

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 #7

Notice to all prospective bidders.

Addendum #7 released Friday March 22nd, 2024.

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
Optional cabling site walk	3/27/2024	11:00 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/presentations to be scheduled by mid May		
Preliminary award offered by	6/3/2024	4:00 P.M

Cabling Locations and Information

The purpose of this addendum is to expand the contract scope of work to include cabling of the Town Offices (381 Main Street) and the Town Annex (379 Main Street).

This addendum includes:

- Requirements and general information included in the text below
- Schematic Drawings showing approximate location of ports and some building dimensions for each of the four levels (Basement, Ground Floor, First Floor, and Second Floor)
- Summary Table
- Bid sheet for this item

- For informational purposes – Memorandum from Angus Jennings March 12, 2024

Requirements:

- Number of ports and approximate locations are provided on the attached schematic plans and attached summary table. Locations are physically marked on-site with tape.
- Cables shall be Cat6
- Pinout (cable connector type) shall be T-568b
- Ports shall have cables corresponding to the type (Voice or Data) as shown on the plans, with different colors, and terminated to two (2) – 48-port patch panels
- Main Distribution Frame (MDF) shall be located in the basement as shown on the plan. This MDF will supply runs to the first floor
- Intermediate Distribution Frame (IDF) on second floor to supply second floor runs
- Fiber run between MDF and IDF shall be 8- or 12- strand
- All cable runs shall be tested and certified
- All second-floor cabling will terminate to POE switch in a switch closet, located on the second floor. Fiber run will be required between second-floor and basement switch. The second-floor switch closet needs a 10U securable switch enclosure.

Guidance on Lengths:

- Fiber run between MDF and IDF is approximately 140'
- Annex run could be 250'
- Longest drop on first floor is approximately 160'
- Longest drop is approximately 95'
- See building dimensions on plans to determine other approximate lengths

Bid Item will be Lump Sum and will include:

- All material and labor for installation of cabling, wall plates, and any other necessary items
- Material and labor for opening of walls, ceilings, or floors, as necessary
- Material and labor for MDF and IDF installation
- Removal and disposal of materials as directed by the Town

Assumptions:

- All locations shown on the plans are approximate and shall be verified on site with the Town prior to beginning work.
- Exact locations of cables are not shown on the plans, but rather port locations and guidance on some of the lengths are provided. The contractor shall determine appropriate lengths and cable pathways based upon site conditions.
- This addendum does not provide detailed construction specifications. Contractor shall use the latest industry standards to meet the requirements stated above.
- Wall, ceiling, and floor patching and painting are not included in the scope of work and will be performed separately by the Town.
- The Town will be responsible for labor and materials to abandon any existing ports that are marked as such on-site. Ports to be abandoned are not shown on the plans and not part of this contract.

