NOTICE TO BIDDERS

Notice is hereby given that the Board of Commissioners of Hendricks County, Indiana will receive sealed bids for:

Government Campus Phone System Upgrade

located in the Town of Danville, Center Township Hendricks County, Indiana 46122.

Sealed bids will be received at the following locations, no later than the times shown:

Office of the Board of Commissioners of Hendricks County
1st floor of the Hendricks County Government Center
355 South Washington Street, Danville, Indiana
9:00 a.m. EST on Tuesday November 12, 2019

At the time and date shown for the Office of the Board of Commissioners, all bids will be publicly opened and read aloud in the presence of those concerned. Any bids received after the hour stated above will be returned unopened.

The proposed project will consist of **IP Phone System Upgrade for the Hendricks County Government campus locations** as more fully set forth in the Request for Proposal (RFP Package). The work shall be performed in accordance with the provisions of this Notice, section 1.2 Activities and Services Solicited of the RFP Package, and the Requested Features/Services (Attachment D of the RFP Package).

The bid shall include the furnishing of all materials, equipment, and labor as indicated in Attachment D (Technical Check Sheet) of the proposal package.

Any and all permits are to be procured by the successful bidder.

All bids will include a Non-Collusion Affidavit as required by the statutes of the State of Indiana.

Each bid shall be accompanied by the deposit of an acceptable certified check or cashier's check payable to the Board of Commissioners of Hendricks County, Indiana or a satisfactory bid bond executed by the bidder and an approved surety company in an amount not less than ten percent (10%) of the total amount of the bid.

The successful bidder will be required to furnish a performance bond with good and sufficient surety in an amount equal to one hundred percent (100%) of the total amount of the bid and proof of insurance as specified in section 1.3 Eligible Proposers in the RFP Package.

No bidder may withdraw his bid for a period of sixty (60) days after the opening of the bids. The Board of Commissioners of Hendricks County reserves the right to reject any and/or all of the bids and/or to waive any formalities or irregularities in the bidding.

Printed RFP Packages: Available after Tuesday October 8, 2019 from:

Office of the Board of Commissioners of Hendricks County
355 South Washington Street
Danville, IN 46122

Electronic RFP Packages available from: **http://bit.ly/hendricksrfp**

Project Manager:
John Gramling
Project Manager
355 South Washington Street
Danville, IN 46122
Ph. 317-745-6269

This Request for Proposal outlines the terms of service, scope of services, a description of the project, the selection process and the proposal format.

By: Phyllis A. Palmer Dated this 8th day of October, 2019.

BOARD OF COMMISSIONERS OF HENDRICKS COUNTY, INDIANA