



## Southeast Health District

1101 Church Street, Waycross, Georgia 31501  
Phone: 912-285-6002 Fax: 912-284-2980  
[www.sehdph.org](http://www.sehdph.org)

Rosemarie D. Parks, M.D., M.P.H.  
District Health Director

### INVITATION TO BID

#### SCOPE OF WORK

Provide 12-month internet hosted PBX solution at the Charlton County Health Department. See Attachment A for details required for bid. **The vendor MUST have professional liability insurance and a business license.**

#### BID OF

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

#### SUBMIT BID TO

Heather Peebles  
1101 Church Street  
Waycross, GA, 31501  
[heather.peebles@dph.ga.gov](mailto:heather.peebles@dph.ga.gov)

**BIDS DUE December 31, 2020; 5:00 PM, Local Time**

#### SCHEDULE OF EVENTS

<b>Release ITB</b>	December 21, 2020
<b>Deadline for Vendor Questions</b>	December 28, 2020
<b>Bid Due Date</b>	December 31, 2020
<b>Services to Begin</b>	January 4, 2021

All questions must be submitted no later than deadline stated in the above schedule of events. Answers are provided for informational purposes only and will not be considered binding unless incorporated by amendment to this ITB. Bidder must fill out all highlighted areas on Request for Quotation for Services and/or Products form. Bids must be submitted in person at the address located above or by e-mail to [heather.peebles@dph.ga.gov](mailto:heather.peebles@dph.ga.gov).



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### ATTACHMENT A

#### Soliciting Hosted PBX Bids

Southeast Health District is seeking a quotation and pricing for a 12-month internet hosted PBX solution at the following location:

Charlton County Health Department  
2587 Third Street  
Folkston, GA 31537

Please include purchase options and all-inclusive equipment. Southeast Health District will provide all on-premise physical cabling. The response can potentially be used to determine costs for future projects. Items to include are:

- Setup and installation
- Option to purchase
- Approximately 16 handsets
- Voice Paths\Access lines
- Extensions\seats
- POE phone switch
- Bandwidth requirements
- Inter office intercom
- Unified messaging for voice mail
- Unlimited long distance
- One time and monthly recurring costs
- Identify Intra or inter LATA
- Please feel free to add additional information as necessary
- Identify hosted location and functionality\availability for on and off network
- State if phones are E911 compatible

Please email [roger.bunch@dph.ga.gov](mailto:roger.bunch@dph.ga.gov) and [ashlee.griffin@dph.ga.gov](mailto:ashlee.griffin@dph.ga.gov) and/or call for project details or schedule site visit. A response is required within ten business days.

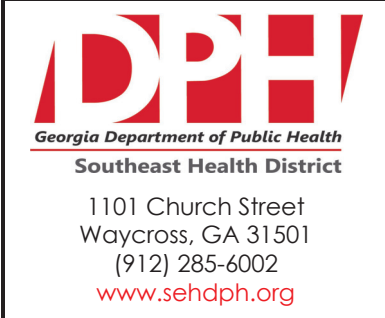
*Serving: Appling, Atkinson, Bacon, Brantley, Bulloch, Candler, Charlton, Clinch,  
Coffee, Evans, Jeff Davis, Pierce, Tattnall, Toombs, Ware & Wayne counties*

*An Equal Opportunity Employer*

**REQUEST FOR QUOTATION FOR SERVICES AND/OR PRODUCTS\***

**THIS IS ONLY AN INQUIRY, NOT AN ORDER.**

BLUE SECTIONS COMPLETED BY SEHD/GREEN SECTIONS COMPLETED BY VENDOR.



Name of Company Submitting Quote

TO: \_\_\_\_\_

ATTENTION: \_\_\_\_\_

Company Fax Number: \_\_\_\_\_

Quote Submission Deadline: December 31, 2020; 5:00 PM, Local Time

Quantity/Unit	Item Description	Unit Price Include Shipping	Total Product Extension
1	Services as stated in ITB		_____

Detailed Description of Service to be Performed Provide clear, complete specifications including beginning and ending dates; frequency performed; sample; delivery details; references, warranty & bonding information; etc. Attach additional pages, if necessary.	Price Breakdown	Total Services
As stated in Invitation to Bid	_____	_____

**Enter quote grand total for *combined* products and services:**  
\$ \_\_\_\_\_

Expiration date of quote: \_\_\_\_\_

Signature of company representative: \_\_\_\_\_ Date: \_\_\_\_\_

Company address: \_\_\_\_\_

Phone number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Federal Employer's Identification Number (FEI): \_\_\_\_\_

Statewide contract provider?  Yes  No Statewide Contract #: \_\_\_\_\_

Fax completed quotation to: \_\_\_\_\_ at \_\_\_\_\_

Send completed quote in sealed envelope to the attention of: Heather Peebles at [heather.peebles@dph.ga.gov](mailto:heather.peebles@dph.ga.gov)

**\*Any bid not meeting all requirements will be eliminated from considerations.**