



Judiciary of Guam

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DANIELLE T. ROSETE, ESQ.
ADMINISTRATOR OF THE COURTS

HON. ROBERT J. TORRES
CHIEF JUSTICE

HON. ALBERTO C. LAMORENA, III
PRESIDING JUDGE

January 24, 2025

MEMORANDUM:

To: All Prospective Offerors

From: Administrator of the Courts

Subject: **Amendment No. 2**
Re: RFP 25-02; VOIP Telephone Services

Below are responses to questions submitted to my office:

1. Please specify if new phone instruments are a part of this bid or does Judiciary intend to use existing phone instruments. If the awardee is to provide new instruments, **please specify Polycom model(s).**

Response: Awarded offeror must provide new equipment, instruments, and other accessories needed for VOIP Telephone Services. The Judiciary is not requiring a specific brand so long that it meets all RFP requirements.

2. Please specify if expansion modules are needed for phone instruments.

Response: The RFP requires a minimum of 10 programmable buttons. If the phone being offered requires expansion modules in order to meet this requirement, then the answer is yes.

3. Will the awardee be given ample time to order equipment? Please be advised this normally takes about 3-4 weeks.

Response: RFP requires that VOIP Telephone Services must be operational on or before March 31, 2025.

4. Please provide existing models of all phone instruments currently in use.

Response: Polycom model no. WX 411, WX450, WX250.

5. Please confirm if data pass-through port on phone instruments is being utilized.

Response: No

6. Please confirm if all respective communication closets within all 7 locations require an 8- hour minimum UPS backup. If not, please specify the list of closets per location that do.

Response: Yes

7. Regarding the UPS capacity, is this only considering the hosted VOIP IP phones or will any additional network equipment be connected to the UPS?

Response: No

8. Please clearly specify which equipment in the communication closets requires a minimum of 8 hours' UPS backup.

Response: VOIP Equipment only

9. If space inside the respective closets is not sufficient for the UPS, will the Judiciary team provide necessary accommodation?

Response: Yes

10. If existing power is not compatible with proposed UPS, will the Judiciary team provide the necessary power connections required?
e.g. Closet has 110v power outlet, but UPS requires 208v power input.

Response: Yes.

11. Will the awarded vendor be able to utilize existing network rack space available?

Response: Some Areas Only

12. Are we able to utilize existing wiring for the newly proposed IP phone units?

Response: Yes

13. For Judiciary main building and Probation building, are we able to utilize in-house fiber back-bone to interconnect the Hosted VOIP IP phones?

Response: No

14. Are there any restrictions/requirements for installation hours and access to communication rooms for all locations?

Response: If work involves noise/sounds, work must be done after working hours and/or weekends.

15. What is the expected timeline for completion of this project?

Response: VOIP Services must be completed and operational on or before March 31, 2025.

16. Would we be able to receive a basic network topology diagram for each respective location?

Response: Yes

17. Can we receive a detailed breakdown of the number of network switches and IP phones per MDF/IDFs for all locations to include floor plans of each respective location?

e.g. Location A: Switch 1 – 5 IP Phones, switch 2 – 3 IP phones
Location B: Switch 1 – 10 IP Phones, switch 2 – 9 IP phones

Response: Yes. We're currently gathering the information and will be issued to prospective offerors once it is available for issuance.

18. Does this RFP require a Bid bond? If so, what percentage is required?

Response: No.

19. May we get a copy of your existing bill for these services?

Response: Yes. Please specify for what month(s).

20. Page 42 References: Requirements state to list 3. However, the form has space for 4. May we clarify how many must be listed?

Response: Offeror may list more than 3 references.

21. EXHIBIT C Pricing Sheet Pages 57-60: Options 1 through 3 indicate a percentage for Utilization. May we clarify what this is? Is this the % equivalent of lines and units?

Response: The Judiciary has decided for 100% utilization only. Offeror is no longer required to submit pricing for 75% and 50% utilization. Please use the attached Revised Exhibit C-Pricing Sheet and attach to your proposal.

22. Reference to Exhibit C, Pricing Sheet, the request specifies pricing for 100%, 75%, and 50% utilization. Please provide an updated pricing worksheet reflecting the line count required for each utilization level.

