

**Proposal for Services
Voice Over Internet Protocol System Maintenance Contract Services**

Must be received by 10:00 a.m. on June 8, 2018

Services to be provided at various locations. Please see below for all locations. For site access please contact the procurement office at 847-223-1170 Ext. 2660.

The Housing Authority of the County of Lake, IL (LCHA) is requesting proposals from qualified and experienced firms and/or individuals capable and ready to enter into a **Telephone Equipment and System Maintenance Contract** to ensure timely responsive services at LCHA's Complexes as listed below:

Shiloh Tower, 1525 27th St., Zion, Illinois 60099

Beach Haven Towers, 730 Golfview Dr., Round Lake Beach, Illinois 60073

John Kuester Manor, 310 Osage, Wauconda, Illinois 60084

Hawley Manor, 22/42 Hawley, Grayslake, Illinois 60030

Orchard Manor, 465 Orchard, Antioch, Illinois 60002

Millview Manor, 801 Cunningham, Antioch, Illinois 60002

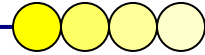
Warren Manor, 34425 N. Almond Rd, Gurnee, Illinois 60031

LCHA Main Office 33928 N US Hwy 45, Grayslake 60030

*Midlothian Manor 22843 N. Lakewood Ln. Lake Zurich, IL 60047 (future possibility)

*Each Site above contains the following equipment at a minimum except for Midlothian Manor Site equipment may vary at Shiloh, and LCHA Main Office, and Beach Haven Tower. Contractor to verify equipment prior to submitting bid proposal.

- 50005804 Mitel Telephones Model 5330 IP Phone (Backlit) with 5425 Line Interface Module
- 1505609 Cisco 881W Wireless router - 4-port switch - 802.11b/g/n
- SRW208P Cisco 8-port 10/100 Ethernet Switch - WebView/PoE
- 8400234 Mitel 5000Lic IP Gateway Trunk
- 9015180 Mitel SIP Gateway - 4pt



- 911 module at each site
- Cable runs, drops and cable raceways
- Licensing parts and connections as applicable

***Contractor Responsibility to verify the above sites and equipment. Proposals are to be submitted based on LCHA's current equipment at each location. Failure to verify equipment may result in bid being rejected.**

Scope of Services:

The Lake County Housing Authority seeks a company to provide VOIP contract maintenance services to LCHA's existing equipment at the complexes listed above from June 11, 2018 to April 30, 2019 with LCHAs option to renew services for up to four (4) one year additional terms. LCHA will require the selected vendor to provide the VOIP contract services set forth below and furnish all equipment, personnel, and other materials necessary to provide such VOIP contract maintenance services.

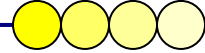
Maintenance services include but are not limited to VOIP maintenance contract for as needed programming, inspection, testing and adjustment along with repair or emergency work. Labor and equipment costs must be included to maintain proper operation for each new and existing property as listed above. Includes, all cisco wireless routers, controllers, and phones. Also contractor must coordinate all as needed Comcast new line services and provide any recommendations that will benefit the current VOIP system as needed. Contractor to provide full programming for the gear and tie to network any recordings as needed. LCHA requires invoicing to be listed by property and copies of service ticket to be submitted with the invoice.

All Pricing to be broken down by site (if applicable).

- Annual contract pricing for base services.
- All holidays that will be billed at a higher rate and the hourly rate associated with the holiday.
- Any required service, testing or inspection items as determined by local/county code or manufacturer specifications.



Lake County Housing Authority
33928 North U.S. Highway 45
Grayslake, IL 60030



- Any additional charges for special request VOIP contract projects and response time for special requests with hourly and material rates for all equipment and products anticipated to be used.

Respondents:

Respondents to this solicitation must have documented experience in VOIP contracting with agencies such as the Housing Authority of the County of Lake, IL and working in and around tenant occupied complexes.

It is important to note these are occupied buildings and all reasonable efforts must be utilized to maintain proper working conditions. Contractor will immediately alert LCHA if property is damaged or vandalized in any way that is an immediate threat to public safety. To all practical extent, LCHA wishes to maintain safe and accessible communities for LCHA, its residents, employees, and guests. This includes a safe means of entry to, exit from, and movement within the communities. The selected vendor will be contracted to a “hold harmless” clause and will provide recordkeeping including (but not limited to) location information, date and time, names and jobs of personnel doing the work and any incident reports.

Total \$ _____

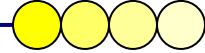
Contractor _____

Address _____

E-mail _____

Phone _____

1. Primary Contacts/Notice Addresses
Lake County Housing Authority
Kent Britton
33928 N. US Highway 45
Grayslake, Illinois 60030
Phone: 847-223-1170 x 2660



2. Terms

All quotes must be submitted on letterhead that shows total pricing with a breakout by site location (if applicable). Please list any add-in item quotes on a separate line.

All work is to be done during normal business hours of Monday-Friday
8am to 4pm.

All work to be done up to code.

- Pursuant to Section 15 of the Substance Abuse Prevention on Public Works Projects Act, 820 ILCS 265/1 *et seq.*, a copy of the Contractor's written substance abuse prevention program must be submitted prior to the commencement of the Work
- If subcontractors are to be used they must be listed on the bid form. The general contractor or prime contractor must complete at least 12% of the project by himself or his employees. The job may not be subcontracted more than 88%. If subcontractors are used each subcontractor must submit proof to demonstrate the subcontract relationship (contract, incorporation papers, etc) and a Certificate of Insurance is required covering general and automotive liability, and workers compensation for the subcontractor and employees.
 - a. The subcontractor shall follow the same wage requirements as above for employees.
 - b. If subcontractors hire other subcontractors, all requirements apply.

All work to be done in a workmanlike manner
\$100 daily fines for late work start dates or contract surpassing contract timeframe.

4 The key

Please contact primary contact.

5 Total