



THE CITY OF
EDINBURG
REQUEST FOR PROPOSALS

The City of Edinburg is soliciting sealed Request for Proposals; hereinafter referred to as RFP, to be received by the City Secretary's Office located at 415 W. University Drive, Edinburg, Texas 78541. City of Edinburg normal business days are Monday through Friday between the hours of 8:00 a.m. to 5:00 p.m. and shall be closed on recognized holidays.

RFP'S will be received until **3:00 p.m. Central Time**, on **Monday, March 03, 2014**, shortly thereafter all submitted RFP'S will be gathered and taken to the Edinburg City Hall Community Room, 1st Floor, to be publicly opened and read aloud. Any RFP received after the closing time will not be accepted and will be returned to the submitter unopened. It is the responsibility of the submitter to see that any RFP submitted shall have sufficient time to be received by the City Secretary's Office prior to the RFP opening date and time. The receiving time in the City Secretary's Office will be the governing time for acceptability of the RFP's. RFP's will not be accepted by telephone or facsimile machine. All RFP'S must bear original signatures and figures. The RFP shall be for:

RFP No. 2014-010
PURCHASE OF UNIFIED COMMUNICATIONS SOLUTIONS

If you have any questions or require additional information regarding this RFP, please contact Mr. Leo Gonzalez, Jr., Information Technology Officer, at (956) 388-8201.

Hand Delivered RFP'S:

415 W. University Drive
C/o City Secretary Department (1st Floor)

If using Land Courier (i.e.FedEx, UPS):

City of Edinburg
C/o City Secretary
415 W. University Drive
Edinburg, Texas 78541

If Mailing Proposals:

City of Edinburg
C/o City Secretary
P.O. Box 1079
Edinburg, Texas 78540-1079

The City of Edinburg reserves the right to refuse and reject any or all RFP's and to waive any or all formalities or technicalities and to accept the RFP deemed most advantageous to the City, and hold the RFP's for a period of **60** days without taking action.

RFP's must be submitted in an envelope sealed with tape and prominently marked on the lower left hand corner of the envelope with corresponding RFP number and title.

Please read your requirements thoroughly and be sure that the RFP offered complies with all requirements/specifications noted. Any variation from the solicitation requirements/specifications



must be clearly indicated by letter, on a point by point basis, attached to and made a part of your RFP. If no exceptions are noted, and you are the successful respondent, it will be required that the service(s) be provided as specified.

PURPOSE

(1) The purpose of these solicitation documents is to execute a Professional Services Contract for:

PURCHASE OF UNIFIED COMMUNICATIONS SOLUTIONS

INTENT

(2) The services to be provided under this RFP shall be in accordance with and shall meet all specifications and/or requirements as shown in this solicitation for RFP. There is no intention to disqualify any respondent who can meet the requirements.

SUBMITTAL OF RFP

(3) RFPs shall be submitted in sealed envelopes as called referenced on the attached solicitation. Four (4) complete sets of the response One (1) original marked "**ORIGINAL**," and three (3) copies marked "**COPY**". RFPs submitted by facsimile (fax) or electronically shall **NOT** be accepted. Submittal of an RFP in response to this solicitation constitutes an offer by the respondent. Once submitted, RFP's become the property of the City of Edinburg and as such the City reserves the right to use any ideas contained in any RFP regardless of whether that respondent/firm is selected. Submission of a RFP in response to this solicitation, by any respondent, shall indicate that the respondent(s) has/have accepted the conditions contained in the RFP, unless clearly and specifically noted in the RFP submitted and confirmed in the contract between the City and the successful respondent otherwise. RFPs which do not comply with these requirements may be rejected at the option of the City. RFPs must be filed with the City of Edinburg before the deadline day and hour. No late RFPs will be accepted. They will be returned to respondent unopened (if properly identified). Failure to meet RFP requirements may be grounds for disqualification.

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TIME ALLOWED FOR ACTION TAKEN

(4) The City of Edinburg may hold RFP/s 60 days after deadline without taking action. Respondents are required to hold their RFP/s firm for same period of time.

RIGHT TO REJECT/AWARD

(5) The City of Edinburg reserves the right to reject any or all RFPs, to waive any or all formalities

or technicalities, and to make such awards of contract as may be deemed to be the best and most advantageous to the City of Edinburg.

ASSIGNMENT

(6) Respondents are advised that the City of Edinburg shall not allow the successful respondent to sell, assign, transfer, or convey any part of any contract resulting from this RFP in whole or in part, to a third party without the written approval of the City of Edinburg.

AWARD

(7) Respondents are advised that the City of Edinburg is soliciting RFPs and award shall be made to the respondent that in the opinion of the City of Edinburg is the best qualified.

NUMBER OF CONTRACTS

(8) THE CITY reserves the right to award one, more than one, or no contract(s) in response to this RFP.

STATUTORY REQUIREMENTS

(9) It shall be the responsibility of the successful respondent to comply with all applicable State & Federal laws, Executive Orders and Municipal Ordinances, and the Rules and Regulations of all authorities having jurisdiction over the work to be performed hereunder and such shall apply to the contract throughout, and that they will be deemed to be included in the contract as though written out in full in the contract documents.

ALTERATIONS/AMENDMENTS TO RFP

(10) RFP **CANNOT** be altered or amended after opening time. Alterations made before opening time must be initialed by respondent guaranteeing authenticity. No RFP may be withdrawn after opening time without acceptable reason in writing and only after approval by the City of Edinburg.

NO RESPONSE TO RFP

(11) If unable to submit a RFP, respondent should return inquiry giving reasons.

LIST OF EXCEPTIONS

(12) The respondent shall attach to his/her RFP a list of any exceptions to the specifications/requirements.

PAYMENT

(13) The City of Edinburg will execute payment by mail in accordance with the State of Texas Pay Law after SERVICES have been completed, introduced to the City, and found to meet City of Edinburg specifications/requirements. No other method of payment will be considered.

SYNONYM

(14) Where in this solicitation package SERVICES is used, its meaning shall refer to the request for PURCHASE OF UNIFIED COMMUNICATIONS SOLUTIONS as specified.

RESPONDENT'S EMPLOYEES

(15) Neither the Respondent nor his/her employees engaged in fulfilling the terms and conditions of this Service Contract shall be considered employees of the City. The method and manner of performance of such undertakings shall be under the exclusive control of the vendor on contract.

