and administration necessary to perform the work, and any and all of the costs necessary to perform the work in a professional and efficient manner as described in the Scope of Services.

B.05 SUPPLEMENTAL INFORMATION

Submit any other additional information which would assist the County in the evaluation of your proposal. Please provide any additional information in regards to the scope of these services that you think the County should consider and would deem valuable.

NOTE: The County reserves the right to make such investigation and solicit additional information or submittals as it deems necessary to determine the ability of any Proposer to perform the Scope of Services stated in this Request for Proposal.

END SECTION B

SECTION C: SELECTION

C.01 EVALUATION FACTORS

Evaluation factors are price and demonstrated ability of the Proposer(s) to perform the Scope of Services as generally outlined in Section E of this Request for Proposal in the most timely and efficient manner and the proposal(s) which will provide the best solution to meet the needs of Manatee County as determined from the responses to this Request for Proposal and subsequent investigation.

C.02 RELATIVE IMPORTANCE OF EVALUATION FACTORS

No weight has been assigned to the Evaluation Factors other than as stated above.

C.03 PRELIMINARY RANKING

A Selection Committee shall determine from the responses to this Request for Proposal and subsequent investigation as necessary, the Proposer(s) most susceptible of being selected for award.

C.04 IN-PERSON REVIEW OF PROPOSERS AND PROPOSALS

In-person reviews may be conducted with responsible Proposers who are deemed reasonably susceptible of being selected for award, for the purposes of assuring full understanding of (a) conformance to the solicitation requirements, (b) the abilities of the Proposer, and (c) the proposal submitted.

Proposers shall be available for presentations to and interviews with the Selection Committee, upon notification from the Purchasing Office. The date(s) and time(s) of any such presentations / interviews shall be determined solely by the County.

C.05 SELECTION FOR NEGOTIATION

The Proposer, whose ability and proposal is determined to be the best proposal that is most advantageous to the County, taking into consideration the Evaluation Factors set forth in this Request for Proposal, shall be selected to negotiate an agreement for the County determined Scope of Services.

The selection of a Proposer for negotiation shall not be construed as vesting any contractual or other rights of any nature in the Proposer.

<u>C.06</u> <u>AWARD</u>

Award is subject to the successful negotiation and the approval by the Purchasing Official to execute the agreement.



SECTION D: NEGOTIATION OF THE AGREEMENT

D.01 GENERAL

The following general terms and conditions apply to the proposal submitted for consideration and the subsequent negotiations:

- **a.** The proposal will serve as a basis for negotiating an agreement, but not compel adherence to its terms or conditions.
- b. Upon submission, all proposals become the property of the County which has the right to use any or all ideas presented in any proposal submitted in response to this Request for Proposal whether or not the proposal is accepted.
- c. All products and papers produced in the course of this engagement become the property of the County upon termination or completion of the engagement.

D.02 AGREEMENT

The selected Proposer shall be required to negotiate an agreement in a form and with provisions acceptable to Manatee County.

Negotiated agreements may or may not include all elements of this Request for Proposal or the resulting successful proposal where alternative terms or conditions become more desirable to the County, and the parties agree to such terms.

END SECTION D

SECTION E: SCOPE OF SERVICES

E.01 BACKGROUND AND INTRODUCTION

Manatee County ("County") through its Information Technology Division ("IT") provides services to satisfy the voice and data needs of all County departments to better serve the citizens of Manatee County quickly and efficiently.

The County is soliciting qualified firms to provide the maintenance and support of the various NEC PBX telephone systems and voice application servers including voice mail, ACD, and IVR that are installed throughout the County.

The County has selected NEC as the voice standard equipment manufacturer for all County locations. The successful Proposer shall have proven NEC experience engineering and installing new VoIP systems and other integrated applications as the County continues to expand its converged voice and data network.

The County telephone network is composed of various model NEC PBX products. The County telephone users enjoy four-digit dialing between switches as well as centralized voice mail. The interconnection between the switches is achieved via Common Channel Interexchange Signaling (CCIS) links over traditional T1 circuits and peer to peer CCIS IP connectivity. These switches provide access to the Public Switched Telephone Network (PSTN) over limited analog facilities and Integrated Services Digital Networks (ISDN) Primary Rate Interface (PRI) for both incoming and outgoing PSTN services.

The successful Proposer shall provide qualified staff and management with the technical and business expertise necessary for the effective and efficient performance in providing these services that maximize and create operational efficiencies for the County.

E.02 SCOPE OF SERVICES

The County intends to award a single certified/accredited NEC vendor to maintain and service PBX and other telephony services for various County locations as the need arises. The successful Proposer shall be able to provide system installations, parts, changes and any other service needed for the County's various PBX and application systems.

The successful Proposer shall provide repair or replacement services for any component part, hardware and associated software included on Attachment "D," Equipment List, and shall be able to support the various systems that are on the Equipment List. The County reserves the right to add or subtract equipment from the Scope of Services.

E.02.1. Parts Ownership

The County has various spare parts and telephones for several of their PBX systems. This inventory shall be depleted first before any purchases are made.

Title to parts installed during the repair process will pass to the County upon installation. Title to parts removed during the repair process will pass to the successful Proposer upon removal. The County will accept NEC certified and the various system refurbished components of equal or newer model/generation type of components for the replacement of a failed component with the approval of the IT department. The County will not accept older model/generation type of components for the replacement of a failed component on any platform.

E.02.2. Off-Site Critical Spares

The successful Proposer shall provide off-site critical spare parts for emergencies at no charge. Critical spares are defined as any core component which in the event of malfunction would cause a major failure. Major failure exists when telecommunications services experience any of the following: (a) 20% or more of total stations inoperative, (b) 20% or more of the total trunks inoperative or (c) complete failure of any system feature required for call processing. Failure within any voice application server (ACD, Voice mail, IVR) which causes system irregularities or improper operation.

The successful Proposer shall maintain the necessary critical spare parts and retain ownership of the critical spare parts unless a part is installed as a replacement for a defective component. If a critical spare part is used in the repair of a defective component, a replacement component of equal or newer model / generation is to be received within five (5) business days.

The required critical spares are subject to change based upon the hardware installed.

E.02.3. System Monitoring

The successful Proposer shall have the ability to provide 7 X 24 X 365 system monitoring (if requested) for all PBX systems and any remote locations and equipment, it's connectivity to remote locations, it's connectivity to the Local Exchange Carrier (LEC), and all applicable application hardware and software including ACD server (s), Voice Mail Server(s) and all other related PBX components.

E.02.4. Preventative Maintenance

The successful Proposer shall complete a bi-annual preventative maintenance on all NEC PBXs. Functions that are to be performed include, but are not limited to, (a) perform backup of the system, (b) test and check recitifer/battery system, (c) review the history files for any bug and/or error codes, (d) visually inspect system, (e) test all T1(s) and trunks, and (f) take care of any existing PBX problems.

E.02.5. Third Party Systems

The County currently utilizes the following third party or ancillary devices for various services and functionality. The successful Proposer shall be responsible for support of these systems:

- Trisys Nova Tapit server for Call Detail Reporting, and PBX traffic reporting,
- AVST CallXpress servers for voicemail and auto attendant
- NEC Q-Master and UCB for ACD functions
- NEC UCB for IVR server
- NEC OpenWorx BAS server
- Verint Audiolog call recording servers

E.02.6. Service Site and Term

There are currently (2) SV8500, (6) 2400IPX, (5) 2000IPS, (5) 2000DM and (6) SV8100 platforms. There are also ACD, voice mail systems, call accounting and IVR applications throughout the County.

The successful Proposer shall provide service for a period of twelve (12) months, beginning on the date of the contract execution. The County reserves the option to extend the contract for three (3) additional periods of twelve (12) months each.