-End of Addendum-

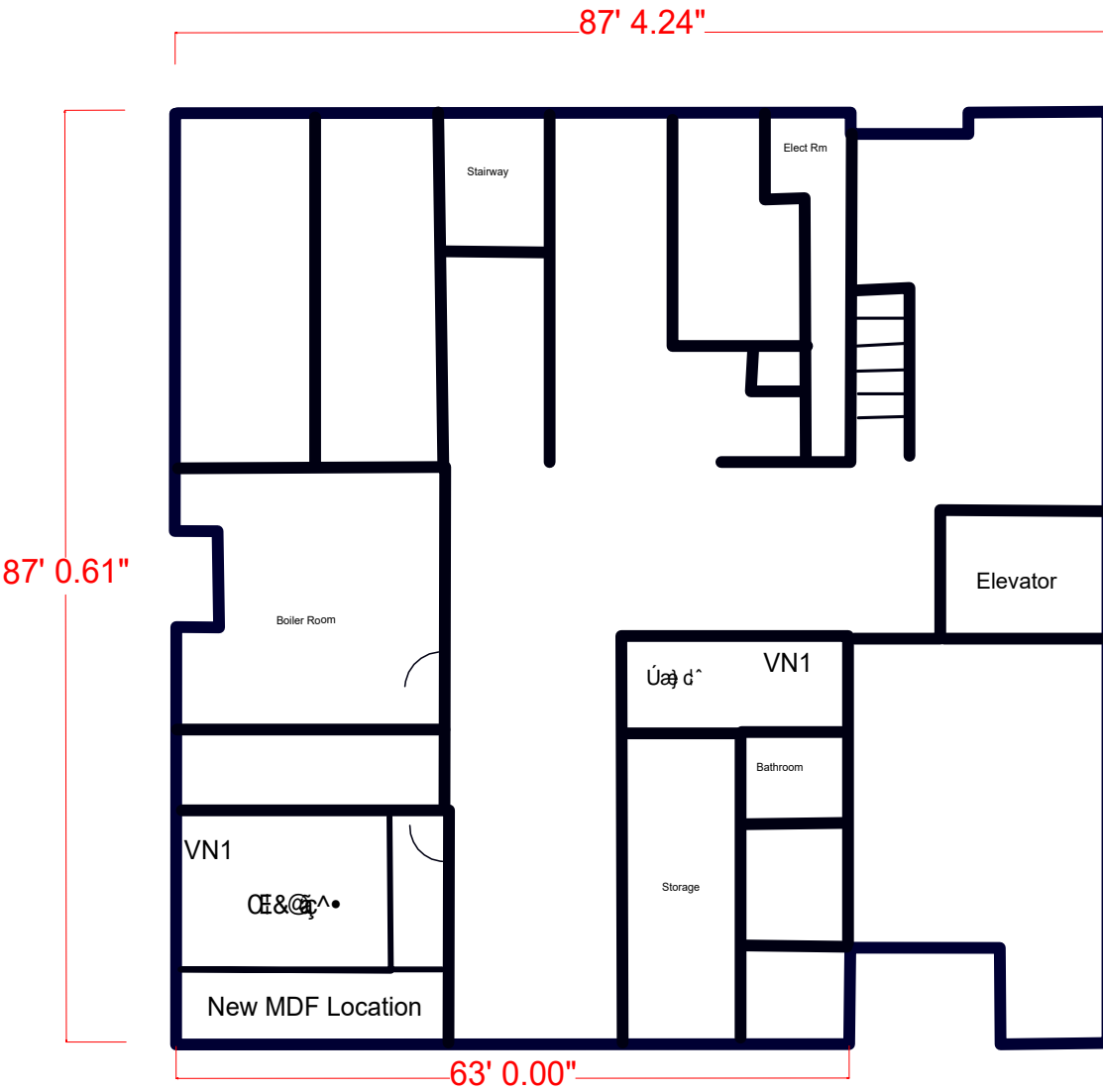
Basement

V = Phone Port

D = Data Port

N = New Port

= Amount needed



West Newbury
Data/Telco
Basement
Revised 03/21/24

Total 2 Voice Ports

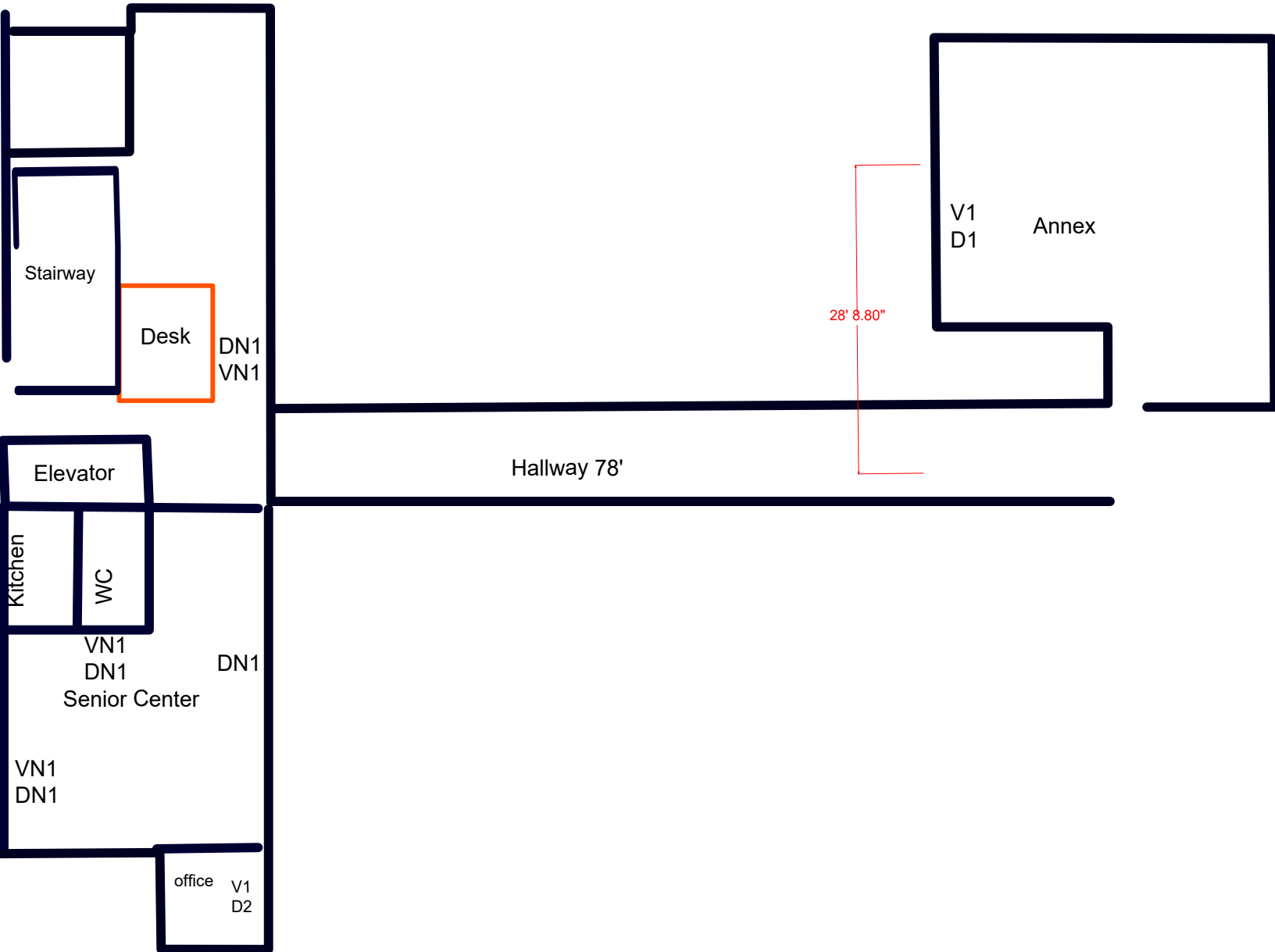
Ground Floor

V = Phone Port

D = Data Port

N = New Port

= Amount needed



Total 5 Voice Ports

Total 7 Data Ports

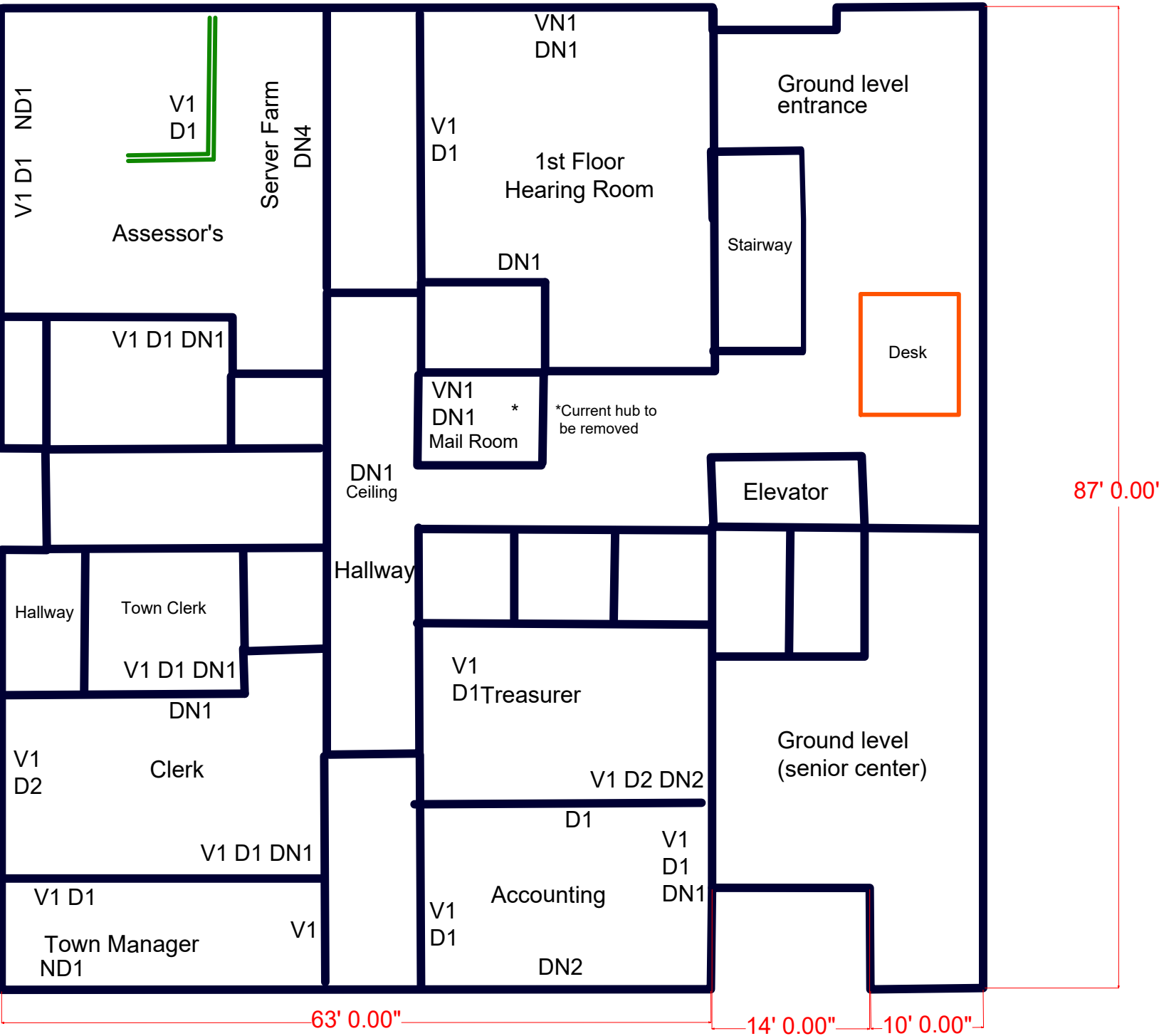
First Floor

V = Phone Port

D = Data Port

N = New Port

= Amount needed



Total 15 Voice Ports
