

AFFIDAVIT OF WORK AUTHORIZATION

The grantee, sub grantee, contractor or subcontractor who meets the section 285.525, RSMo definition of a business entity must complete and return the following Affidavit of Work Authorization.

Comes now _____ (Name of Business Entity Authorized Representative) as
_____ (Position/Title) first being duly sworn on my oath, affirm
_____ (Business Entity Name) is enrolled and will continue to participate in the
E-Verify federal work authorization program with respect to employees hired after enrollment in the program
who are proposed to work in connection with the services related to _____
(Bid/Grant/Subgrant/Contract/Subcontract) for the duration of the grant, subgrant, contractor, or subcontractor,
if awarded in accordance with subsection 2 of section 285.530, RSMo. I also affirm that
_____ (Business Entity Name) does not and will not knowingly employ a person
who is an unauthorized alien in connection with the contracted services related to
_____ (Bid/Grant/Subgrant/Contract/Subcontract) for the duration of
the grant, subgrant, contract, or subcontract, if awarded.

In Affirmation thereof, the facts stated above are true and correct. (The undersigned understands that false statements made in this filing are subject to the penalties provided under section 575.040, RSMo.)

Authorized Representative's Signature

Printed Name

Title

Date

Subscribed and sworn to before me this _____ of _____. I am
(DAY) (MONTH, YEAR)

commissioned as a notary public within the County of _____, State of
(NAME OF COUNTY)

_____, and my commission expires on _____.
(NAME OF STATE) (DATE)

Signature of Notary

Date

AFFIDAVIT OF WORK AUTHORIZATION

(Continued)

CURRENT BUSINESS ENTITY STATUS

I certify that _____ (Business Entity Name) **MEETS** the definition of a business entity as defined in section 285.525, RSMo pertaining to section 285.530, RSMo as stated above.

Authorized Business Entity
Representative's Name
(Please Print)

Authorized Business Entity
Representative's Signature

Business Entity Name

Date

As a business entity, the grantee, sub grantee, contractor, or subcontractor must perform/provide the following. The grantee, sub grantee, contractor, or subcontractor shall check each to verify completion/submission:

- Enroll and participate in the E-Verify federal work authorization program (Website: <http://www.dhs.gov/e-verify>; Phone: 888-464-4218; Email: e-verify@dhs.gov) with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services required herein;

AND

- Provide documentation affirming said company's/individual's enrollment and participation in the E-Verify federal work authorization program. Documentation shall include a page from the E-Verify Memorandum of Understanding (MOU) listing the grantee's, subgrantee's, contractor's, or subcontractor's name and the MOU signature page completed and signed, at minimum, by the grantee, subgrantee, contractor, or subcontractor and the Department of Homeland Security – Verification Division; (if the signature page of the MOU lists the grantee's, subgrantee's, contractor's, or subcontractor's name, then no additional pages of the MOU must be submitted).

SPECIFICATIONS

FORMAT OF PROPOSAL RESPONSE:

The format of the proposal is assembled as follows:

- Section I Scope of Project**
- Section II Current Environment**
- Section III Business Requirements**
- Section IV Pricing**
- Section V References**

Bidders are requested to complete each item/paragraph in this section by inserting: (Yes or No) or Not Applicable (N/A), and may offer additional description where appropriate.

SECTION I SCOPE OF PROJECT

Jefferson County is seeking a **three year contract with fixed pricing** for the three years to provide Hardware and Software Maintenance on their MITEL Telephone Equipment and Software as described in the Current Environment, Section II.