E.02.7. Service Levels

The County expects the successful Proposer to meet the Service Levels described below. The successful Proposer shall report all such failures on a monthly basis and for each failure the successful Proposer shall demonstrate either that the failure was due to an Excusing Event (e.g. a Force Majeure event) or the successful Proposer must set forth a corrective action plan to insure that the failure will be cured prior to the next monthly report.

Type of Service Request	Measure- ment Window	Code	Compliance Period	Base-line Period	Steady-State Service Level	
Major Failure (Note 1)	24 hours per day 7 days per week	N/A	N/A	N/A	(a) During primary period (Note 3) of maintenance, response time shall be 100% in less than or equal to 2 hours: and (b) During non-primary period (Note 4) of maintenance, response time shall be 100% in less than or equal to 4 hours.	
Minor Failure (Note 2)	24 hours per day 7 days per week	N/A	N/A	N/A	(a) During primary period (Note 3) of maintenance, response time shall be 100% in less than or equal to 1 business day: and (b) During non-primary period (Note 4) of maintenance, response time shall be 100% in less than or equal to the next business day.	

¹⁾ Major Failure exists when telecommunications services experience any of the following: (a) 20% or more of total stations inoperative, (b) 20% or more of the total trunks inoperative or (c) complete failure of any system feature required for call processing. Failure within any voice application server (ACD, Voice mail, IVR) which causes system irregularities or improper operation.

E.02.8. Staffing

The successful Proposer shall provide a dedicated account manager who will be the single point of contact for all issues regarding the PBX Maintenance. This individual will work with the County and IT Staff to proactively address any and all problems/issues.

The successful Proposer shall provide full-time employees who are qualified to provide technical support for equipment and services purchased. Specifically:

- i) Adequate Staffing The successful Proposer shall have a fully staffed business office, which includes at a minimum, one (1) person to answer service calls and operational questions and four (4) technical employees. After-hours telephone answering must be a direct line to the staffed NOC or 24 hour answering system.
- ii) Full Service Coverage The successful Proposer shall provide normal service for the Primary Period of Maintenance between 8:00 a.m. and 5:00 p.m. Monday through Friday excluding County Holidays and Non-Primary Period of Maintenance between 5:01 p.m. - 7:59 a.m. Monday through Sunday including County Holidays. The successful Proposer shall provide emergency service 24 hours a day, seven days a week. Emergency service is defined as problems that occur which interfere with the normal operations of the County's business. All routine maintenance must be preformed after hours if any service affecting re-boots are applicable.

²⁾ Minor Failure is anything other than a Major Failure. It includes anything that prevents a telephone from making or

³⁾ The Primary Period for Maintenance is 8:00 a.m. – 5:00 p.m. on business days.

⁴⁾ The Non-Primary Period for Maintenance is from 5:01 p.m. through 7:59 a.m. during business days and all other non-business hours.

- iii) **Timely Response** The successful Proposer shall provide two (2) hour emergency response during the normal business hours, four (4) hour emergency response during non-primary period of maintenance. Primary and non-primary hours are described in Full Service Coverage above.
- iv) **Dispatch Number** The successful Proposer shall provide a service dispatch number monitored 24 hours a day, 7 days a week.
- v) Certified Technician/Engineer The successful Proposer shall provide a primary and three (3) secondary NEC certified technicians, who are full-time employees and are based geographically to allow for dispatch to Manatee County within the response times defined by the maintenance contract. The successful Proposer shall provide (1) NEC sales engineer.
- vi) Adequate Parts Inventory The successful Proposer shall maintain a spare parts inventory that will allow the successful Proposer to meet maintenance requirements specified under the contract. The successful Proposer's spare parts inventory may be inspected at any time during the contract period for compliance. Failure to comply could cause forfeiture of the contact.

E.02.9. Software Assurance

Software assurance is desirable where it can be applied. The County recognizes that certain components may not qualify for software assurance during the life of the Post Warranty Maintenance period. The County also recognizes certain upgrades will be required to re-establish software assurance, in order to ensure components can be supported by the manufacturer. The County recognizes that integration of NEC legacy end of life equipment and current or future production equipment may not be supported.

E.02.10. Preferred NEC Vendor

The County is requesting a guaranteed discount off the Manufactured Suggested Retail Price (MSRP) for new NEC hardware and/or software. If any NEC Promotional Discounts are available at the time of purchase, the County will receive the greater of the discounted amounts.

E.02.11. Quote Requests

All quote requests for non-engineered systems or items must be returned within three (3) to five (5) business days. All quote requests requiring engineering must be returned within seven (7) to ten (10) business days.

E.02.12. Planned and Future Implementations

The County is planning to upgrade various locations within the next 12-24 months. The objective of the County is to replace all non-NEC Key/Hybrid/PBX Systems with VoIP solutions. These upgrades are critical to the County.

END SECTION E

PROPOSAL SIGNATURE FORM

REQUEST FOR PROPOSAL NO. 11-3208–DW

Firm Name	Mailing Address:
Email	
() Telephone Number	City, State, Zip Code
named to perform the services offered in a two	o submit this proposal and to bind the firm herein party agreement. If the firm is selected by the ill negotiate in good faith to provide the selected h are detailed in this RFP #11-3208-DW.
Signature	Witness Signature
Date:	Date:
Name and Title of Above Signer	Name and Title of Above Signer
Name and Title of Firm's Representative for Ma	natee County
Email for Firm's Representative for Manatee Co	unty
Telephone Number of Firm's Representative for	Manatee County

ATTACHMENT "A"

PUBLIC CONTRACTING AND ENVIRONMENTAL CRIMES CERTIFICATION

SWORN STATEMENT PURSUANT TO ARTICLE 6, <u>MANATEE COUNTY PURCHASING CODE</u>

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

This s	worn statement is submitted to the Manatee County Board of County Commissioners by
	[print individual's name and title]
	for
	for[print name of entity submitting sworn statement]
whose	business address is:
and (if	applicable) its Federal Employer Identification Number (FEIN) is If the entity has no FEIN, include
the Soc	cial Security Number of the individual signing this sworn statement:
I under service	estand that no person or entity shall be awarded or receive a county contract for public improvements, procurement of goods or so (including professional services) or a county lease, franchise, concession or management agreement, or shall receive a grant not monies unless such person or entity has submitted a written certification to the County that it has not:
	(1) been convicted of bribery or attempting to bribe a public officer or employee of Manatee County, the State of Florida, or any other public entity, including, but not limited to the Government of the United States, any state, or any local government authority in the United States, in that officer's or employee's official capacity; or
	(2) been convicted of an agreement or collusion among bidders or prospective bidders in restraint of freedom of competition, by agreement to bid a fixed price, or otherwise; or
	(3) been convicted of a violation of an environmental law that, in the sole opinion of the County's Purchasing Director, reflects negatively upon the ability of the person or entity to conduct business in a responsible manner; or
	(4) made an admission of guilt of such conduct described in items (1), (2) or (3) above, which is a matter of record, but has not been prosecuted for such conduct, or has made an admission of guilt of such conduct, which is a matter of record, pursuant to formal prosecution. An admission of guilt shall be construed to include a plea of nolo contendere; or
14 (1) (1) (1) (1) (1) (1) (1) (1) (1) (1)	(5) where an officer, official, agent or employee of a business entity has been convicted of or has admitted guilt to any of the crimes set forth above on behalf of such and entity and pursuant to the direction or authorization of an official thereof (including the person committing the offense, if he is an official of the business entity), the business shall be chargeable with the conduct herein above set forth. A business entity shall be chargeable with the conduct of an affiliated entity, whether wholly owned, partially owned, or one which has common ownership or a common Board of Directors. For purposes of this Form, business entities are affiliated if, directly or indirectly, one business entity controls or has the power to control another business entity, or if an individual or group of individuals controls or has the power to control both entities. Indicia of control shall include, without limitation, interlocking management or ownership, identity of interests among family members, shared organization of a business entity following the ineligibility of a business entity under this Article, or using substantially the same management, ownership or principles as the ineligible entity.