The City shall have the right of inspection of said undertakings at any time.

INDEMNIFICATION CLAUSE

(16) The Respondent agrees to indemnify and save harmless the City, from all suits and actions of every nature and description brought against them or any of them, for or on account of the use of patented appliances, products or processes, and he shall pay all royalties and charges which are legal and equitable. Evidence of such payment or satisfaction shall be submitted upon request of the Purchasing Agent, as a necessary requirement in connection with the final estimate for payment in which such patented appliance, products or processes are used

INTERPRETATIONS

(17) Any questions concerning the project and/or specifications/requirements with regards to this solicitation for statement(s) of qualifications shall be directed to the designated individuals as outlined in the RFP. Such interpretations, which may affect the eventual outcome of this request for statements of qualifications, shall be furnished in writing to all prospective Respondents via Addendum. No interpretation shall be considered binding unless provided in writing by the City of Edinburg in accordance with paragraph entitled "Addenda and Modifications".

VERBAL THREATS

(18) Any threats made to any employee of the City, be it verbal or written, to discontinue the providing of item/material/services for whatever reason and/or reasons shall be considered a breach of contract and the City will immediately sever the contract with the Respondent/Consultant on contract.

CONFIDENTIAL INFORMATION

(19) Any information deemed to be confidential by the respondent should be clearly noted on the pages where confidential information is contained; however, the City cannot guarantee that it will not be compelled to disclose all or part of any public record under Texas Public Information Act, since information deemed to be confidential by the respondent may not be considered confidential under Texas Law, or pursuant to a Court order.

PAST PERFORMANCE

(20) Respondent's past performance shall be taken into consideration in the evaluation of RFP submittal.

JURISDICTION

(21) Contract(s) executed as part of this solicitation shall be subject to and governed under the laws of the State of Texas. Any and all obligations and payments are due and performable and payable in Hidalgo County, Texas.

RIGHT TO AUDIT

(22) The City of Edinburg reserves the right to audit the vendor's books and records relating to the performance of this contract. The City of Edinburg, at its own expense, shall have the right at all reasonable times during normal business hours and upon at least twenty-four (24) hours' advance notice, to audit, to examine, and to make copies of or extracts from the books of account and records maintained by the vendor(s) with respect to the Supply/Service and/or Purchase Contract. If such audit shall disclose overpayment by City to vendor, written notice of such overpayment shall be provided to the vendor and the amount of overpayment shall be promptly reimbursed by vendor to the City. In the event any such overpayment is not paid within ten (10) business days after

receipt of such notice, the unpaid amount of such overpayment shall bear interest at the rate of one percent (1%) per month from the date of such notice until paid.

VENUE

(23) The parties agree that venue for purposes of any and all lawsuits, cause of action, arbitration, and/or any other dispute(s) shall be in Hidalgo County, Texas.

CONFLICT OF INTEREST

(24) CHAPTER 176 OF THE TEXAS LOCAL GOVERNMENT CODE Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that any vendor or person considering doing business with a local government entity disclose in the Questionnaire Form CIQ, the vendor or person's affiliation or business relationship that might cause a conflict of interest with a local government entity. By law, this questionnaire must be filed with the records administrator of the City of Edinburg not later than the 7th business day after the date the person becomes aware of facts that require the statement be filed. See Section 176.006, Local Government Code. A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor. For more information or to obtain Questionnaire CIQ visit the Texas Ethics Commission web page at www.ethics.state.tx.us/forms/CIQ.pdf.

IF YOU HAVE ANY QUESTIONS ABOUT COMPLIANCE, PLEASE CONSULT YOUR OWN LEGAL COUNSEL. COMPLIANCE IS THE INDIVIDUAL RESPONSIBILITY OF EACH PERSON OR AGENT OF A PERSON WHO IS SUBJECT TO THE FILING REQUIREMENT. AN OFFENSE UNDER CHAPTER 176 IS A CLASS "C" MISDEMEANOR.

CONFIDENTIALITY OF INFORMATION AND SECURITY

(25) Should the successful respondent become the holder of and have access to confidential information in the process of fulfilling its responsibilities in connection with an awarded contract the successful respondent agrees that it shall keep such information confidential and will comply fully with the laws and regulations of the State of Texas, ordinances and regulations of the City, and any applicable federal laws and regulations relating to confidentiality.

TERMINATION OF CONTRACT

(26) The City of Edinburg reserves the right to terminate the contract if, in the opinion of the City of Edinburg, the successful vendor's performance is not acceptable, no funds are available, or if the City wishes, without cause, to discontinue this contract. Termination will be in written form allowing a 30-day notice.

RESPONSE DEADLINE

(27) Responses to the RFP must be addressed to City Secretary, City of Edinburg, 415 W. University Drive by **Monday, March 03, 2014 until 3:00 p.m.** for consideration. An original and three (3) complete sets of the response must be submitted no later than this date and time in a **sealed envelope** indicating that its contents are in response to the RFP for **"PURCHASE OF UNIFIED COMMUNICATIONS SOLUTIONS"**. Respondents are advised that all confidential records must be submitted in a separate sealed envelope and marked accordingly.

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ADDENDA AND MODIFICATIONS

(28) Any changes, additions, or clarifications to the RFP are made by amendments (addenda). Any respondent in doubt as to the true meaning of any part of the RFP or other documents may request an interpretation from the Purchasing Division. At the request of the respondent, or in the event the Purchasing Division deems the interpretation to be substantive, the interpretation will be made by written addendum. Said Addenda shall be mailed, e-mailed, hand delivered and/or faxed, to all prospective respondents. All Addenda issued in respect to this RFP shall be considered official changes to the original documents. Verbal statements in response to inquiries and/or requests for explanations shall not be authoritative or binding. It shall be the respondent's responsibility to ensure that they have received all Addenda in respect to this project. Furthermore, respondents are advised that they must recognize, comply with, and attach a signed copy of each Addendum which shall be made part of their RFP Submittal. Respondent(s) signature on Addenda shall be interpreted as the respondent's "recognition and compliance to" official changes as outlined by the City of Edinburg and as such are made part of the original solicitation documents. Failure of any respondent to receive any such addendum or interpretation shall not relieve such respondent from its terms and requirements. The City may issue a written addendum no later than five calendar days prior to the date bids must be received. Addendums are available online at www.cityofedinburg.com.