Total 34 Data Ports

Revised 03/21/24

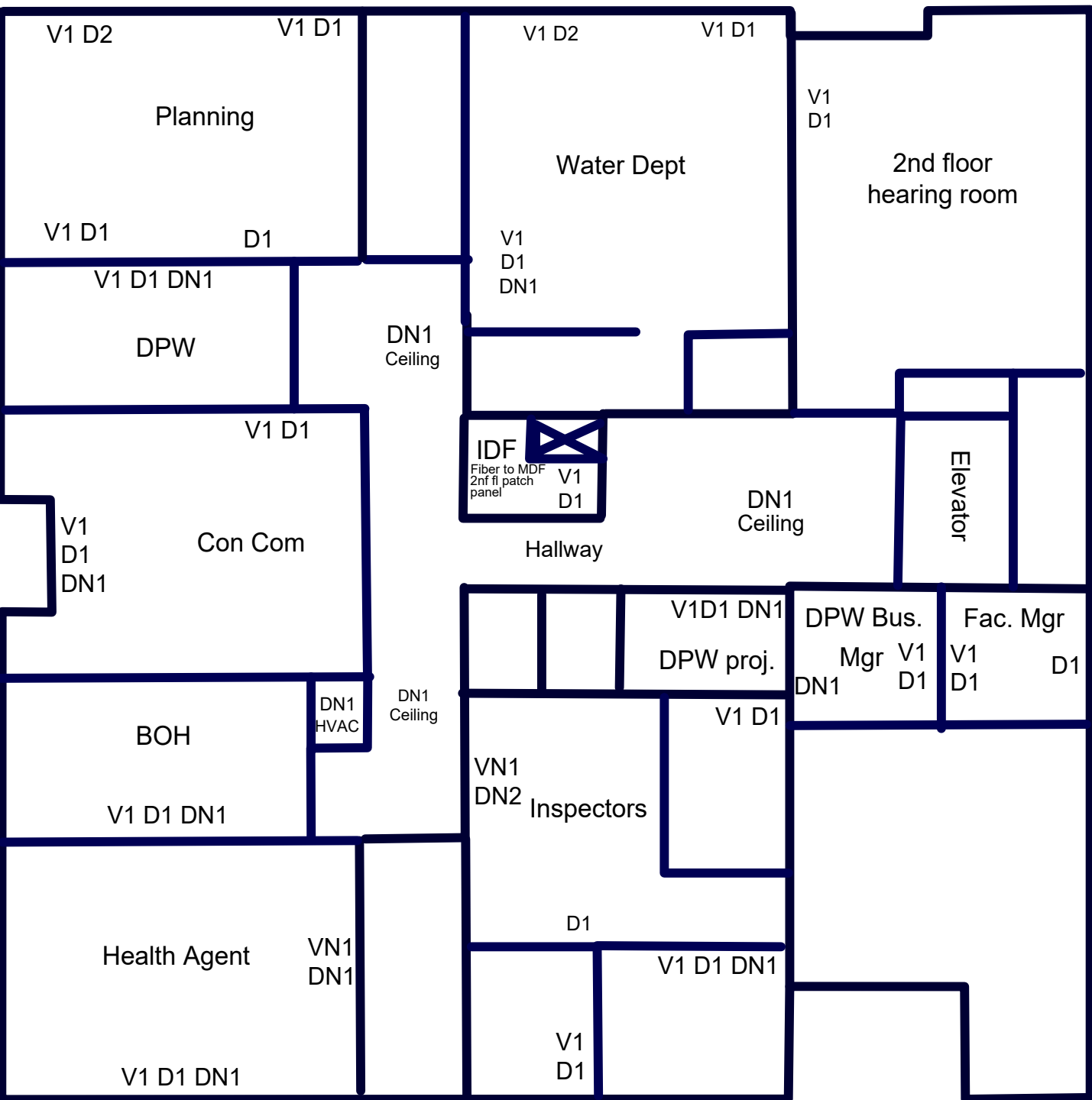
2nd Floor

V = Phone Port

D = Data Port

N = New Port

= Amount needed



Total 21 Voice Ports
Total 38 Data Ports

Revised 03/21/24

Cabling Summary for Town Offices (381 Main St) and Town Annex (379 Main St)
West Newbury
 Revised 3/21/24

Room	Voice Existing Ports	Voice New Ports	Total Voice Ports	Data Existing Ports	Data New Ports	Total Data Ports	Notes
BASEMENT							
Archives	0	1	1	0	0	0	