Attachment "A" - continued

Any person or entity who claims that this Article is inapplicable to him/her/it because a conviction or judgment has been reversed by a court of competent jurisdiction, shall prove the same with documentation satisfactory to the County's Purchasing Director. Upon presentation of such satisfactory proof, the person or entity shall be allowed to contract with the County.

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR MANATEE COUNTY IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT ANY CONTRACT OR BUSINESS TRANSACTION SHALL PROVIDE FOR SUSPENSION OF PAYMENTS, OR TERMINATION, OR BOTH, IF THE CONTRACTING OFFICER OR THE COUNTY ADMINISTRATOR DETERMINES THAT SUCH PERSON OR ENTITY HAS MADE FALSE CERTIFICATION.

		[Signature]	
STATE OF FLORIDA COUNTY OF			
Sworn to and subscribed before me this	day of	, 20 by	
Personally known	OR Produced identif	fication[Type of identification]	
Notary Public Signature	M	y commission expires	***************************************
Print, type or stamp Commissioned name of	f Notary Public1		

Signatory Requirement - In the case of a business entity other than a partnership or a corporation, this affidavit shall be executed by an authorized agent of the entity. In the case of a partnership, this affidavit shall be executed by the general partner(s). In the case of a corporation, this affidavit shall be executed by the corporate president.

ATTACHMENT "B"

PBX Monthly Maintenance Cost Schedule

System / Component – County Admin	Monthly Cost	Annual Cost
NEC SV8500 (ID 1)	\$	\$
3 rd Party, Hardware and Software, AVST Call Xpress 8.1 (ID 26)		*
32 Port Line Side T1 – IP MCI integration	\$	\$
3 rd Party, Hardware and Software, Tapit Nova Call Acct. (ID 36)	\$	\$

System / Component – Utilities	Monthly Cost	Annual Cost
NEC SV8500 (ID 2)	\$	\$
3 rd Party, Hardware and Software, AVST Call Xpress 7.91 (ID 29)		4
12 Port Line analog – Serial MCI integration	\$	\$
3 rd Party, Hardware and Software, NEC UCB ACD server (ID 32)	\$	\$
3 rd Party, Hardware and Software, NEC UCB IVR server (ID 33)	\$	\$
3 rd Party, Hardware and Software, Verint call recording (ID 35)	\$	\$

System / Component – Historic Courthouse	Monthly Cost	Annual Cost
NEC 2400 IPX (ID 3)	\$	\$

System / Component – Judicial Center	Monthly Cost	Annual Cost
NEC 2400 IPX (ID 4)	\$	\$
3 rd Party, Hardware and Software, AVST Call Xpress 7.91 (ID 27) 16 Port Line analog – Serial MCI integration	\$	\$

System / Component – Public Safety	Monthly Cost	Annual Cost
NEC 2400 IPX (ID 5)	\$	\$
3 rd Party, Hardware and Software, AVST Call Xpress 7.91 (ID 28) 16 Port Line analog – Serial MCI integration	\$	\$
3 rd Party, Hardware and Software, NEC Q-Master ACD (ID 31)	\$	S
3 rd Party, Hardware and Software, NEC Openworx BAS (ID 30)	\$	\$
3 rd Party, Hardware and Software, Verint call recording (ID 34)	\$	\$

System / Component – Property Appraiser	Monthly Cost	Annual Cost
NEC 2400 IPX (ID 6)	\$	\$

<u></u>		
System / Component – Transportation	Monthly Cost	Annual Cost
NEC 2400 IPX (ID 7)	\$	\$
System / Component – Corrections	Monthly Cost	Annual Cost
NEC 2400 IPX (ID 8)	\$	\$
		The state of the s
System / Component – Health Dept	Monthly Cost	Annual Cost
NEC 2400 IPX (ID 9) 3 rd Party, Hardware and Software, AVST Call Xpress 7.91 (ID 37) 12 Port Line analog – Serial MCI integration	\$	\$
System / Component – GT Bray	Monthly Cost	Annual Cost
NEC 2000IPS (ID 10)	\$	\$
System / Component – EHB	Monthly	Annual Cost
	Cost	
NEC 2000IPS (ID 11)	\$	\$
System / Component – Landfill	Monthly Cost	Annual Cost
NEC 2000IPS (ID 12)	\$	\$
	4	
System / Component – Central Library	Monthly Cost	Annual Cost
NEC 2000IPS (ID 13)	\$	\$
System / Component – Braden River Library	Monthly Cost	Annual Cost
NEC 2000IPS (ID 14)	\$	\$
System / Component – Island Library	Monthly Cost	Annual Cost
NEC 2000IPS (ID 15)	\$	\$
System / Component – Palmetto Library	Monthly Cost	Annual Cost
NEC 2000IPS (ID 16)	\$	\$

Cost =	\$		\$	
System Totals All Combined Maintenance	Monthly	y Cost	An	nual Cost
System T 4 1				
NEC SV8100 (ID 25)		\$		\$
System / Component – Radio Shop		1	onthly Cost	Annual Cost
System / Company D. P. C.		-		Ψ
NEC SV8100 (ID 24)		\$	Cost	\$
System / Component – Parks Maintena	ince	16	onthly	Annual Cost
		<u> </u>		\$
NEC SV8100 (ID 23)		\$	Cost	· ·
System / Component – Marine Rescue		1	onthly	Annual Cost
NEC SV8100 (ID 22)		\$		\$
System / Component – Manatee GC		1	lonthly Cost	Annual Cost
System / C				Ψ
NEC SV8100 (ID 21)		\$	Cost	\$
System / Component – Buffalo Creek (GC	M	lonthly	Annual Cost
		\$		\$
NEC SV8100 (ID 20)			Cost	
System / Component – Animal Service	es	N	Ionthly	Annual Cost
		\$		\$
NEC 2000IPS (ID 19)			Cost	
System / Component – EMD		N	Ionthly	Annual Cos
NEC 2000IPS (ID 18)		\$		\$
System / Component – South County	Library	N	Monthly Cost	Annual Cos
		\$		\$
NEC 2000IPS (ID 17)	V		Cost	
System / Component – Rocky Bluff Li	wrary		Aonthly	Annual Cos

Page 3 of 3

ATTACHMENT "C"

Labor and Material Cost Schedule

Technician- Labor Only	Hourly Rate
Labor rate per Technician / per hour Monday-Friday excluding County Holidays 8:00 a.m5:00 p.m.	\$
p.m.	

Technician- Labor Only	Hourly Rate
Labor rate per Technician / per hour	
Monday-Friday including County Holidays 5:01 p.m7:59 a.m.	\$

Technician- Labor Only	Monthly Rate
Monthly rate per Technician (as per Section E.02.4, Scope of Services Monday-Friday excluding County Holidays 8:00 a.m5:00 p.m.	\$

Material Only	Markup Percentage
Percent of material / product markup to be applied to Proposer's cost including all shipping and handling charges.	%
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Page 1

Note: All station port listings are for physical TDM and IP telephones. Counts do not include virtual stations.