RFP PREPARATION COSTS

(29) The City of Edinburg shall not be held liable for any costs incurred by any respondent for work performed in the preparation of and production of a RFP or for any work performed prior to execution of contract.

EQUAL EMPLOYMENT OPPORTUNITY

(30) Respondent agrees that they will not discriminate in hiring, promotion, treatment, or other terms and conditions of employment based on race, sex, national origin, age, disability, or in any way violate Title VII of 1964 Civil Rights Act and amendments, except as permitted by said laws.

AUTHORIZATION TO BIND RESPONDENT TO RFP

(31) RFPs MUST give full firm name and address of respondent, and be manually signed. Failure to do so will disqualify your RFP. Person signing bid must show title or AUTHORITY TO BIND HIS/HER FIRM IN A CONTRACT. Firm name and authorized signature must appear on each page that calls for this information. The legal status of the Respondent whether corporation, partnership, or individual, shall also be stated in the RFP. A corporation shall execute the RFP by its duly authorized officers in accordance with its corporate by-laws and shall also list the state in which it is incorporated. A partnership Respondent shall give full names and addresses of all partners. All partners shall execute the RFP. Partnership and Individual Respondent shall state in the proposal the names and addresses of all persons with a vested interest therein. The place of residence of each Respondent, or the office address in the case of a firm or company, with county and state

and telephone number, shall be given after the signature.

Confidential Information Respondents are advised that all confidential records must be submitted in a separate sealed envelope and marked accordingly.

SECTION II **RFP REQUIREMENTS**

PURPOSE: The intent of this Request for Proposal and resulting contract is to obtain proposals from and the services of a qualified professional company to install and program a UNIFIED COMMUNICATIONS SOLUTION FOR CITY HALL AND POLICE DEPARTMENT. The project includes upgrading and expanding the City Hall current Cisco UC solution and replacing the current Nortel solution at the Edinburg Police Department.

REQUEST FOR PROPOSALS: The required contents and limitations for the preparation of the RFP are described in this section. Failure to provide the requested information or adhere to any of The CITY limitations will result in disqualification of the submitted RFP. A total of **one (1) original and three (3) copies** of the RFP shall be submitted to the address on the cover letter. Letter of Intent from Surety Company to provide Payment and Performance Bonds shall also be required from the proposer as part of RFP.

SUBMITTAL: For proper comparison and evaluation, THE CITY requests that proposals address, at a minimum, the following format.

- 1) **Cover Letter** - A brief introductory letter of representation.
- 2) **Executive Summary** - A brief summary highlighting the most important points of the proposal. If used, the Summary should not exceed five pages.
- 3) **Degree of Compliance** - A statement that all products and services quoted in proposal is in full accord with the specifications or a brief listing of all those specification sections to which the Proposer takes exception. All explanations, exceptions, comments, etc., pertaining to the specific sections of the specifications shall be listed and numbered in order of the respective article of the specification.

CONTENTS: The required contents for the RFP are presented below in the order they should be incorporated into the submitted document.

- 1) **UNDERSTANDING OF THE PROJECT:** This section should demonstrate the submitter's understanding of the project's needs, the work required, and any local issues or concerns. This description should be concise, candid, and limited to 3 pages in length.
- 2) **FIRM QUALIFICATIONS, PERSONNEL AND STAFFING:** The CITY is seeking a contract with a competent firm(s); with a minimum of 5 years experience of installation of a UNIFIED COMMUNICATIONS SOLUTION for municipalities or organizations of the same size and specifications.

a) Qualifications:

- i) List Firm's qualifications and ability to perform the service requirements listed in the scope of work.
- ii) List qualifications of key personnel to be assigned to this project, including but not limited to education, training, registrations, certifications and licenses.
- iii) Describe UNIFIED COMMUNICATIONS SOLUTION, including total number of employees (professional, technicians, and administrative.), number and location of offices, number and types of equipment to support this project. Describe any special equipment or facilities available to perform the requested work. Identify any tasks outlined in the RFP that would be subcontracted.

b) Experience:

- i) Provide the following information for UNIFIED COMMUNICATIONS SOLUTION (Including but not limited to outsource lab and technical firms, if any portion of the work is to be conducted by an outsource please provide Quality Assurance documentation, The CITY reserves the right to accept or reject outsource firms based on qualifications and past performance.)
- ii) Number of years of experience installing UNIFIED COMMUNICATIONS SOLUTION.
- iii) Relevant experience with projects of similar size and scope performed over the past five (5) years. For each project listed, include scope of services performed, date services provided and name, titles, and telephone numbers of each client or client's representative.
- iv) Specific experience with public entity clients, especially large municipalities. If company submitting proposal for UNIFIED COMMUNICATIONS SOLUTION has provided services to the CITY in the past, identify the name of the project and the department for which services were provided.
- v) If company submitting proposal for UNIFIED COMMUNICATIONS SOLUTION is submitting as a team or joint venture, provide the same information for each member of the team or joint venture.
- vi) Provide the following information for key personnel to be assigned to this project:
 - (1) Total years experience.
 - (2) Primary work assignment for the projects outlined in this RFP.
 - (3) Relevant experience with projects of similar size and scope.

c) Previous Project Performance:

- i) Provide evidence of satisfactory performance on past projects
- ii) List past assignments over the past five (5) years

- iii) Provide copies of outstanding service letters, letters of commendation, service awards, etc.
- iv) Provide five recent references who may be contacted for UNIFIED COMMUNICATIONS SOLUTION performance of similar services. For each reference, provide a current phone number and e-mail address. References may not be present or former CITY employees.

d) Quality of Service:

- i) Company submitting proposal for UNIFIED COMMUNICATIONS SOLUTION – Availability: Identify any concurrent or near future commitment that would impede the firm’s ability to perform this contract
 - ii) Describe company submitting proposal for UNIFIED COMMUNICATIONS SOLUTION policies, procedures and plans to ensure quality services (continuing education, on-going training, internal quality practices, etc.)
 - iii) If company submitting proposal for UNIFIED COMMUNICATIONS SOLUTION has ever had a contract terminated or has been dismissed due to alleged unsatisfactory performance, state when, where and why the contract was terminated and/or Security Consultant dismissed, the client's name, and the contact person’s phone number.
- 3) **Proposal Pricing/Delivery** - Pricing shall be inclusive for all items requested in this proposal. Brief notes referencing specific line items may be included, if necessary, for explanation. Proposal shall state all labor, materials and equipment necessary to complete the project.
- 4) **Contractor Background Information** - This section should include a description of the Proposer experience with other services similar to the one described herein. This information should include scope of several similar jobs including magnitude and cost, customer contacts and other information that THE CITY can use as a basis for performance evaluation. This section should also include information on your organization and staff assigned to the project.
- 5) **References** - Proposer shall submit with this proposal a list of at least three (3) references where like services or similar projects have been performed by their firm. Include name of firm, address, telephone number and name of representative.