New MDF Location	0	0	0	0	See Note	See Note	New MDF
Pantry	0	1	1	0	0	0	
Total Basement	0	2	2	0	0	0	
GROUND FLOOR							
Lobby Desk	0	1	1	0	1	1	
Senior Center	0	2	2	0	3	3	
Senior Center Office	1	0	1	2	0	2	
Annex	1	0	1	1	0	1	
Total Ground Floor	2	3	5	3	4	7	
FIRST FLOOR							
Accounting	2	0	2	3	3	6	
Assessor	3	0	3	3	6	9	Existing Network Hub to be moved
Clerk	3	0	3	4	3	7	
Hallway	0	0	0	0	1	1	
Town Manager	2	0	2	1	1	2	
Treasurer	2	0	2	3	2	5	
Mail Room	0	1	1	0	1	1	Existing Telephone Hub to be moved
First Floor Hearing	1	1	2	1	2	3	
Total First Floor	13	2	15	15	19	34	
SECOND FLOOR							
Board of Health	1	0	1	1	1	2	
Conservation	2	0	2	2	1	3	
DPW	1	0	1	1	1	2	
DPW Project Manager	1	0	1	1	1	2	
DPW Bus. Mgr.	1	0	1	1	1	2	
Facilities Mgr.	1	0	1	2	0	2	
Health Agent	1	1	2	1	2	3	
IDF	1	0	1	1	0	1	New IDF
Inspectional Serv.	3	1	4	4	2	6	
Planning	3	0	3	5	0	5	
Water Dept.	3	0	3	4	1	5	
HVAC	0	0	0	0	1	1	
Hallway	0	0	0	0	3	3	
Second Floor Hearing	1	0	1	1	0	1	
Total Second Floor	19	2	21	24	14	38	
TOTAL ALL FLOORS	34	9	43	42	37	79	