SECTION II CURRENT ENVIRONMENT

Currently, Jefferson County has all MITEL Telephone equipment described as follows:

MITEL Equipment	Location Name	Location Address	City	State, Zip
MITEL Applications Suite (MAS) Server	Courthouse also physical location of equipment	300 Main Street	Hillsboro	MO. 63050
	All of the following locations access Mitel NuPoint on MAS voice mail			
	MAS Licensing is as follows: <ul style="list-style-type: none"> . (1000) NuPoint Voice Mail Box users . (50) NuPoint advanced UM . (2) Audio and web conferencing Ports 			
MITEL 3300 ICP	Courthouse also physical location of equipment	300 Main Street	Hillsboro	MO. 63050
	Animal Control	7105 Shelter Road	Barnhart	MO. 63012
	East Zone Office	955 Windsor Road	Imperial	MO. 63052
	EDC	5217 Hwy B	Hillsboro	MO. 63050
	Fleet Services	355 Elm St.	Hillsboro	MO. 63050
	Justice Center (Includes Sheriff Administration and Juvenile Administration)	400 First Street	Hillsboro	MO. 63050
	Juvenile Detention Center	9501 Goldfinch Lane	Hillsboro	MO. 63050
	North Zone Office	34 Dillon Plaza	High Ridge	MO. 63049
	South Zone Office	1000 Viking Road	Hillsboro	MO. 63050
	Special Operations	124 Mississippi	Barnhart	MO. 63052

	3 rd Street Annex	301 North 3 rd St	Hillsboro	MO. 63050
MITEL SX 2000 light peripheral node II Qty 5 in following locations	Courthouse Also Physical location of equipment	300 Main St.	Hillsboro	MO. 63050
	Administration Building Also is supported but MITEL 3300 ICP	729 Maple St	Hillsboro	MO. 63050
	Annex	724 Maple St.	Hillsboro	MO. 63050
	Facilities Department	739 Maple St.	Hillsboro	MO. 63050
	Sheriff's Department – Jail Facilities	510 First St	Hillsboro	MO. 63050
MITEL Software Assurance for ALL Mitel Systems Maintenance	<ul style="list-style-type: none"> . MITEL 24/7 technical support coverage . Software updates for patches and bug fixes . New software released for enhanced functionality . Mitel Technical Support resources, exclusively for Mitel - certified technicians, which includes call-in, web ticket, and Mitel knowledge Base Support. 			

MITEL Telephones	All of the following telephones are to be included as part of the equipment maintenance.	4001	32	
		4015	150	
	If a telephone breaks, the telephone will be replaced at no expense including no shipping or restocking fees.	4025	100	
		5212	111	
	The vendor will supply us with return labels for the broken telephone. Shipping will be paid by the vendor.	5220	52	
		5224	26	
		5240	32	
		5304	3	
		5312	1	
		5320	10	
		5330	16	
		5340	77	
	5360	3		
	Navigator	4		
Total	602			

SECTION III BUSINESS REQUIREMENTS

Maintenance Features and Functionality

		Y/N	Comments
1.	Must be able to furnish all labor twenty-four (24) hours a day, seven (7) days a week after receiving notification of a major malfunction. All other maintenance service request will normally be responded to within twenty-four (24) hours of the Customer’s request between the hours of 8:00 AM C.S.T. and 4:30 PM C.S.T. Monday thru Friday.		
2.	Any maintenance needs to be done that requires the system to be taken off line must be done after hours. After 6:00 PM CST and before 7:00 AM CST.		
3.	Maintenance will include replacement parts deemed necessary. All parts will be furnished on an exchange basis and will be new standard parts of equal quality. Exchanged parts removed for the system become the property of the vendor.		
4.	All emergency calls must be responded to within 2 hours and a certified MITEL technician must be on site within 3 hours if the problem cannot be fixed remotely. If this objective cannot be meant, the vendor will pay \$ 500 per hour for every hour that there is no response.		
5.	In the case of a PABX complete failure, the vendor must have either the 3300 or the SX-2000 Light peripheral node II available to on site within 4 hours.		
6.	Jefferson County will have direct access to an after hours service dispatch and may request dispatch of the technician.		
7.	Provide a dedicated technical help desk at no additional charge for supporting Jefferson County inquiries regarding system performance and/or remote trouble resolution. Advice and assistance through telephone and e-mail support is available for service related items during the normal business hours (8:00 A.M. to 5:00 P.M. CST.) Monday through Friday excluding statutory holidays.		