SECTION III

SCOPE OF SERVICES

Summary

This RFP is to solicit proposals from vendors who can provide the required UNIFIED COMMUNICATIONS SOLUTION FOR CITY HALL AND POLICE DEPARTMENT. The project includes upgrading and expanding the City Hall current Cisco UC solution and replacing the current Nortel solution at the Edinburg Police Department. The City of Edinburg's City Hall current Cisco UC solution will be upgraded and expanded to include the Edinburg Police Department plus all current locations part of the City Hall's current Cisco UC system. Current locations include Fire Department, Solid Waste Management, Boys and Girls Club, Service Center and Water Plant. The City of Edinburg Dustin Sekula Memorial Library Cisco UC system will also be incorporated into the project. UNIFIED COMMUNICATIONS SOLUTION proposed must meet the requirements as indicated in the specifications list in Appendix A.

Project Goals/Objectives

The City of Edinburg Police Department is currently using a legacy PBX solution that has reached "End of Life" status and no longer meets the needs of the department. The support maintenance and parts required to support the current solution have become expensive and difficult to locate.

The City of Edinburg currently leverages Cisco Communications Manager Business Edition 6000(BE6K) for call control and voicemail functionality. This solution is currently at Rev 6.1 and would be upgraded to 9.1 and virtualized on a Cisco Unified Computer System (UCS) server for the recommended solution.

The Police Department will deploy an additional UCS server that will support high availability for the Communications Manager (CUCM) "call control" and Unity Connections (UCxN) "voicemail" applications. The City of Edinburg will also add Cisco Unified Presence Server (CUPS) for IM/Presence capabilities as well as jabber mobile voice for desk-phone access from mobile devices through their Cisco Unified Workspace (CUWL) licensing. The services and features that they currently leverage, plus these new features, will be configured for the new location to provide a more transparent move for the end-users. The police department currently has 110 users that will require phone access (either a hard IP Phone, or a Jabber soft phone). There are 90 users at this location that will require voicemail only.

The City of Edinburg will also look to leverage the Cisco paging server that is included in the upgraded communications solution. This solution comes with paging for up to 50 IP Phones.

The police department will require a new Cisco voice gateway that will allow PSTN access via a T1/PRI connection for off-net dialing. The other Cisco voice gateways that are in place for the City of Edinburg will be reviewed and modified as needed to support the new users and the upgraded Unified Communications solution.

The requirements of this RFP include: Phone System Hardware; Software; Warranty; Vendor Service Installation; Manufacture Support Service and Guarantee.

Proposers will be required to schedule a meeting with the Information Technology Officer to discuss the UNIFIED COMMUNICATIONS SOLUTION needed in order to upgrade and expand the CITY's current Cisco UC solution and replace the current Nortel solution at the Edinburg Police Department prior to submitting proposal. The meeting is **REQUIRED** in order for the proposer to have an understanding of the CITY'S UNIFIED COMMUNICATIONS SOLUTION. To schedule a meeting, contact Leo Gonzales Jr. Information Technology Officer at 956-388-8201.

The Proposer shall provide a proposal for new Cisco UNIFIED COMMUNICATIONS SOLUTION or Comparable Equivalent to as listed in Appendix A.

SECTION IV SELECTION AND SCHEDULES

SELECTION PROCEDURES: The RFP shall be submitted according to the schedule below. The respondent should be able to submit a Cost Proposal on short notice at a later time.

PROPOSAL RANKING: A selection committee will evaluate and rank the written RFPs on a per project basis. After the RFPs have been ranked, the committee will make a recommendation to the CITY Council.

NEGOTIATING PROCESS: If negotiations prove unsuccessful, the next highest ranked firm will be contacted. The CITY reserves the right to reject any and all RFPs.

RFP SUBMITTED TO: An original and three (3) copies of RFPs should be submitted to:

City of Edinburg
c/o City Secretary
415 West University
P.O. Box 1079
Edinburg, Texas 78541

RFPs must be submitted by **no later than** 3:00 p.m. on Monday, March 03, 2014.

SECTION V
GENERAL CONTRACT TERMS AND CONDITIONS

CONTRACT

This proposal, submitted documents, and any negotiations, when properly accepted by THE CITY, shall constitute a contract equally binding between the successful Proposer and THE CITY. No different or additional terms will become a part of this contract with the exception of a Change Order that is not to exceed 25% of the original proposal. If change order exceeds 25% of the original proposal, THE CITY obtains the right to cancel contract.

The award of the contract shall be made to the responsible Proposer whose proposal is determined to be the best evaluated offer resulting from negotiations, taking into consideration the relative importance of price and other factors set forth in the Request for Proposals in accordance with the Texas Local Government Code, Chapter 262.

Negotiations may be conducted with responsible bidders who submit proposals determined to be reasonably susceptible of being selected for award. All bidders will be accorded fair and equal treatment with respect to any opportunity for negotiation and revision of proposals. Revisions to proposals may be permitted after submission and before award for the purpose of obtaining best and final offers.

CONFLICT OF INTEREST

No public official shall have any interest in this contract, except as permitted by and subject to the disclosure requirements of Vernon's Texas Codes Annotated, Local Government Code, Title 5, Subtitled C, Chapter 171.

CONFIDENTIALITY

All information disclosed by the CITY to successful Proposer for the purpose of the work to be done or information that comes to the attention of the successful Proposer during the course of performing such work is to be kept strictly confidential.

ADDENDA

Any interpretations, corrections or changes to this RFP will be made by addenda. Sole issuing authority of addenda shall be vested in THE CITY Purchasing. Addenda will be mailed to all who are known to have received a copy of this Request for Proposal. Proposers shall acknowledge receipt of all addenda.

CHANGE ORDERS

No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract. All change orders to the contract will be made in writing by THE CITY purchasing staff.

ASSIGNMENT

The successful Proposer shall not sell, assign, transfer or convey any contract resulting from this RFP, in whole or in part, without the prior written consent of THE CITY Council.