Trunk port counts include PRI,

System Name	Address	Brand	Make/Model	Version	Physical Station Trunk Ports	Pee	
County Administration	1112 Manatee Ave W Bradenton El 2420E	CHI	00000			Ports	Notes
Utilities Department	4410 66 St. W. Bradonton El 24240	י בייני	208200	53-1.07	786 516	128	
Historic Courthouse	1115 Wassetos Ass W.B. d. 1115 Ph. 2. 2.222	SEC.	SV8500	52-2.00	440 87	32	the backet debuggle of the free free from the company to the free free free free free free free fr
Indical Center	1051 Maildie Ave W bradenton, FL 34205	NEC	2400IPX	R24.00.25.000	457 221	32	
Public Safety Center	2101 Manatee Ave. W Bradenton, FL 34205	NEC	2400IPX	R23.02.02.000	333 101	16	
Property Appraiser	2101 1701 FELT E BRAGENTON, FL 34208	SEC.	2400IPX	R21.03.01.001	460 180	24	and on the second control of the second cont
Transportation	1106 26th Ave. W. Bradenton, FL 34205	NEC	2400IPX	R12.05.00.021	112 54		
Corrections	14470 Uselso B.1 C.1	Ų,	2400IPX	R20e.03.03.003	332 70	23	maket kanalusumman jarkantutunmmaharupud litummituttikama otommanarusumakan disalamankanalus disalamatka disalamankan jarkantut disalamankan jarkan ja
Manatee County Health	4470 namee Rd. Palmetto, FL 34221	NEC	2400IPX	R22-05.01.001	287 37	16	announcement of the control of the c
10 Parks and Recreation CT Brain	410 our Ave. W. Bradenton, FL 34205	NEC	2400IPX	R21.03.01.001	192 23	0	
10 : also also herecation di piay	2504 33rd Ave. Dr. W. Bradenton, FL 34209	NEC	Z000IPS	SC-3655 N1-0003.00	80.23		a manditation is incoming the heavy home of the mandiagness and the second seco
	600 US 301 Blvd. W. Bradenton, FL 34205	NEC	2000IPS	SC-3655 N1-0003.00	60.46	A.C	W/IMIS Voice Mail
12 Cartal 1 1 2 2 2	3333 Lena Road Bradenton, FL 34208	NEC	2000DM	SC-3713 P1-0001 04	2 77		manusani manusani di debelah di mahamman penjada da melampe penjada penjada pendembarah menganggan beranggan b
13 Celiuai Liorary	1301 Barcarrota Blvd. Bradenton, FL 34205	NEC	2000IPS	SC-3655 N1-0002 03	50.22	24 TESTAIL DIEFTINS	of the first of the second of
duell Niver Library	4915 53Rd Ave. E. Bradenton, FL 34203	NEC	Z000DM	SC-3655 N1-0002 03	2000	70	W/IM16 Voice Mail
15 Island Library	5701 Marina Drive Holmes Beach, FL 34217	SEC	2000DM	SC-3655 N1-0002 03	constitution of the second contraction of th	D T S	IP REMOTE FROM CENTRAL
15 Faimetto Library	923 6th St. W. Palmetto, FL 34221	NEC	2000DM	SC-3655 N1-0002 03	2 / 2	QT	IP REMOTE FROM CENTRAL
17 ROCKY BIUTI LIBRARY	7016 US 301 Ellenton, FL 34222	NEC	2000DM	SC-3655 N1-0002 03	and before the state of the sta		IP REMOTE FROM CENTRAL
18 South County Library	6081 26th St. W. Bradenton, FL 34207	NEC	2000DM	SC-3655 N1-0002.03	7.0	16	IP REMOTE FROM CENTRAL
19 EMU	212 6th Ave. E. Bradenton, FL 34208	NEC	20001PS	SC-3655 N1-0003 00	7.47	J.O.	IP REMOTE FROM CENTRAL
ZU Animai Services	305 25 St. W. Palmetto, FL 34221	NEC	SV8100	F4.01	07.07	The second state of the se	
21 Buffalo Creek Golf	8100 Erie Rd Palmetto, FL 34221	SEC EC	SV8100	7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7	0.01	16	ACD/Inmail/VRS
MC Golf	6415 53rd Ave. W. Bradenton, FL 34210	Z Z Z	SV8100	K3 13	8 77	16	Inmail/VRS
23 Marine Rescue Headquarters	2651 Gulf Dr. S. Bradenton Beach FL, 34217	NEC	SV8100	501	12.6	10	Inmail/VRS
24 Parks Maintenance	5161 65th St. W. Bradenton, Fl. 34210	NEC	SV8100	5.01	20.4	16	Inmail/VRS
25 Kadio Shop	1801 5th St. W. Bradenton, Fl. 34205	NEC	578100	100	700	TO.	VRS
	Community described to the community of the first test of the community of			7.07	4 07	16	Inmail
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Attachment "D" Equipment List Page 2

Note: All station port listings are for physical TDM and IP telephones. Counts do not include virtual stations.

Trunk port counts include PRI, analog, CCIS and P-2-P IP trunks.

e. W AVST CallXpress 7.91 i6 Analog Wyerlai MCI Auto Attendant Only AvsT CallXpress 7.91 i6 Analog Wyerlai MCI Auto Attendant Only Auto Attendant		Address	Brand	Make/Model	Version	Ports	Integration Type	
AVST CallXpress 7-91 16	1112	1112 Manatee Ave. W	AVST	CallXpress	8.1	32	line Side T1 w/te MCt	
AVST CallXpress 7.91 16 Analog Wiserial MCI	1051	fanatee Ave. W	AVST	CallXpress	7 91		The MIN The Party and The Part	Main Centralized Voice Mail
AVST Calixpress 7.51 1.0	2101	47th Ter, E		CallXnrece	7.01	01	Analog w/serial MCI	Auto Attendant Only
NEC	4410	66th St W.		CallXnracs	7 01	Ç.	Analog w/serial MCI	Auto Attendant Only
NEC/Zeacom Q-Master 4.1.120.1 1.2 Analog Ports / IP-OAI NEC/Zeacom UCB 5.0.2100.394 5.2 VOIP Ports / IP-OAI NEC/Zeacom UCB 5.0.2100.394 5.2 VOIP Ports / IP-OAI NEC/Zeacom UCB 5.0.2100.394 5.2 VOIP Ports / IP-OAI Verint	2101	2101 47th Ter. E		BAS	**************************************	77	Analog w/serial MCI	Auto Attendant Only
NEC/Zeacom UCB S. 0.2100.394 52	2101	47th Ter, E		0-Master	4 1 120 1	C	A STATE OF THE STA	Business Attendant Consoles
NEC/Zeacom UCB 5.0 24 VOIP Ports / IP-OAL Verint Audiolog 8/24 8-Digital Sta tap & VOIP Verint Audiolog 24 24-Digital Station tap Verint N/A SMD Seital Station tap Trysis Tappit N/A SMD Seital MCI AVST CallXpress 7.91 12 Analog w/serial MCI	2101	47th Ter. E			5.0.2100.394	57	Word bade (15 Oct	ACD used for Emerg. Ops / Transit
Verint Audiolog 8/24 WOIP Verint Audiolog 24 24-0gital Station tap Trysis Tappit 24 24-Dgital Station tap Trysis Tappit 24 24-Dgital Station tap AVST CallXpress 7.91 12 Analog w/serial mCI	2101	47th Ter. E	B		5.0	27	VOLF FOILS / IP-DAL	ACD - Utilities Cust, Service- Racked at PSC
Verint Audiolog 24 24-Digital Station tap Trysis Tappit 5.1.2M N/A SMDR serial AVST CallXpiress 7.91 12 Analog w/serial MCI	2101	47th Ter. E			Control of the Contro	8/34	O Digital Ct. 11-0AL	IVR-Utilities Cust. Service- Racked at PSC
AVST CallXpress 7.91 12 SMDR serial Analog w/serial MCI Analog w/serial MCI	4410	66th St. W.		Audiolog		24	24-Digital Station rap	Call recorder for BAS Operators and Transit
AVST CallXpress 7.91 12 Analog W/serial MCI	7117	Manatee Ave. W	Trysis	Tappit	5.1.2M	N/A	CMDP corial	Call recorder for Utilities Customer Service
	410 Gt	h Ave. W. Bradenton, FL 3420!	AVST	CallXpress	7.91	12	Analog w/serial MCI	Call accounting system
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Site: Palmetto Library (ID16)