FORM FOR GENERAL BID

To the Awarding Authority: **TOWN OF WEST NEWBURY**

A. The undersigned proposes to furnish all labor and materials required for:

Project Name: **2024-WN-003 IP Telephony and Voicemail System VOIP**

CABLING PORTION ONLY(all labor & materials)

ATTN: Town Clerk

381 Main Street

West Newbury, Massachusetts 01985

in accordance with the accompanying plans and specifications prepared, for the contract price specified below, subject to additions and deductions according to the terms of the specifications.

B. This bid includes addenda numbered: (please indicate by checking the box of each addenda number)

No. 1 No. 2 No. 3 No.4 No. 5 No. 6 No. 7

C. The proposed contract price is:

(total bid price in words) dollars (\$_____).

Name of General Bidder: _____



Town of West Newbury

381 Main Street
West Newbury, Massachusetts 01985

Angus Jennings, Town Manager
978-363-1100, Ext. 111 Fax 978-363-1826
townmanager@wnewbury.org

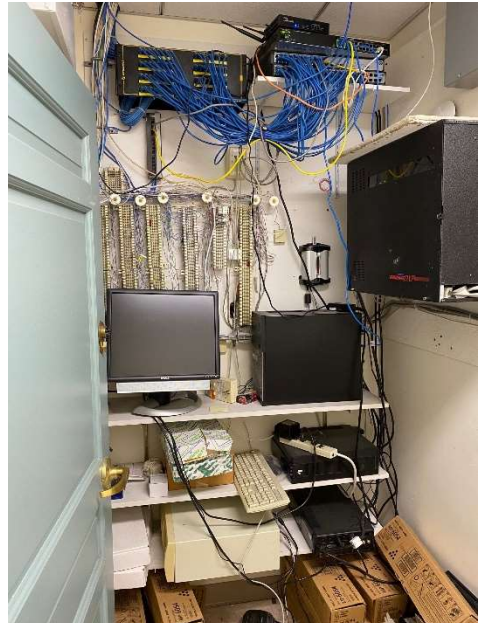
TO: Select Board, Finance Committee, Capital Improvements Committee (CIC)
FROM: Angus Jennings, Town Manager
DATE: March 12, 2024
RE: Supplemental narrative re proposed funding for telecom/cabling

This is provided as a supplement to the request for a warrant article for the Spring Town Meeting, to provide funding for cabling work to supplement the active procurement underway to secure new/upgraded telecom equipment for the Town Offices, Public Safety Complex and Library.

The scope of the initial project is detailed in the Request for Proposals (RFP) issued on Dec. 11, 2023, and as supplemented by 7 addenda, as of this date (copies of which have been circulated separately). As the procurement process has gone forward, based on new information received, the initial project objectives have expanded to include significant cybersecurity improvements, some of which had already been part of our longer-term objectives. Based on this iterative planning process, our staff working group¹ has recommended an expansion of the project scope to include an upgrade of cabling in the Town Offices building. (This would be in addition to the installation of new and replacement cabling in some locations, which has been anticipated all along related to the upgrade of old CAT-5 cabling and installation of workstations and/or phones in a couple of new locations).

This memo is to provide more detail regarding the basis for this recommendation, following on discussion at recent meetings of the FinCom/Select Board and of the CIC.

