

IP Telephony and Voicemail System
Town of West Newbury
Addenda

RFP# 2024-WN-003

Town of West Newbury
381 Main Street
West Newbury, MA 01985

ADDENDUM #6

Notice to all prospective bidders.

Addendum #6 released Friday March 8th, 2024.

The Town of West Newbury will be extending the deadlines for RFP# 2024-WN-003 as follows:

Question Submittal Deadline: Wednesday April 3rd, 2024 at 4:00 P.M

Proposal Submittal Deadline: Wednesday April 24th, 2024 at 10:00 A.M

Additional Optional Site walk:** Wednesday March 27th, 2024 at 11:00 A.M

***Please email Procurement@wnewbury.org if you will be attending the site walk.*

Updated Procurement Calendar

Estimated Procurement Calendar		
Tasks	Date	Time
RFP Issued on Commbuys	12/11/2023	10:00 A.M
Mandatory pre-submission site walk	1/17/2024	10:00 A.M
Written questions/clarification due on or before	4/3/2024	4:00 P.M
Release of official responses due on or before	4/17/2024	4:00 P.M
Proposal submission deadline on or before	4/24/2024	10:00 A.M
Bidder Evaluations/Vendor Presentations Scheduled by	5/1/2024	4:00 P.M
Preliminary award offered by	5/22/2024	4:00 P.M

Questions and Answers:

Q1. CAT 3 cabling CAN come in over an ethernet network. It would provide POE & 10 megs of bandwidth for the Voice using existing cable infrastructure (more than enough for voice). Would this be a viable solution to place on the network?

A1. No, we are looking for CAT 6 only.

Q2. What is the status of the cabling? Will there be an additional meeting to do cable assessment and measuring?

A2. In addendum #5, we stated there would be an additional optional site walk to review cabling needs. This additional site walk will be on Wednesday March 27th, 2024 at 11:00 A.M at 381 Main Street, West Newbury, MA 01985. Please send an email to Procurement@wnewbury.org if you will be attending the site walk.

Q3. Have the cables been traced out and identified at new areas slated for phones?

A3. A separate Addendum, including cabling plans/specs, is expected to be issued on March 13, 2024.

Q4. Is the data network going to be shared with the Voice? With separate VLANS or is it still the plan to keep voice separate?

A4. Data and Voice will be split. It is still the plan to keep voice separate.

Q5. Has the number of switches been identified if they have POE and free ports?

A5. We will need three 48-port POE+ gigabit with two fiber SFP ports.

Q6. Still the plan to utilize a UCAAS cloud system and or a Hybrid system with built in redundancy?

A6. We are planning on a cloud system only.

Q7. In the original RFP (5) hard Copies (1) Flash Drive of our submission was requested. In addendum #5 you just want us to electronically email our submission.

A7. Proposal submissions can be sent as the 5 hard copies and 1 flash drive **OR** submitted all electronically.

Additional Notes:

All second-floor cabling will terminate to POE switch in switch closet, located on second floor. Fiber run required between second-floor and basement switch. The second-floor switch closet needs a 10U securable switch enclosure.

-End of Addendum-