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LT1	AP1	1.0	LIO		AP0		MP	НЪ

Site: South County Library (ID 18)

			8COTs		8LCAA
LT4	AP4	LT3	AP3	LT2	AP2
i d	SDLC.	<u>.</u>	IP-PAD		CP31A
LT1	AP1	LT0	AP0	MP	FP

Site: Braden River Library (ID 14)

	8DLC		8COTs		8LCAA
LT4	AP4	LT3	AP3	LT2	AP2
	SDLC SDLC	<u>.</u>	IP-PAD		CP31A
LT1	AP1	LTO	AP0	MP	FP

Site: Island Library (ID 15)

			8COTs		8LCAA
LT4	AP4	LT3	AP3	LT2	AP2
	SDLC	<u>.</u>	IR-PAD		CP31A
LT1	AP1	LTO	AP0	MP	FP

Site: Rocky Bluff Library (ID 17)

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LT1	AP1	LT0	AP0	MP	ď

Site: Landfill (ID 12)

PIM Location Key NOTE: 16 PIMs MAX WITH This form.

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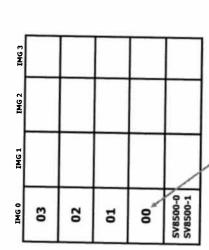
ADMINISTRATION (ID 1) PAGE 1 OF 2

				Cabinet, Slot, Card, Port Information	Turormation	_	Cabinet Slot, Card, Port Information	Information	_	Cabinet Slot Card Port Information	+ Information
	PIM #	00		# WId	01		PIM #	02	1	DIM #	To a second
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-	PA PWS4-A		0	3 PA PW54-A		03	PA PW54-A		03	PA PWS4-A	
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	16ELCJ BK	3935 V.01	0	7 16ELCJ BK	3935 V.01	07	16ELCJ BK	3935 V 01	20	+	10.4 CCCC
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\neg	SPH-SW10 TSW-UA		1	3 PH-PC36		13	PH-PC36		13		
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ADMINISTRATION (ID 1) PAGE 2 OF 2

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\neg		05			6			8		
		03	PA PWS4-A			PA PW54-A		70	DA DIMEA A	
	3935 V.01	8	STLTR	3002 V.17	8	16LCB E	0785 V OS	3 2	rarmora	
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07 16LCB W	3390 V.05	07	16LCB W	3390 V.05	1	16FI C1 BK	2035 1/ 01	3 8		
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10 32IPDB	3835 V.14	10	PRTC	3925 V 03	3 5			3 5	TOUCO W	3390 V.05
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12 24PRTB	3029 V.14	12	24CCTA	3010 V 17	+	24CCTA	2010 V.17			
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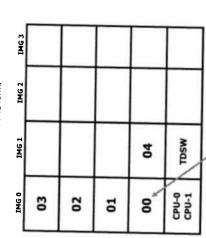
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		3936 V.01	02	16ELCJ BK	3935 V.01	07	16ELCJ BK	3935 V 01
		3251 V.10	80	16LCBJ B	3251 V.10	080	•	3035 V 01
09 16LCBJ B		3251 V.10	60	16LCBJ B	3251 V.10	8	16I CRW	3200 V OE
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		3251 V.10	18			18		
		0457 V.03	19	16COT AH	0537 V.09	10	4DATB	CO V C990
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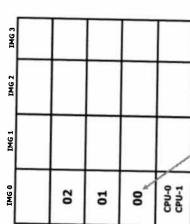
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	3390 V.02	60	16LCBW	3390 V 02	8	161 COW	2020 V.06	т	3390 V.02
10 16COTB E	3331 V 02	40	т	2020 1100	3	TOPPOR	3390 V.02		3390 V.02
11	7007	1	1	3331 V.02	10	16COIBE	3331 V.02	10 16LCBW	3390 V.02
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\neg	3390 V.03	17	16LCB W	3390 V 02	17	16LCRW	2000 0000	1	3390 V.05
18 16LCBW	3390 V.02	18	16i CB W	2300 0000		MODIO.	3390 V.UZ	-	3390 V.02
19 16LCBW	3300 V 02	10	W ac 151	3390 V.02	18	IBLCBW	3390 V.02	0.51	3390 V.02
	3734 V 07	30	TOUCH W	3390 V.02	19	16LCBW	3390 V.02	19 16LCBW	3390 V.02
_	70'A LC7C	3:0	10CC W	3390 V.02	20	8RSTM	3234 V.07	20 16ELCH	3124 V.09
22		32	SACCTA					21 16ELCH	3935 V.01
23 (533	2201 1/04	77	STOCIA	3010 V.17	77	24DTR	3010 V.17	22	
-					-				

COURTHOUSE (ID 3)- PAGE 2 OF 2

ı		
	bIM #	9
Not #	# Card Type	SP#/Rev
8		_
01	PA PW55-A	
02		
03	PA PW54-A	
8	16LCBW	3390 V.05
05	16LCBW	0785 V.06
90	16ELCJ B	3833 V.02
20	CFTB	1114 V.02
80	8TLTR	1>
66	8TLTR	1>
10	24CCTA	3010 V.17
11	24PRTB	3029 V.13
12		
13		
14		
15		
16		
17	4DATB	0882 V.03
18		
19		
20	81LTR	3002 V.17
21	24CCTA	3010 V.17
22		
23		

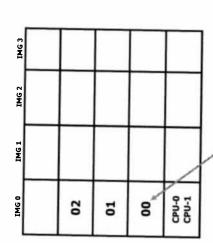
PIM Location Key NOTE: 16 PIMS MAX WITH This form.



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Cabinet, Slot, Card, Port Information	Information	Cabinet, Slot, Card, Port Information	ort Information	5	Cabinet Slot Card Bort Information	Information			
PIM #	00	PIM #	10		מנה לשומי בפותי בפו	THIOTHIGH	Cabin	Cabinet, Slot, Card, Port Information	Information
# Card Type	CD#/Bay				# WTd	02		PIM #	03
	OF W/NEV	Stot # Card Type	SP#/Rev	Slot #	Card Type	SP#/Rev	Slot #	Card Type	SP#/Rev
DA DIAFE. A	I	8		00			00		
A-CCM-IVI	T	01 PA PWSS-A			PA PWSS-A		10		-
DA DWKA-A	I	02		02			05		
16COTO C		100		03 P.	PA PW54-A		20		-
ISCUIBE	3713 V.01	III:	3797 V.02	•	16LCBJ B	2751 V 00	3 2		
16ELC B	3935 V.01		3797 V.02	_	16LCBJ B	3251 V 00	30		-
16ELC 8	3935 V.01	06 16ELCJ B	3797 V.02	96	16LCBJ B	3751 V 10	8 8		
IDELC B	3935 V.01	07 16ELCJ B	3797 V.02	_	16LCBJ B	3251 V 10	360		
16ELC B	3935 V.01	08 16ELCJ B	3797 V.02	T		25.74	200		
16ELCJ B	3935 V.01	09 16ELCJ B	3935 V 01	8		1	80 00		
24PRTB	3029 V.13	10 24PRTB	3039 V 13	40			5		
32IPDA	3835 V.12	11	2000				10		
		12		1			11		
SPH-SW10 TSW-UA		to bu proc		7			12		
SPH-SW10 TSW-11A	I	13 111100		13 Pt	PH-PC36		13		
16/16/16		14 PH-PC36		14 Pt	PH-PC36		14		
TOUCH D	3251 V.10	15 16LCCD	3876 V.03	15 16	16LCB3 W	3390 V 05	15		
John B	3251 V.10	16 16LCCD	3876 V.03	16		200	200		
16LCBJ B	3251 V.10	17 16LCBW	3390 V.05	17			10		
16LCBJ B	3251 V.10	18			161 CRF	070C V OC	17		
		19		+		00'4 60/0	10		
8RSTM	3234 V.02	20 8RSTM	3234 V.04	20			19		
		_	3925 V.03	21			200		
		22 24CCTA	3010 V 14	22		I	17		
				300			77		

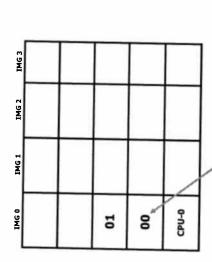
PIM Location Key NOTE: 16 PIMs MAX WITH This form.