VENUE

This agreement will be governed and construed according to the laws of the State of Texas. This agreement is performable in Edinburg, Texas.

SUBMITTAL OF CONFIDENTIAL MATERIAL

Any material that is to be considered as confidential in nature must be clearly marked as such by the Proposer and will be treated as confidential by THE CITY.

MINIMUM STANDARDS FOR RESPONSIBLE PROSPECTIVE PROPOSERS

A prospective Proposer must meet the following requirements:

- 1) A prospective Proposer must affirmatively demonstrate their responsibility.
- 2) Have adequate financial resources, or the ability to obtain such resources as required;
- 3) Be able to comply with the required or proposed delivery schedule;
- 4) Have a satisfactory record of performance;
- 5) Have a satisfactory record of integrity and ethics;
- 6) Be otherwise qualified and eligible to receive an award;
- 7) THE CITY may request representation and other information sufficient to determine Proposer's ability to meet these minimum standards listed above.

SUCCESSFUL PROPOSER SHALL

Successful Proposer shall defend, indemnify and save harmless the CITY and all its officers, agents and employees from all suits, actions, or other claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of any negligent act or fault of the successful Proposer, or of any agent, employee, subcontractor or supplier in the execution of, or performance under, any contract which may result from proposal award. Successful Proposer shall pay any judgment with cost which may be obtained against THE CITY growing out of such injury or damages.

PROPOSALS/PROPOSERS MUST COMPLY WITH:

All federal, state, county and local laws governing or covering this type of service.

TERMINATION OF CONTRACT

1. This contract shall remain in effect until completion and acceptance of services or default. THE CITY reserves the right to terminate the contract immediately in the event the successful Proposer fails to:
 - a) Meet delivery or completion schedules, or
 - b) Otherwise perform in accordance with the accepted proposal.
2. Breach of contract or default authorizes the CITY to award to another Proposer, purchase elsewhere and charge the full increase cost to the defaulting Proposer.

PURCHASE ORDER

A purchase order(s) shall be generated by THE CITY to the successful Proposer.

INVOICES

The invoices shall show:

1. Name and address of successful Proposer;
2. Detailed breakdown of all charges for the services or products delivered stating any applicable period of time;
3. THE CITY Purchase Order Number.

Invoices shall be based upon actual services rendered and actual hours of performance and/or products delivered.

PAYMENT

Payment will be made upon receipt and acceptance by the CITY of all completed services and/or products ordered and receipt of a valid invoice, in accordance with the Texas Government Code, Chapter 2251.

OWNERSHIP

All plans, prints, designs, concepts, etc., shall become the property of THE CITY.

NUMBER OF COPIES TO BE SUBMITTED: The CITY requires one (1) original submittal and three (3) copies.

**SECTION VI
FIRM AND RFP EVALUATION**

RFP – EVALUATION: The evaluation system consists of a 100 point system. The RFP will be ranked after evaluation. Only RFP's ranked in the top 15 percentile will continue to the next evaluation stage. The submittal evaluation will be based on the following criteria.

30 Proposer's itemized and total proposed price

Total estimated cost for based bid given

20 Proposer's qualifications/experience/references

Financial stability

Demonstrated prior experience in providing similar services.

Proposal's compatibility with The City's stated purpose

20 The proposed service meeting The City's needs and requirements and support.

Capability to provide responsive professional service

Capability to provide off-site support and adequate on-site supervision

Adequate training provisions

Demonstrated ability to fully meet the needs of The CITY of Edinburg

Adherence to requirements of RFP

30 UNIFIED COMMUNICATIONS SOLUTION proposed

FIRM – EVALUATION: The evaluation system consists of a 100-point system. The firms will be ranked after evaluation. Categories under the 100-point system include response to RFP. RFP submittal evaluation will be based on the following criteria.

STAFFING OF PROJECT TEAM: The firms should provide information on their proposed professional team members, i.e., applicable certifications/registrations and other pertinent information that demonstrates their qualifications to perform the contract. The professional team members shall have experience in performing similar contracts for counties, cities, irrigation districts, TX DOT or other clients as stated in the Request for Proposals (RFP). Similar experience gained through other clients should be substantiated by reference. A list and scope of the various projects for comparative purposes shall be included in an appendix.

EXPERIENCE OF PROJECT TEAM/ABILITY TO COMMIT RESOURCES: The provider shall designate experienced staff to completely and efficiently perform the work. Also, in this section, outline the firm's contingency plans for servicing the project in the event that one or more key personnel are not available for any reason during the period of performance.

METHODOLOGY: The RFP should provide a description of the firm's approach to the methodology and management to the scope of services for the project.

UNDERSTANDING OF PROJECT/SIMILAR PROJECTS: The proposal shall include the following:

1. Demonstrate an understanding of the scope of services
2. Address appropriate Federal/State/Local regulations and policies
3. Identify information to be gathered or obtained

The firms should provide as much background information as to its experience in providing similar services to State, The CITY, County or any other governmental agencies. Reference information should be as current as possible, especially contact persons and telephone numbers.

FAMILIARITY WITH APPLICABLE RULES AND REGULATIONS: The RFP should indicate, through past experience of the proposed Team, that they possess sufficient knowledge of governmental regulations, appropriate codes, guidelines, professional standards and policies (as required).

SECTION VII AWARD OF CONTRACT, RESERVATION OF RIGHTS

Number of Contracts: THE CITY reserves the right to award one, more than one or no contract(s) in response to this RFP.

Advantageous Contract: The Contract, if awarded, will be awarded to the company submitting proposal for UNIFIED COMMUNICATIONS SOLUTION whose Submittal(s) is/are deemed most

advantageous to THE CITY, in comportment with Texas Professional Services Procurement Act requirements, and as determined by the selection committee, upon approval of the CITY Council.

Final Selection and The CITY Council Approval: THE CITY may accept any Submittal in whole or in part. If subsequent negotiations are conducted, they shall not constitute a rejection or alternate RFP on the part of THE CITY. However, final selection of a company submitting proposal for UNIFIED COMMUNICATIONS SOLUTION is subject to THE CITY Council approval.

Remedy of Technical Errors: THE CITY reserves the right to accept one or more submittals or reject any or all submittals received in response to this RFP, and to waive informalities and irregularities in the submittals received. THE CITY also reserves the right to terminate this RFP, and reissue a subsequent solicitation, and/or remedy technical errors in the RFP process.

