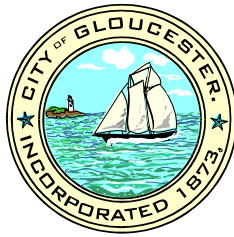


City Hall
 Nine Dale Avenue
 Gloucester, MA 01930



TEL 978 281 9710
 FAX 978 281 8763
 purchasing@gloucester-ma.gov

CITY OF GLOUCESTER

OFFICE OF THE PURCHASING AGENT

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Document No.	23088	Addenda No.	2	Date Issued	1/31/23
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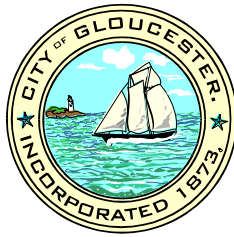
Document Title	Integrated Telephone System Replacement
No. of Pages	2

TO: **All Interested Parties**
 FROM: **Stacey Capone**
 DATE: **January 31, 2023**

Reason(s) for Addendum: This addendum is being issued to respond to the questions asked via email and to **EXTEND THE BID OPENING TO FEBRUARY 13, 2023 @ 11:00AM.**

Question #1	In reviewing Addenda 1 and comparing it to the RFP can you please clarify the phone counts versus the User count and Type. In the RFP there are 295 IP Phones currently and in the schools 511 currently.
Response	The count in addenda 1 should be used for the purposes of quoting the number of phones, current phone count in the RFP does not take additional sites to be added into account.
Question #2	Is it possible to extend the RFP due date?
Response	Yes, the new bid opening date will be February 13, 2023 @ 11:00am.
Question #3	Is this being purchased through a certain contract? ITT72?
Response	The contract will be between the vendor and the City, renewable for up to 3 years, so no State Contract is required unless pricing is more advantageous under said contract.
Question #4	Is there a need for analog devices such as fax machines, how many per building?
Response	No fax machines necessary.
Question #5	Can you provide a network diagram that shows the internet access/provider?
Response	All sites have a direct WAN connection to a central hub with a primary & backup circuit, along with discrete dedicated primary & backup + cellular failover circuits for SD-WAN carrier service via Windstream.

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Question #6	Can you provide the functionality needed for users who do not use a phone in the Schools? (Total licensed quantity higher than total phones)
Response	These are room phones which are not associated with a specific user, but rather a space, and do not require full voicemail, etc. functions.
Question #7	Simple Conferencing that integrates? Does this mean integrate on the desktop or conf solution to conf solution?
Response	We utilize Google Workspace throughout the organization, so conferencing that integrates with this solution for scheduling purposes.
Question #8	Quotes should include surplus desk phones / end user devices to support near-term expansion? We have surplus locally in our warehouse. How many just to be sure?
Response	As noted in the RFP and addendum 1, 10% should be planned for.

For the contractor:

For the City:

Company Name		City of Gloucester MA
Authorized Signature		Stacey Capone
Title/Printed Name		Purchasing Agent
Date		

Note: All bidders must sign and submit with bid package. Failure to include signed form may disqualify the bid as incomplete.