Response: The Judiciary has decided for 100% utilization only. Offeror is no longer required to submit pricing for 75% and 50% utilization. Please use the attached Revised Exhibit C-Pricing Sheet and attach to your proposal.

23. Can you clarify how JOG will determine the award based on the three utilization options? Will the award be made to the lowest bidder for Option 1 (100%) or could it be awarded based on Options 2 or 3?

Response: The Judiciary has decided for 100% utilization only. Offeror is no longer required to submit pricing for 75% and 50% utilization. Please use the attached Revised Exhibit C-Pricing Sheet and attach to your proposal. Please refer to Section V, Evaluation of Proposals.

24. Please update the pricing worksheet to include a line item for equipment charges, with options for both Monthly Recurring Charges (MRC) and Non-Recurring Charges (NRC). Additionally, please include a total charge line item at the end of the pricing worksheet to summarize the service and equipment MRC and NRC amounts.

Response: See attached Revised Exhibit C- Pricing Sheet. Offerors may submit its own pricing sheet in addition to the Revised Exhibit C-Pricing Sheet provided.

25. Page 4, Letter E, states: "All bids will be opened and read aloud." However, Page 6, Section IV, states: "The register of proposals shall be opened to the public only after the contract is awarded." Please confirm if RFP pricing will be shared in a public forum or if it will be reviewed privately by JOG's procurement team.

Response: This is an error and is deleted. JOG will not have a public opening on the date proposals are due. Proposals will be reviewed by a committee privately.

26. Please confirm if the ISP will be responsible for providing all equipment to deliver VoIP services to include switches, racks, and handsets.

Response: Yes.

27. Please confirm that this is a single-award RFP and that the selected vendor must provide the Phone service, The internet transport to deliver the VoIP solution, The necessary equipment to deliver the services to include the handsets, switches, UPS and the 8-hour battery backup.

Response: Yes

28. Please confirm if the provider will need to install their own racks.

Response: **Some Areas Only**

29. Please advise on the expected delivery timeline. Additionally, will installation be required during weekends or after hours?

Response: VOIP Services must be completed and operation on or before March 31, 2025. If work involves noise/sounds, work must be done after working hours and/or weekends.

30. Please confirm if services need to be delivered via a fully underground and protected network to ensure continuity during storms or typhoons.

Response: Yes

31. Please confirm if additional inside wiring is required. If so, kindly specify the number needed and update the pricing worksheet to include a dedicated line item for inside wiring.

Response: Offerors will be required to submit pricing for inside-wiring, in the event that it is needed within the agreement terms. See attached Revised Exhibit C- Pricing. Offerors must use this revised pricing sheet and attach to their proposal.

32. Please confirm if attendance at the Pre-Bid Conference is mandatory.

Response: No, it's not mandatory.

33. Please confirm the submittal date as January 31, 2025, at 10:30 AM and not 2:00 PM.

Response: All proposals must be submitted no later than 10:00am, on January 31, 2025.

34. For the Storage Facility Sinajana site, please confirm if a standard UPS with a 15-minute backup can be installed.

Response: Yes

Please be reminded that this Amendment shall be acknowledged in your proposal. Failure to acknowledge this Amendment No. 2 may result in disqualification from this RFP.

Should you have any questions please contact the Procurement office at (671) 300-7994/475-3212/3175 or email at mantonio@guamcourts.gov and kperez@guamcourts.gov.


DANIELLE T. ROSETE

cc: RFP File

**“REVISED” EXHIBIT C
(RFP 25-02)
Pricing Sheet**

By submitting the price below and signing this RFP, Offeror declares that the instructions, requirements and specifications contained herein have been carefully examined and are fully understood and that Offeror agrees to furnish all labor, materials, tools, supervision, equipment, and to sustain all expenses incurred in performing the work, including bond and insurance fees, in strict accordance with the details and specifications which are made a part thereof at the following prices offered by Offeror. Offeror further agrees to complete the services within the completion time specified herein. **Pricing shall be subject to negotiations.**

Proposals submitted for this RFP shall include but are not limited to project scope, project timeline, material list and manufacturer’s data sheets. Price proposal shall have an itemized listing of all cost associated with the project. Offerors may submit its own pricing sheet and attach to the proposal, or use the table below.