PSC (ID 5)- PAGE 1 OF 1

Cabinet, Slot, Card, Port Information PIM # 02	Type	ŀ				3351 1/10	3251 V10	3251 V10	3251 V10	3898 V.04				3874 V.03	3874 V.03	3874 V.03 3874 V.03	3874 V.03 3874 V.03	3874 V.03 3874 V.03 3887 V.02	3874 V.03 3874 V.03 3887 V.02 3887 V.02	3874 V.03 3874 V.03 3887 V.02 3887 V.02 3887 V.02	3874 V.03 3874 V.03 3887 V.02 3887 V.02 3887 V.02 3833 V.02	3874 V.03 3874 V.03 3887 V.02 3887 V.02 3887 V.02 3887 V.02 3887 V.02 3837 V.02	3874 V.03 3874 V.03 3887 V.02 3887 V.02 3887 V.02 3887 V.02 3897 V.02 3797 V.02	3874 V.03 3874 V.03 3887 V.02 3887 V.02 3887 V.02 3833 V.02 3797 V.02	3874 V.03 3874 V.03 3887 V.02 3887 V.02 3887 V.02 3833 V.02 3797 V.02
Cabinet, Slot, C	Slot # Card	L	OT DA PWSS.A	00	63 PA PWS4.A		_		07 16ELCJ	08 BRSTAD	60		10	10 11 PRTC							震激频 医高温期毒素		震動 锡罗罗斯 超精 基基 商 敬	東新泰罗斯縣慶應票務施	養熱易牙素觀器機屬難締備佐
Information 01	SP#/Rev				I	3251 V.10	3251 V.10	3251 V.10	3251 V.10					3029 V.13	3029 V.13 3874 V.03	3029 V.13 3874 V.03	3029 V.13 3874 V.03	3029 V.13 3874 V.03 3387 V.02	3029 V.13 3874 V.03 3387 V.02 3387 V.02	3029 V.13 3874 V.03 3387 V.02 3387 V.02 3387 V.02	3029 V.13 3874 V.03 3387 V.02 3387 V.02 3387 V.02 3387 V.02	3029 V.13 3874 V.03 3387 V.02 3387 V.02 3387 V.02 3387 V.02 3387 V.02	3029 V.13 3874 V.03 3387 V.02 3387 V.02 3387 V.02 3387 V.02 3387 V.02	3029 V.13 3874 V.03 3387 V.02 3387 V.02 3387 V.02 3387 V.02 3387 V.02 3514 V.07	3029 V.13 3874 V.03 3387 V.02 3387 V.02 3387 V.02 3387 V.02 3387 V.02 3514 V.07 3654 V.04
Cabinet, Slot, Card, Port Information PIM # 01	Card Type		PA PWSS-A		PA PW54-A	16LCBJ	16LCBJ	16LCB3	16LCB3					24PRTB A	24PRTB A PRTC	24PRTB A PRTC PH-PC36	24PRTB A PRTC PH-PC36 PH-PC36	24PRTB A PRTC PH-PC36 PH-PC36 16ELC1 B	24PRTB A PRTC PH-PC36 PH-PC36 16ELC1 B	24PRTB A PRTC PH-PC36 PH-PC36 16ELC3 B 16ELC3 B 16ELC3 B	24PRTB A PRTC PH-PC36 PH-PC36 16ELC1 B 16ELC1 B 16ELC1 B	24PRTB A PRTC PH-PC36 PH-PC36 PH-PC36 16ELCJ B 16ELCJ B 16ELCJ B 16ELCJ B	24PRTB A PRTC PH-PC36 PH-PC36 16ELCJ B 16ELCJ B 16ELCJ B 16ELCJ B 16ELCJ B	24PRTB A PRTC PH-PC36 16HC36 16ELC3 B 16ELC3 B 16ELC3 B 16ELC3 B 16ELC3 B 16ELC3 B 16ELC3 B 16ELC3 B 16ELC3 B	24PRTB A PRTC PRTC PH-PC36 16ELCJ B 16E
3	Slot #	90	150	Г	100					80	8	3	201			に 日本 日本 日本				计复数基本 医克勒勒	医骨髓囊 医唇囊囊腺	"有我类"的复数数的语	计直接 禁 司 推 表 表 數 版 德 练	计可模型 三川 家 能 胀 的 植 独 数	计直接数据 医多类性 医多种
.00	SP#/Rev					3251 V.10	3390 V.05	3251 V.10	3876 V.02	3390 V.05	2242 11 24	3/13 V.01	3010 V.17	3010 V.17	3010 V.17 3010 V.17 3010 V.17	3010 V.17 3010 V.17	3010 V.17 3010 V.17	3010 V.17 3010 V.17 3010 V.17 3387 V.02	3010 V.17 3010 V.17 3010 V.17 3387 V.02 3387 V.02	3010 V.17 3010 V.17 3010 V.17 3387 V.02 3387 V.02	3010 V.17 3010 V.17 3010 V.17 3387 V.02 3387 V.02 3387 V.02	3010 V.17 3010 V.17 3010 V.17 3387 V.02 3387 V.02 3387 V.02	3010 V.17 3010 V.17 3010 V.17 3387 V.02 3387 V.02 3387 V.02	3010 V.17 3010 V.17 3010 V.17 3387 V.02 3387 V.02 3387 V.02 3387 V.02	3010 V.17 3010 V.17 3010 V.17 3387 V.02 3387 V.02 3387 V.02 0882 V.03
PIM # 00	Card Type		PA PW55-A		PA PW54-A	16LCBJ B	16LCBW	16LCBJ B	16 Com	DECEW	16CO 18E	10000	4CCTA	+CCTA	4CCTA 4CCTA	4CCTA 4CCTA PH-SW10 TSW-UA	4CCTA 4CCTA PH-SW10 TSW-UA PH-SW10 TSW-UA	4CCTA 4CCTA PH-SW10 TSW-UA PH-SW10 TSW-UA SELCI B	4CCTA 4CCTA PH-SW10 TSW-UA PH-SW10 TSW-UA 5ELCI B	4CCTA 4CCTA 4CCTA 4CCTA PH-SW10 TSW-UA 6ELCJ B 6ELCJ B	4CCTA 4CCTA 4CCTA 4CCTA PH-SW10 TSW-UA PH-SW10 TSW-UA 5ELCI B 5ELCI B 5ELCI B 5ELCI B	4CCTA 4CCTA PH-SW10 TSW-UA PH-SW10 TSW-UA ELCI B SELCI B SELCI B	4CCTA 4CCTA PH-SW10 TSW-UA PH-SW10 TSW-UA SELCI B SELCI B SELCI B	4CCTA 4CCTA PH-SW10 TSW-UA PH-SW10 TSW-UA PH-SGLCI B SELCI B SELCI B SELCI B	24CCTA 24CCTA 24CCTA SPH-SW10 TSW-UA 16ELCJ B 16ELCJ B 16ELCJ B 16ELCJ B 16ELCJ B 16ELCJ B 32IPLCJ B
	- 1		A		×	9	9																		