Preparation Costs: This RFP does not commit THE CITY to enter into a Contract, award any services related to this RFP, nor does it obligate THE CITY to pay any costs incurred in preparation or submission of a submittal or in anticipation of a contract.

Insurance and Indemnity: If selected, company submitting proposal for UNIFIED COMMUNICATIONS SOLUTION will be required to comply with the Insurance and Indemnity Requirements established herein.

Independent Contractor: The company submitting proposal for UNIFIED COMMUNICATIONS SOLUTION agrees and understands that, if selected, it and all persons designated by it to provide services in connection with a contract, is (are) and shall be deemed to be (an) independent contractor(s), responsible for its (their) respective acts or omissions, and that THE CITY shall in no way be responsible for company submitting proposal for UNIFIED COMMUNICATIONS SOLUTION actions, and that none of the parties hereto will have authority to bind the other or to hold out to third parties.

Purchase Orders, As Needed: Execution of a contract does not obligate The CITY to engage any delivery orders, Purchase Orders, or other commitments for services. Service delivery shall be at the City's discretion, as needed, and will be communicated to the company submitting proposal for UNIFIED COMMUNICATIONS SOLUTION through individual Purchase Orders.

ATTACHMENT I INSURANCE REQUIREMENTS

The Bidder awarded the contract shall furnish proof of insurance, which will also include any subcontractor that is subcontracted by the bidder in at least the following limits, to be in place prior to providing any services under this Contract and to continue in effect at all times during the term of this Contract:

- 1 Professional liability insurance policy with limits of at least One Million Dollars (\$1,000,000) per occurrence, or limited to claims made, include at least a five (5) year extended reporting period.

- 1 Automobile liability insurance policy with limits of at least Three Hundred Thousand Dollars (\$300,000) per person and \$500,000 per occurrence consistent with potential exposure to The CITY under the Texas Tort Claims Act. Coverage should include injury to or death of persons and property damage claims (with limits up to \$500,000) arising out of the services provided to The CITY hereunder.

- 1 Uninsured/Underinsured motorist coverage in an amount equal to the bodily injury limits set forth immediately above;

- 1 A Five Hundred Thousand Dollar (\$500,000) Comprehensive General Liability insurance policy providing additional coverage to all underlying liabilities of The CITY consistent with potential exposure of The CITY under the Texas Tort Claims Act;

- 1 Workers' compensation insurance in amounts established by Texas law, unless the Bidder is specifically exempted from the Texas Workers' Compensation Act, Texas Labor Code Chapter 401, et. Seq.

Certificates of insurance naming The CITY as an additional insured shall be submitted to The CITY for approval prior to any services being performed by Contractor. Each policy of insurance required hereunder shall extend for a period equivalent to, or longer than the term of the Contract, and any insurer hereunder shall be required to give at least thirty (30) days written notice to The CITY prior to the cancellation of any such coverage on the termination date, or otherwise. This Contract shall be automatically suspended upon the cancellation, or other termination, of any required policy of insurance hereunder, and such suspension shall continue until evidence that adequate replacement coverage is provided to The CITY. If replacement coverage is not provided within thirty (30) days following suspension of the Contract, the Contract shall automatically terminate.

**ATTACHMENT II
INSURANCE REQUIREMENT ACKNOWLEDGEMENT**

I, _____, authorized representative for _____,
Company/Vendor

Hereby acknowledge the receipt of The CITY's required insurance limits. Said requirements:

- Will be acquired within 10 working days after notification from the Department of Building Maintenance of proposal awarded by The CITY of Edinburg; (*An insurance certificate for the required insurance limits shall be provided to the Building Maintenance Superintendent in order to qualify for award of bid and to execute a contract between the Company and The CITY.)
- Will acquire additional amount needed to meet The CITY's requirements within 10 working days after notification from the Department of Building Maintenance of bid awarded by The CITY of Edinburg; currently carry the following:

Professional Liability (Errors & Omissions): \$ _____

Automobile Liability: \$ _____ General Liability: \$ _____

(* An insurance certificate for the required insurance limits shall be provided to the Building Maintenance Superintendent in order to qualify for award of bid and to execute a contract between the Company and The CITY.) OR

- Have already been met (see attached copy of insurance certificate).

Authorized Representative

Date

Notice to Bidder: Failure to provide Certificates of Insurance to the Building Maintenance Superintendent will cause the bid award to be rescinded and then awarded to next lowest bidder. Certificates of Insurance will be monitored/verified on a quarterly basis to ensure that coverage policy is in place. It is the Company's obligation to maintain the appropriate insurance coverage throughout the term of the contract.

**THIS FORM MUST ACCOMPANY BID PACKET
ATTACHMENT III
PROJECT REQUIREMENTS ACKNOWLEDGEMENT**

This is to certify that I, _____, possess all of the APPLICABLE:

1. Licenses: _____

2. Bonds: _____

3. Certificates: _____

4. Permits: _____

5. Other: _____

necessary to carry out the required project. Furthermore, I am providing copies of the required documentation, so that if my company is awarded the bid, I may be eligible to enter a contract with the CITY and proceed to complete the project in a timely manner.

* Any license, bonds, certificates, permits, etc. which are required must be presented as part of the bid packet in order to expedite the bid evaluation process. Failure to provide said documentation will result in the disqualification of your bid.

Authorized Signature

Date

Company

Address

City, State, Zip

**ATTACHMENT IV
LITIGATION DISCLOSURE FORM**

Failure to fully and truthfully disclose the information required by this Litigation Disclosure form may result in the disqualification of your submittal from consideration or termination of the contract, once awarded.

1. Have you or any member of your Firm or Team to be assigned to this engagement ever been indicted or convicted of a felony or misdemeanor greater than a Class C in the last five (5) years?

Circle One YES NO

2. Have you or any member of your Firm or Team to be assigned to this engagement ever been terminated (for cause or otherwise) from any work being performed for the THE CITY or any other Federal, State or Local Government, or Private Entity?

Circle One YES NO

3. Have you or any member of your Firm or Team to be assigned to this engagement ever been involved in any claim or litigation with the CITY or any other Federal, State or Local Government, or Private Entity during the last ten (10) years?

Circle One YES NO

If you have answered “Yes” to any of the above questions, please indicate the name(s) of the person(s), the nature, and the status and/or outcome of the information, indictment, conviction, termination, claim or litigation, as applicable. Any such information should be provided on a separate page, attached to this form and submitted with your submittal.

