

The following information contains the specifications for a multi-line telephone system requested by Mo-Kan Regional Council.

Questions should be submitted in written format and emailed to Tom Bliss, Executive Director at [tom@mo-kan.org](mailto:tom@mo-kan.org) or faxed to 816-233-8498. Please include an e-mail address so that any questions can be addressed to all bidders. Also, please include the names and contact information for past clients/customers.

Sealed bids will be received until February 27, 2012, no later than 3:00 p.m. in the Mo-Kan Regional Council office located at 224 North 7th St., St. Joseph, MO 64501. A public bid opening will be held immediately following the stated deadline at the same location.

Evaluation of the bid proposals will be completed the following week, and award winners will be notified by mail. Mo-Kan reserves the right to reject any or all bids.

Bid conditions are as follows:

1. The Mo-Kan Regional Council is exempt from federal and state taxes and should not be included in the bid proposal.
2. Upon review of the bid proposals, Mo-Kan Regional Council will select the lowest and best bid, determined by the proposals responsibility, quality and conformity to the specifications.
3. Late bid proposals will not be accepted, but will instead be returned to the supplier unopened.
4. Warranty information must be included.
5. Labor and installation costs should be included as a separate line item.
6. Programming and instruction costs should be included as a separate line item.
7. Software and other licensing costs should be included as a separate line item.
8. Any miscellaneous expenses should be included as a separate line item.

Description-

1. Telephone system must be capable of supporting 16 extensions with potential of expanding to 24 or more extensions.
2. System must be capable of supporting eight lines with the capacity to add additional lines.
3. System must be capable of accepting PRI.
4. System should utilize VoIP phones and include backend/call management hardware.
5. System should include data rack, switch, patch panel, and/or other backend equipment required to support the system.
6. A necessary feature is voice mail.
7. Optional features include music-on-hold, station message detail reporting, surge protection, battery back-up, computer messaging capabilities (please include these features as separate line items).
8. Sixteen (16) IP telephone units with speakerphone and caller identification capabilities.
9. One (1) IP telephone unit with additional hardware/software buttons for each extension, to facilitate rapid transfer to all extensions.