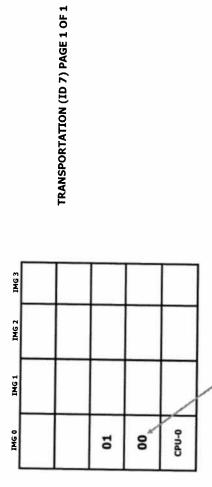
PIM Location Key NOTE: 16 PIMs MAX WITH This form,



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	PIM #	00		PIM #	10
Slot #	Card Type	SP#/Rev	Slot #	Card Type	Sp#/Rev
00			8		_
01	PA PW55-B		01	PA PWSS-B	
02			05		
03			03		
8			8	16LCBW	3390 V.05
05	16ELCJ	3514 V.07	90	16LCBW	3390 V 05
90	16ELC3	3514 V.07	90	16LCBW	3390 V.05
02			02	16LCBW	3390 V.05
80			80		200
60	16E.CJ	3124 V.09	60		
10			10	16COTB E	3713 V.1
11			11		
12			12		
13	SPH-SW10 TSW-UA		13	PH-PC36	
14			14		
15	16LCBW	3390 V.05	15	16 COTB E	3331 V 03
16	16LCBW	3390 V.05	16		2014
17			17	BTLTR	3002 V.17
18			18	8TLTR	3002 V.16
\neg			19		
	8RSTM	3234 V.07	20	8RSTM	3234 V.07
\neg			21		
22	24CCCTA	3010 V.15	22		
	CS33	3281 V.05	23		

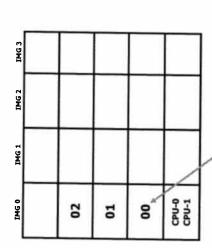
PROPERTY APP (ID 6)- PAGE 1 OF 1

PIM Location Key NOTE: 16 PIMs MAX WITH This form.



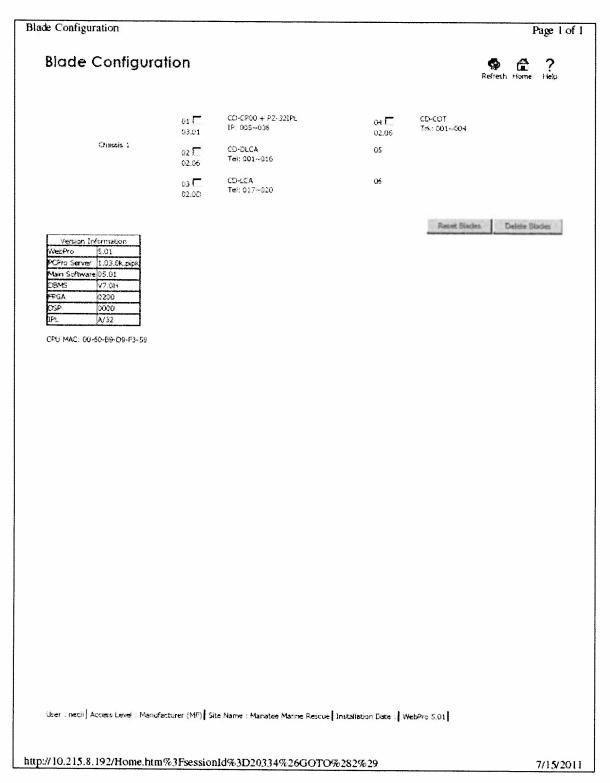
O	Cabinet, Slot, Card, Port Information	CInformation	3	Cabinet.Slot. Card. Port Information	Information
	# WId	00		# MIM	01
Slot #	Card Type	SP#/Rev	Slot #	Card Type	SP#/Rev
00			8		-
01	PA PWSS-B		01	PA PW55-B	
02			05		
03			03		
8	41LTC	0330 V.05	8	16ELCJ B	3514 V.07
9	16ELCJ B	3514 V.07	90	16ELCJ B	3514 V.07
8	16ELCJ 8	3514 V.07	90	16ELCJ B	3514 V.07
02	16ELCJ B	3514 V.07	02	16ELCJB	3887 V.01
80	16ELCJ B	3514 V.07	80	16LCBW	3390 V.05
60	16LCBW	3390 V.05	60	16LCBW	3390 V.05
10	16LCBW	3390 V.05	10	16LCBW	3390 V.05
11	16LCBW	3390 V.05	11	16LCBW	3390 V.05
12	16LCBW	3390 V.05	12		
13	SPH-SW10 TSW-UA		13	PH-PC36	
14			14		
15	16LCBW	3390 V.05	15	8RSTM	3234 V.08
16	16LCBW	3390 V.05	16	16ELCJ B	3935 V.02
17	16ELCJ B	3514 V.07	17	16ELCJ B	3935 V.02
18	CFTB	0457 V.03	18	16ELCJ B	3419 V.01
19			19	4DATB	0882 V.03
20	32IPLB	3622 V.02	20	8RSTM	3234 V.08
П	16COTBE	3713 V.01	21	32IPDA	3835 V.06
22	24CCTA	3010 V.17	22	24PRTB A	3029 V.12
	CS33	3281 V.08	23	CS33	3281 V.08

PIM Location Key NOTE: 16 PIMS MAX WITH This form.