ATTACHMENT V

COMPANY PROVIDING PROPOSAL FOR UNIFIED COMMUNICATIONS SOLUTION
QUALIFICATIONS
GENERAL QUESTIONNAIRE

- 1 Name/Name of Agency/Company: _____
(Full, correct legal name)
- 2 Address: _____

- 3 Telephone/Fax: _____
- 4 Does your Company anticipate any mergers, transfer of organization ownership, management reorganization, or departure of key personnel within the next twelve (12) months that may affect the organization's ability to carry out its submittal?

Yes ____ No ____
- 5 Is your Company authorized and/or licensed to do business in Texas?
Yes ____ No ____
- 6 Where is the Company's corporate headquarters located? _____
- 7 a. Does the Company have an office located in Edinburg, Texas?

Yes ____ No ____

b. If the answer to the previous question is "yes", how long has the Company conducted business from its Edinburg office?

____ (years) ____ (months)

c. State the number of full-time employees at the Edinburg office. _____
- 8 a. If the Company does not have an Edinburg office, does the Company have an office located in Hidalgo County, Texas?

Yes ____ No ____

b. If the answer to the previous question is yes, how long has the Company conducted business from its Hidalgo County office?

_____ (years) _____ (months)

c. State the number of full-time employees at the Hidalgo County office. _____

9. Has the Company or any of its principals been debarred or suspended from contracting with any public entity? Yes _____ No _____

If yes, identify the public entity and the name and current phone number of a representative of the public entity familiar with the debarment or suspension, and state the reason for or circumstances surrounding the debarment or suspension, including but not limited to the period of time for such debarment or suspension. _____

10. Indicate person whom The CITY may contact concerning your submittal or setting dates for meetings.

Name: _____
Address: _____
Telephone: _____
Fax: _____
Email: _____

11. Surety Information

Have you or the Company ever had a bond or surety instrument "called," canceled, or forfeited? Yes () No ()

If yes, state the name of the bonding company, date, amount of bond and reason for such bond being "called," or its cancellation or forfeiture. _____

12. Bankruptcy Information

Have you or the Company ever been declared bankrupt or filed for protection from creditors under state or federal proceedings? Yes () No ()

If yes, state the date, court, jurisdiction, cause number, amount of liabilities and amount of assets. _____

13. Provide any other names under which your business has operated within the last 10 years.

**ATTACHMENT VI
SUBMITTAL CHECKLIST**

This checklist is to help the company submitting proposal for UNIFIED COMMUNICATIONS SOLUTION ensure that all required documents have been included in its submittal.

Document and Location in Submittal	Check or Initial to Indicate Document is Attached to Submittal
Tab A – Interest Statement	
Tab B – Company submitting proposal for UNIFIED COMMUNICATIONS SOLUTION Qualification General Questionnaire (Attachment V in RFP)	
Tab C – *Project Requirements Acknowledgement (Attachment V in RFP)	
Tab D – Litigation Disclosure (Attachment IV in RFP)	
Tab E – Proof of Insurability (Letter from Insurance Provider and copy of current Insurance Certificate)	
Tab F – *Insurance Requirement Acknowledgement (Attachment III in RFP)	
Tab G – Letter of Intent from Surety Company to provide Payment and Performance Bonds. (Section II in RFP Requirements	
Tab H – Submittal Checklist (Attachment VI in RFP)	
1 Original* and 3 Copies of Submittal	

***Documents marked with an asterisk on this checklist require a signature. Be sure they are signed prior to submittal of submittal.**

APPENDIX A

The City of Edinburg's City Hall current Cisco UC solution will be upgraded and expanded to include the Edinburg Police Department (replacing the current Nortel solution) plus all current locations part of the City Hall's current Cisco UC system. Current locations include Fire Department, Solid Waste Management, Boys and Girls Club, Service Center and Water Plant. The City of Edinburg Dustin Sekula Memorial Library Cisco UC system will also be incorporated into the project. The Proposer shall provide a proposal for **UNIFIED COMMUNICATIONS SOLUTION or Comparable Equivalent to** as listed in Appendix A. Detailed item pricing is required as part of RFP.

QUANTITY	ITEM NAME	DESCRIPTION	LIST PRICE	EXTENDED PRICE	SELLING PRICE
2	UCUCS-EZ-C220M3S	UCS C220 M3 SFF dual-4-core/3.3 GHz 64 GB RAM 8x300 GB 15K			
2	CON-SNTP-UC220M3S	SMARTNET 24X7X4 UCS C220 M3 Server			
2	UCSC-RAIL1	Rail Kit for C220 C22 C24 rack servers			
2	UCSC-SD-16G-C220	16GB SD Card Module for C220 servers			
4	CAB-9K12A-NA	Power Cord 125VAC 13A NEMA 5-15 Plug North America			
4	UCS-CPU-E5-2643	3.30 GHz E5-2643/130W 4C/10MB Cache/DDR3 1600MHZ			
16	UCS-HDD300GI2F105	300GB 6Gb SAS 15K RPM SFF HDD/hot plug/drive sled mounted			
16	UCS-MR-1X082RY-A	8GB DDR3-1600-MHz RDIMM/PC3-12800/dual rank/1.35v			
2	UCS-RAID9271CV-8I	MegaRAID 9271CV with 8 internal SAS/SATA ports with Supercap			
4	UCSC-HS-C220M3	Heat Sink for UCS C220 M3 Rack Server			
2	UCSC-PCIE-IRJ45	Intel i350 Quad Port 1Gb Adapter			
4	UCSC-PSU-650W	650W power supply for C-series rack servers			
1	R-VMW-UC-FND5-K9	Cisco UC Virt. Foundation 5.x (2-Socket)			
1	CON-NLSW-UCFND5	SNTC ESW Cisco UC Virt. Foundation 5.0 (2-Socket)			
1	UCSS-U-VMW-FND-1-1	UCSS Cisco UC Virt.Foundation One Year - 1 server			
1	VMW-UC-FND5-SNS	Cisco UC Virt. Foundation 5.x SnS			
80	CP-7945G=	Cisco UC Phone 7945 Gig Ethernet Color spare			
80	CON-SNT-CP7945	SMARTNET 8X5XNBD Cisco Unified IP Phone 7945			
20	CP-7965G=	Cisco UC Phone 796 Gig Ethernet Color spare			
20	CON-SNT-CP7965	SMARTNET 8X5XNBD Cisco Unified IP Phone 7965			