The proposal calls for a VOIP phone system that will require each phone to have access to an internet connection. The options for internet access discussed were wireless, sharing with the existing computer cable network, or a separate cabling system apart from the computer network. A separate system from the computer is the preferred method. This will require new cabling, and therefore at the same time the Town Offices' cabling



The existing phone system is antiquated, and its hub is located in a publicly-accessible location (mail room), presenting a security risk.

¹ Christine Wallace, PE, Project Manager; Brian Richard, Facilities Manager; Katelyn Barker, DPW Business Manager & Chief Procurement Officer; Jim Blatchford, Town Clerk; me; with advice from the Town's IT consultant Jake Soucy. Police Chief Mike Dwyer and Library Director Corinn Flaherty have also been involved, but not related to the Town Offices portion of the scope, which is the subject of this memo.

network (last upgraded in the late 1990's) would be upgraded (from Cat 5 or 5E to Cat 6) to handle today's and future capacity needs.

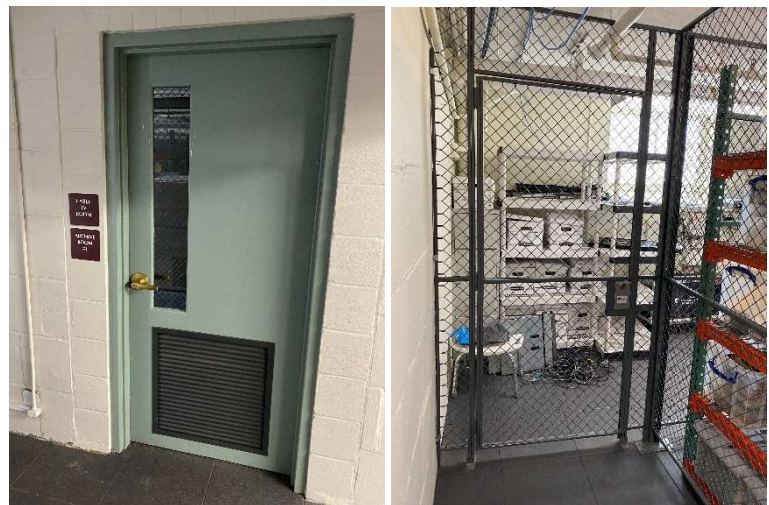
A question was asked regarding whether the entire system could operate wirelessly. The Town Offices have wifi installed in strategic locations, but these do not provide coverage throughout the building. The building's construction materials impede wifi access in some locations. The installation of more wireless access points would require new cabling to the new access points. The idea of moving the entire phone system to wifi is not favored. The installation of new/upgraded cabling throughout the building is seen as an upgrade of the Town Offices' IT infrastructure, and would advance multiple operational and cybersecurity/risk management objectives.



The existing network hub is located in a publicly-accessible location, presenting a security risk.

One of the key project objectives is to relocate both the server rack, and the telephone lines switch room, to a locked location in the basement. Both the server rack and the switch room are currently located in publicly-accessible locations that cannot be easily protected. To relocate this apparatus to a locked cage in the building basement, cabling will be needed. The driving cost of pulling new and replacement cabling is not materials, but rather labor. It would be cost effective for a cabling installer to pull two cables (one for computer, one for phone) at the same time.

The Town maintains cyber liability insurance coverage. Each of the past few years, new substantive requirements have been added in order to maintain this coverage. New requirements have been added for the upcoming FY25 (we are currently working on our insurance renewal applications), and we are aware that new requirements will continue to be added in the coming years. Likewise, the idea of having both the computer network and phone network share the same cabling is not favored. Such a "converged network" would create significant obstacles to our IT tech's ability to manage the Town's network security to a degree that is required in order to meet industry standards (and insurance requirements). Separate cabling for each of computer network and telephones establishes clear boundaries to assist with identifying and managing cybersecurity risks. It is believed that the improvements proposed via this warrant article will advance the Town's in its cybersecurity efforts.



Upon project completion, the phone and network hubs would be relocated to a secure location in the basement, behind a locked door and cage