REQUEST FOR BID

I. REQUESTED SERVICE: Replace the existing phone system. Need 4 basic phones, 76 desk phones, 10 top tier phones, 2 conference phones, Unlimited local and Long distance, ability to cover 2 locations, forward system to mobile and other phones to call out and receive calls looking like it is coming from the Health Department, and auto attendant, unlimited number of outgoing lines, website for data tracking, sidecar, programing, and training.

II. DESCRIPTION OF PROPERTY: 1361 West Fremont Street, Galesburg, IL.

III. CONTACT PERSON: Wil Hayes Assistant Public Health Administrator Knox County Health Department (309) 344-2224

IV. ALL BIDS MUST INCLUDE FOLLOWING:

A. Basic firm information:
   Business name
   Address
   Name of owners/officials
   Brief outline of experience and customer references
   Description of insurance coverage

B. Amount to be charged for service (prevailing wage is required)

C. Description of and warranty information for installed items

V. WORK PROPOSAL MUST INCLUDE:

A. Date available to start

B. Estimated time to complete the project

VI. ALL BIDS ARE DUE July 6th BY 11:30 A.M.