



Southeast Health District

1101 Church Street, Waycross, Georgia 31501
Phone: 912-285-6002 Fax: 912-284-2980
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 Coffee Wellness Center, 310 West Bryan Street, Douglas, Georgia 31533. 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

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

SCHEDULE OF EVENTS

Release ITB	December 21, 2020
Deadline for Vendor Questions	December 28, 2020
Bid Due Date	December 31, 2020
Services to Begin	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.

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 locations:

Coffee Wellness Center
310 West Bryan St
Douglas, GA 31533

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:

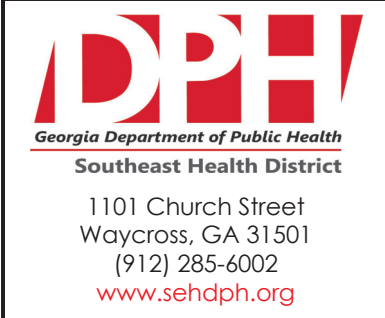
- Setup and installation
- Option to purchase
- Approximately 21 handsets
- Voice Paths\Access lines
- Extensions\seats
- POE phone switch
- Bandwidth requirements
- Inter office intercom
- Unified messaging for voice mail
- Unlimited long distance
- One time and monthly recurring costs
- Identify Intra 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 and ashlee.griffin@dph.ga.gov and/or call for project details or schedule site visit. A response is required within ten business days.

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

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