QUANTITY	ITEM NAME	DESCRIPTION	LIST PRICE	EXTENDED PRICE	SELLING PRICE
8	CP-6921-C-K9=	Cisco UC Phone 6921 Charcoal Standard Handset			
8	CON-SNT-21CK	SMARTNET 8X5XNBD Cisco Unified IP Phone 6921 Char STD			
2	CP-8831-K9=	Cisco Unified IP Conference Phone 8831 base and controller			
2	CON-SNT- CP8831K9	SMARTNET 8X5XNBD Cisco 8831 IP Confer Phone w/ controller			
2	CP-8831-MIC-WRLS=	Wireless Microphone Kit for Cisco IP Conference Phone 8831			
2	CP-MIC-WRLS-S-US	Cisco Wireless Microphones with US DECT Frequency			
5	CP-7916=	7916 UC Phone Color Expansion Module			
5	CON-SNT-CP7916	SMARTNET 8X5XNBD 7916 IP Phone Color Expansion Module			
5	CP-SINGLFOOTSTAND=	Footstand kit for single 7914 7915 or 7916			
5	CP-PWR-CUBE-3=	IP Phone power transformer for the 7900 phone series			
5	CP-PWR-CORD-NA=	Power Cord North America			
1	CISCO2901-V/K9	Cisco 2901 Voice Bundle PVDM3-16 UC License PAK			
1	CON-SNTP-2901V	SMARTNET 24X7X4 Cisco 2901 Voice Bun			
1	S29UK9-15303M	Cisco 2901-2921 IOS UNIVERSAL			
1	VVIC3-1MFT-T1/E1	1-Port 3rd Gen Multiflex Trunk Voice/WAN Int. Card - T1/E1			
1	VIC3-2FXS-E/DID	Two-Port Voice Interface Card - FXS and DID (OPX Lite FXS)			
1	VIC2-4FXO	Four-port Voice Interface Card - FXO (Universal)			

QUANTITY	ITEM NAME	DESCRIPTION	LIST PRICE	EXTENDED PRICE	SELLING PRICE
1	PWR-2901-AC	Cisco 2901 AC Power Supply			
1	CAB-AC	AC Power Cord (North America) C13 NEMA 5-15P 2.1m			
2	FL-CUBEE-5	Unified Border Element Enterprise License - 5 sessions			
1	PI-MSE-PRMO-INSRT	Insert Packout - PI-MSE			
1	SL-29-IPB-K9	IP Base License for Cisco 2901-2951			
1	MEM-CF-256MB	256MB Compact Flash for Cisco 1900 2900 3900 ISR			
1	PVDM3-16	16-channel high-density voice and video DSP module			
1	SL-29-UC-K9	Unified Communication License for Cisco 2901-2951			
1	HWIC-BLANK	Blank faceplate for HWIC slot on Cisco ISR			
1	ISR-CCP-EXP	Cisco Config Pro Express on Router Flash			
1	MEM-2900-512MB-DEF	512MB DRAM for Cisco 2901-2921 ISR (Default)			
1	R-CUWL-STD-K9	Unified Workspace Licensing - Top Level for STD - 9.x			
1	CON-ESW-RCUWLSK9	ESSENTIAL SW Unified W-space Lic - Top Level for STD			
1	CUP9-ONPREM-OPT	Included CUCM IM and Presence for on-premise use			
500	JABBER-IM-ADDON	Jabber for Everyone Additional IM Users			
110	NEW-UWL-STD-SLED	New CUWL Standard Edition Usr SLED/Govt/Edu Only 1 Usr			
110	JAB9-DSK-UWL	Jabber for Desktop 9.x for CUWL Only			
1	UC-APPS-SW-9.0-K9	Version 9.0 Software Kit			
1	JAB9-DSK-UWL-RTU	Jabber for Desktop Right to Use Certificate			
1	JABBER-IM-RTU	Jabber for Everyone Right to Use			
110	LIC-UWL-STD-SLED-A	Services Mapping SKU Under 1K UWL STD users			

QUANTITY	ITEM NAME	DESCRIPTION	LIST PRICE	EXTENDED PRICE	SELLING PRICE
110	UCSS-U-UWL-STD-1-1	Cisco UWL STD UCSS - 1 user One Year Sub			
110	CON-ESW-SSLEDA	ESSENTIAL SW Services Mapping SKU Under 1K UWL STD			
110	UCM-9X-UWL-STD	UC Manager 9.x CUWL STD Users			
1	UCXN-9X-SC-PORTS	Unity Connection 9.x SpeechConnect Ports			
110	UCXN-9X-UWL-STD	Unity Connection 9.x CUWL STD Users			
1	UWL-STD-PAK	CUWL STD 9.x PAK			
1	WEBEX-UWL-S-PAK	WebEx PAK for CUWL Standard			
1	R-UNITYCN9-K9	Unity Connection 9.x Software			
1	CON-ESW-RUNITYCN	ESSENTIAL SW Unity Connection 9.x			
2	UCXN-9X-SC-PORTS	Unity Connection 9.x SpeechConnect Ports			
1	LIC-SPCHVIEW-DEMO	SpeechView Unity Connection Demo for 50 users for 6 months			
1	UNITYCN9-PAK	Unity Connection 9.x PAK			
90	UNITYCN9-STD-USR	One Unity Connection 9.x Voice Messaging User			
90	CON-ESW-UNITYSTD	ESSENTIAL SW One Unity Connection			
90	UCSS-U-MSG-1-1	UCSS for Unity or Unity Connection - 1 user One Year Sub			
Installation/Configuration					

I have read and understood the requirements set forth in this RFP #2014-010 and agree to comply except as noted. The cost proposal includes all shipping and handling and detailed pricing on Computer Hardware items as required by the City of Edinburg.

Does the Company have an office located in Edinburg, Texas?

Yes _____ No _____

Has the Company ever conducted business with the City of Edinburg?

Yes _____ No _____

SUBMITTED BY: _____

PROPOSER: _____

SIGNED: _____

NAME (PRINT): _____

ADDRESS: _____

CITY/STATE: _____ ZIP: _____

TELEPHONE: (_____) _____
Area Code

FAX: (_____) _____
Area Code

FEDERAL TAX IDENTIFICATION NUMBER: _____

EMAIL ADDRESS: _____