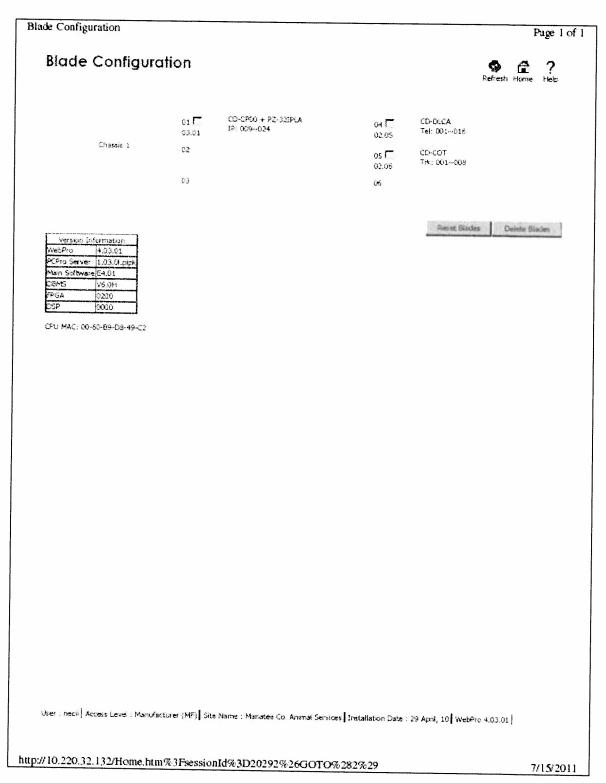


CORRECTIONS (ID 8)- PAGE 1 OF 1

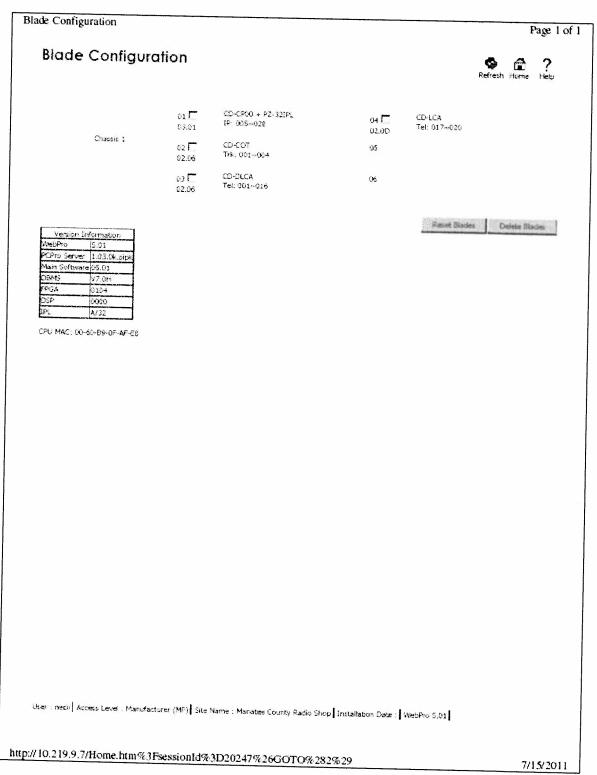
Ü	Cabinet, Slot, Card, Port Information	rtInformation	3	Cabinet, Slot, Card, Port Information	Information	Ľ	Cabinet Slot Card Bort Information	Information
	PIM #	00		# WId	01	_	PIM #	02
Slot #	Card Type	SP#/Rev	Slot #	Card Type	SP#/Rev	tolo	Card Type	CD#/Rav
00			8		L	8		
01	PA PWS4-A		10	PA PWSS-A		0	PA PWSS-A	I
02			05			60		I
03	PA PW53-A		03	PA PW54-A		03	PA PWS4-A	I
8			8	16ELCH	3124 V.09	ğ	16LCBE	0785 V 07
05	16ЕСН	3124 V.09	90	16ELCH	3124 V.09	90		3251 V.10
90	16ELCH	3124 V.09	90	16ELCH	3124 V.09	98	4TLTC	0007 V 10
07	16ELCH	3124 V.09	07	16ELCH	3124 V.09	0.7		2000
80	16ELCH	0785 V.06	80	16LCBE	0785 V.06	80		I
60			60	16LCB3	3251 V.10	90		
10	8RST J	0455 V.12	10	BRST J	0455 V.15	10	BRST M	3234 V DR
11			11	16LCBE	0785 V.06	=		2000
12			12	16LCBE	0785 V.06	12		
13	SPH-SW10 TSW-UA		13	PH-PC36		2	PH-PC36	I
14	SPH-SW10 TSW-UA		14	PH-PC36		14	PH-PC36	I
15	16COTB E	3713 V.01	15			15		I
16	16LCBJ	3001 V.06	16	16LCBE	0785 V.06	16		
			17	16LCB3	3001 V.06	17	16ELCH	3124 V.09
18	16LCBJ	3102 V.02	18	16LCB3	3001 V.06	18	16ELC3	3795 V 10
	16LCB3	3001 V.06	19	16LCBJ	3001 V.06	19		25.5
20	16LCBJ	3001 V.06	20			20		I
21	24CCTA	3010 V.05	21	16LCBE	0785 V.06	21	32IPDA	3835 V 08
22			22			22		2000
23			23			23		



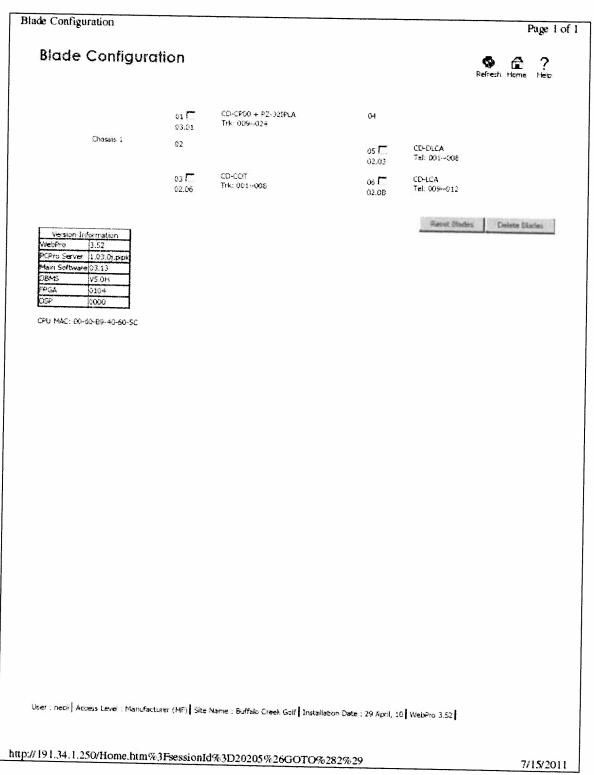
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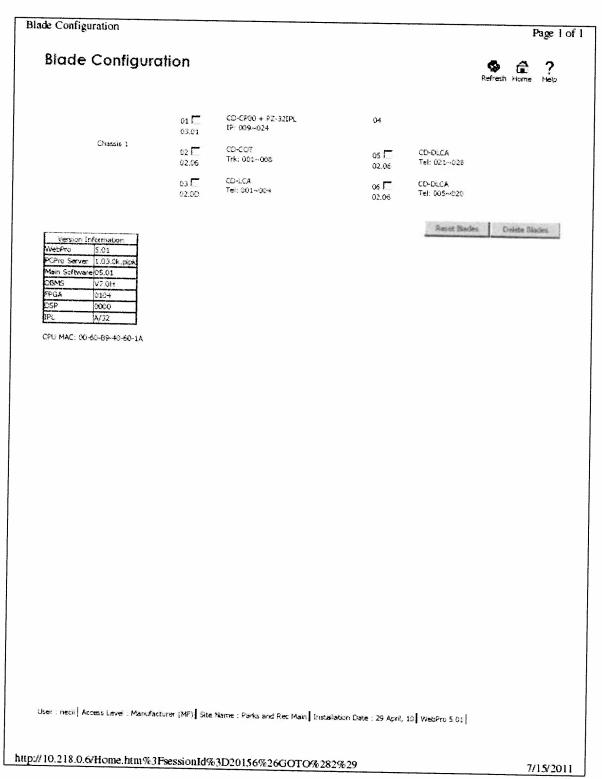
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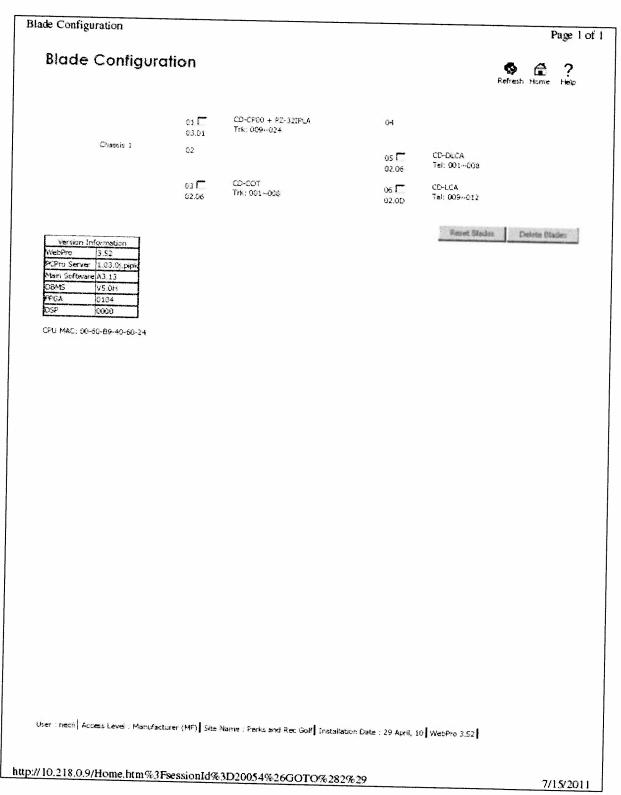
RADIO SHOP (ID 25)



BUFFALO CREEK GC (ID 21)



PARKS MAINTENANCE (ID 24)



MANATEE GOLF (ID 22)