

BID FORM

PROVISION AND INSTALLATION OF NEW TELEPHONE SYSTEM

AT THE

**WILLINGTON PUBLIC LIBRARY
7 RUBY ROAD
WILLINGTON, CONNECTICUT**

Place _____

Date _____

Proposal of _____

(hereinafter called "Bidder"), organized and existing under the laws of the State of

_____, as a partnership, corporation or an individual* doing business as

_____.

To the Town of Willington, Connecticut (hereinafter called "Owner").

The Bidder, in compliance with this invitation for bids for the " PROVISION AND INSTALLATION OF NEW TELEPHONE SYSTEM AT THE WILLINGTON PUBLIC LIBRARY, 7 RUBY ROAD, WILLINGTON, CONNECTICUT", having examined the plans and specifications with related documents and the site of the proposed work, and being familiar with all of the conditions and requirements surrounding construction of the proposed project including the availability of materials and labor, hereby proposes to furnish all labor, materials, and supplies, and to install the project in accordance with these bid documents, within the time set forth therein, and at the prices stated below. These prices are to cover all expenses incurred in performing the work required under each item of these bid documents, of which this proposal is a part.

Bidder hereby declares that the only parties interested in this BID as Principals are named herein;

Bidder also declares that this BID is made without collusion with any other person, firm, or corporation.

Bidder agrees to perform all the related and required work described in the specifications and shown on the plans, for the following lump sum price:

**Strike out inapplicable terms (corporation, partnership or individual doing business as)*

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The undersigned Bidder, having examined and familiarized himself with the conditions and requirements that affect the cost of the work described in the Bid Forms of these Documents, titled as above noted, and having visited the site and examined the conditions affecting the Work, hereby proposes and agrees to furnish all labor, materials, tools, machinery and equipment, and to perform operations necessary to complete the Work as required by these Bid Documents, for the items and stipulated total sum of:

TOTAL BID PRICE

PROVISION AND INSTALLATION OF NEW TELEPHONE SYSTEM

_____ Dollars
(In Words)

(\$ _____)
(In Numbers)

Bids are due no later than 1:30 PM on Friday, July 10, 2026 at the Office of the Director, Willington Public Library, 7 Ruby Road, Willington, Connecticut, at which time and place all bids will be publicly opened and read aloud.

Upon receipt of written notice of the acceptance of this Bid, Bidder will execute a formal contract agreement within 10 days.

Respectfully submitted:

(Name of Bidder)

By _____
(Signature and Title)

(Business Address)

(City and State)

(Phone Number)

Seal
(If Bid is by a Corporation)

SPECIFICATIONS & NOTES

PROVISION AND INSTALLATION OF NEW TELEPHONE SYSTEM

AT THE

WILLINGTON PUBLIC LIBRARY 7 RUBY ROAD WILLINGTON, CONNECTICUT

Description of Work:

1. The Contractor will supply all materials and perform all work necessary for the provision and installation of a new telephone system at the Willington Public Library at 7 Ruby Road in Willington, Connecticut, as further described below.

2. **The work includes:**

A. Allworx Connect 324 Phone System

(i) Installation of an Allworx Connect VoIP 324 Phone System for 12 Users, with (4) FXO (POTS), (2) FXS, 1 Allworx Reach, Unlimited Allworx Interact, (1) Interact Pro, 4 Ports voicemail with Unified messaging.

(ii) (4) Allworx Simplified Licensing (ASL) 324 Warranty and Software Updates

B. Six (6) Allworx Verge(tm) 9312 - IP phones.

(i) Allworx Verge(tm) 9312 - IP phone with 12 self-labeling programmable function buttons, Gigabit Ethernet, 4.3" color screen, Bluetooth(r) wireless support.

(ii) Allworx 4 Year Extended Warranty

(C) One (1) POWER - APC 1500VA Smart-UPS.

D. Labor will include all removal and proper disposal of existing equipment and installation of new phone systems, as noted above.

Installation will include all necessary setting up of components for a functional and ready-to-use system. Library staff will assist in removal identification of existing systems and setup locations for various new systems and components. Configuration will include, at a minimum, setup of the UPS to protect the phone system, configuration of programmable buttons, voice mail, caller ID, auto attendant, daily backup of the full Allworx Phone System to the existing NAS (Network Attached Storage), and connection of a ground cable to the new UPS. Also, the Contractor will coordinate with Frontier to ensure that the new phones are able to be converted to VoIP once hooked up, and coordinate with Otis Elevator for a dedicated P.O.T.S. line or an analog PBX line.

E. Contractors will provide data submittals for all equipment and associated materials intended for use to the Library prior to ordering and installing new components. Submittals will include manufacturer's technical product data, and installation instructions.

3. The Contractor will be responsible for coordination of activities with Library personnel for access, delivery and temporary storage of equipment, and work schedules to coordinate as closely as possible to current Library hours for the duration of the work.
4. Materials purchased for permanent installation will be exempt from the Connecticut Sales and Use Tax under the Connecticut Education, Welfare and Public Health Tax Act. Each Bidder shall take this exemption into account in calculating their Bid for this project.
5. The time period for completion of this project is 30 days from the date of signing a contract, unless otherwise agreed between the Contractor and the Library.