



**MAYOR**

BRANDON HILL  
**MAYOR PRO TEM**  
JARED JEFFERSON

**TRUSTEES**

ARIELLA GONZALES-VONDY  
BRITTANI KUSEL  
BRADEN BRENT  
MAURA HERNANDEZ  
SUSAN WATSON

**TOWN MANAGER**

GILLIAN LAYCOCK  
**TOWN CLERK, TREASURER**  
DENCIA RAISH

**Request for Proposal (RFP) - VoIP Installation**

**4/29/2024**

**Project Overview:** The Town of Akron is seeking proposals from qualified vendors to provide Voice over Internet Protocol (VoIP) installation services for its new town hall location. The project involves setting up VoIP for 8-10 telephones to facilitate efficient communication within the premises.

**Project Scope:** The scope of work includes, but is not limited to:

1. Design and configuration of VoIP system tailored to the needs of the town hall.
2. Installation of VoIP hardware and software for 8-10 telephones.
3. Integration of VoIP system with existing network infrastructure.
4. Testing and troubleshooting to ensure seamless functionality.
5. Training for town hall staff on basic operation and maintenance of the VoIP system.
6. Documentation of system configuration and user guidelines.

**Proposal Submission Requirements:** Interested vendors are requested to submit the following documents:

1. Company profile, including relevant experience in VoIP installation projects.
2. Description of proposed VoIP solution, including hardware and software specifications.
3. Detailed breakdown of costs, including equipment, installation, and any ongoing maintenance fees.
4. Timeline for project completion, including key milestones.
5. References from previous clients for similar projects.
6. Any additional information deemed relevant to the proposal.

**Submission Deadline:** Proposals must be submitted no later than Monday, May 20th, 2024, at 5:00 PM (local time). Late submissions will not be considered.

**Submission Instructions:** Proposals can be delivered to the Akron Town Hall located at 245 Main Ave, Akron, CO, 80720 or emailed to: Gillian Laycock, Town Manager at [glaycock@townofakron.com](mailto:glaycock@townofakron.com), email should be titled: **VoIP Installation Proposal**.

**Evaluation Criteria:** Proposals will be evaluated based on the following criteria:

1. Experience and expertise in VoIP installation.
2. Cost-effectiveness of the proposed solution.



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3. Ability to meet project deadlines.
4. Quality of proposed hardware and software.
5. Customer references and satisfaction.

**Point of Contact:** For inquiries and submission of proposals, please contact: Gillian Laycock, Town Manager at [glaycock@townofakron.com](mailto:glaycock@townofakron.com)

**Additional Information:** The Town of Akron reserves the right to reject any or all proposals and to waive any informalities or irregularities in the proposals received. This RFP does not commit the Town of Akron to award a contract or to pay any costs incurred in the preparation of a proposal in response to this request.