8.	Provide Customer Service Performance Reports as requested by authorized customer contact. These reports will identify number of service work orders generated and various service performance levels such as average number of trips to complete work orders, service response times, number of service calls, number of service calls per piece of equipment, etc.		
9.	All support must be provided by a Certified MITEL Technician.		
10.	Must have a supply of MITEL's recommended spare parts in their inventory that is located within the St. Louis Area for easy access for the technician.		
11.	Must have an agreement with the MITEL for parts supply, maintenance, and field support, including software.		
12.	Must provide unlimited system administration training and individual user training at no additional charge during business hours (8:00 AM to 5:00 PM C.S.T.) Monday thru Friday. Training will be performed by a trained System Trainer or Technician.		

SECTION IV PRICING

			Comments

SECTION V: - REFERENCES Please include a minimum of 3 government references (Must be in St. Louis area)

		Years Software Installed	Comments
Address:			
City, State, Zip			
Contact Name			
Telephone Number			
EMAIL Address			

		Years Software Installed	Comments
Address:			
City, State, Zip			
Contact Name			
Telephone Number			
EMAIL Address			

		Years Software Installed	Comments
Address:			
City, State, Zip			
Contact Name			
Telephone Number			
EMAIL Address			

In Witness thereof, the parties hereto have executed this Agreement, in triplicate, as of this _____ day of _____ 2016:

Company Name

County of Jefferson, State of Missouri

Signature

Kenneth B. Waller County Executive

Print

Company Address: _____

Phone: _____

I hereby certify under section 50.660 RSMo there is either: (1) a balance of funds, otherwise unencumbered, to the credit of the appropriation to which the obligation contained herein is chargeable, and a cash balance otherwise unencumbered, in the treasury, to the credit of the funds from which payment is to be made, each sufficient to meet the obligation contained herein; or (2) bonds or taxes have been authorized by vote of the people and there is a sufficient unencumbered amount of the bonds yet to be sold or of the taxes levied and yet to be collected to meet the obligation in case there is not a sufficient unencumbered cash balance in the treasury.

County Auditor

APPROVED AS TO FORM

County Counselor

COOPERATIVE BID FORM

Bid Name: _____

INSTRUCTIONS: Bidders **MUST** fill out this form as part of the bidding process and attach to your bid response to Jefferson County, Missouri.

COOPERATIVE PROCUREMENT CONTRACT

This is a cooperating supply contract in accordance with Chapter 130, Section 130.020. K.3., of the Procurement Policy and Procedures, Jefferson County Code of Ordinances.

Will you extend bid prices, cash terms, and all other terms and conditions of any contract resulting from this bid with Jefferson County, Missouri, to any Jefferson County, Missouri, Municipality, government agency, district, sub-district or other tax-supported entity?

Yes _____ No _____

Although agreeing to the extension of the terms of this contract to municipalities or other tax-supported entities, *is not a prerequisite for award*, Jefferson County, Missouri, may take this factor into consideration if tie bids are received, in addition to the normal Terms and Conditions of the Invitation for Bid, enclosed herewith as a part of this bid.

Bidders are encouraged to extend contract prices to Municipalities and any other tax-supported entities.

If agreeable to the above, state the **minimum** dollar value *per order* you will require from a Municipality or any other tax-supported entity (**this shall not apply to Jefferson County, Missouri Government, Departments or Divisions**):

MINIMUM DOLLAR VALUE PER ORDER: \$ _____

BY: _____

TITLE: _____

COMPANY: _____

CONTACT INFORMATION FOR COOPERATIVE AGREEMENT

Phone _____ **E-mail** _____

THIS FORM WILL BECOME PART OF THE BID DOCUMENT PACKAGE SUBMITTED TO JEFFERSON COUNTY, MISSOURI