



Town of West Newbury, MA
Department of Public Works
INVITATION FOR BIDS – VoIP Phone System RFP
Contract #2024-WN-003

The Town of West Newbury is Requesting Proposals (RFP) pursuant to M.G.L. c.30B from all qualified telecommunications contractors to supply, provision, fully install, and test a unified Voice-over-Internet Protocol (VoIP) telephone system within its three main facilities.

Proposals will be received at the West Newbury Town Clerk's Office before Wednesday February 14, 2024 at 10:00 A.M EST. The RFP can be submitted by hand or mailed to; Town Clerk's Office, 381 Main Street, West Newbury, MA 01985.

Contract Documents; including Scope of Work and Prevailing Wage sheets are available for pick-up after 10am on Monday December 11, 2023 at the Town Clerks office during regular business hours or by e-mail at Procurement@WNewbury.org. Questions must be in writing by e-mail only and received no later than Wednesday January 31, 2024 at 4:00 P.M EST.

MANDATORY SITE WALK: Wednesday January 10, 2024 at 11:00 A.M EST.
BID DUE DATE: Wednesday February 14, 2024 at 10:00 A.M EST.

It is anticipated that the WORK associated with this contract will start no later than May 1, 2024.

Attention is directed to the minimum wage rates to be paid as determined by the Commissioner of Labor and Workforce Development and the weekly payroll record submittal requirements under the provisions of Massachusetts General Laws, Chapter 149, Section 26 through 27D inclusive.

The Town reserves the right to reject any proposal that is not in the best interest of the Town or cancel this RFP in its entirety if the best interest for the Town is adhered to.

Katelyn Bradstreet
DPW Business Manager & CPO