FACILITY/LOCATION #1: GUAM JUDICIAL CENTER - HAGATNA					
Item No.	Description of Services	Monthly Recurring Cost Per Line	Non-Recurring Cost (or one-time cost, if any)	Equipment Cost (Must submit equipment listing with pricing)	Total Cost
1.	Existing 225 (est.) VOIP Lines with Instrument	\$	\$	\$	\$
2.	Existing 15 (est.) Analog Lines only (For Debit Card Machine, Alarm, Fax Machines, Elevators, etc.)	\$	\$	\$	\$
FACILITY/LOCATION #2: GUAM HISTORIC COURTHOUSE - HAGATNA					
Item No.	Description of Services	Monthly Recurring Cost Per Line	Non-Recurring Cost (or one-time cost, if any)	Equipment Cost (Must submit equipment listing with pricing)	Total Cost
1.	Existing 65 (est.) VOIP Lines with Instrument	\$	\$	\$	\$
2.	Existing 2 (est.) Analog Lines only (For Alarm, Fax Machines, Elevators, etc.)	\$	\$	\$	\$

**“REVISED” EXHIBIT C
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FACILITY/LOCATION #3: SAN RAMON BUILDING - HAGATNA

Item No.	Description of Services	Monthly Recurring Cost Per Line	Non-Recurring Cost (or one-time cost, if any)	Equipment Cost (Must submit equipment listing with pricing)	Total Cost
1.	Existing 35 (est.) VOIP Lines with Instrument	\$	\$	\$	\$
2.	Existing 2 Analog Line only (For Alarm, Fax Machines, Elevators, etc.)	\$	\$	\$	\$

FACILITY/LOCATION #4: ROUTE 4 BUILDING - HAGATNA

Item No.	Description of Services	Monthly Recurring Cost Per Line	Non-Recurring Cost (or one-time cost, if any)	Equipment Cost (Must submit equipment listing with pricing)	Total Cost
1.	Existing 25 (est.) VOIP Lines with Instrument	\$	\$	\$	\$
2.	Existing 2 (est.) Analog Line only (For Alarm, Fax Machines, Elevators, etc.)	\$	\$	\$	\$

FACILITY/LOCATION #5: JUDICIAL EDUCATION CENTER - HAGATNA

Item No.	Description of Services	Monthly Recurring Cost Per Line	Non-Recurring Cost (or one-time cost, if any)	Equipment Cost (Must submit equipment listing with pricing)	Total Cost
1.	Existing 4 (est.) VOIP Lines with Instrument	\$	\$	\$	\$

**“REVISED” EXHIBIT C
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Pricing Sheet**

FACILITY/LOCATION #6: NORTHERN COURT SATELLITE - DEDEDO

Item No.	Description of Services	Monthly Recurring Cost Per Line	Non-Recurring Cost (or one-time cost, if any)	Equipment Cost (Must submit equipment listing with pricing)	Total Cost
1.	Existing 27 (est.) VOIP Lines with Instrument	\$	\$	\$	\$
2.	Existing 2 (est.) Analog Lines only (For Debit Card Machine, Alarm, Fax Machines, Elevators, etc.)	\$	\$	\$	\$

FACILITY/LOCATION #7: STORAGE FACILITY - SINAJANA

Item No.	Description of Services	Monthly Recurring Cost Per Line	Non-Recurring Cost (or one-time cost, if any)	Equipment Cost (Must submit equipment listing with pricing)	Total Cost
1.	Existing 1 Analog Line with Instrument	\$	\$	\$	\$
2.	Existing 1 (est.) Analog Lines only (For Debit Card Machine, Alarm, Fax Machines, Elevators, etc.)	\$	\$	\$	\$

**GRAND TOTAL COST
(FACILITY/LOCATION #1-7)**

Note: All fees such as 911, surcharges, and maintenance agreement shall be included in the cost.

Note: The Judiciary reserves the right to reduce the number of lines within the contract terms based on the availability of funds and may increase them as needed.

**“REVISED” EXHIBIT C
(RFP 25-02)
Pricing Sheet**

ADDITIONAL LINES/SERVICES					
Item No.	Description of Services	Monthly Recurring Cost Per Line	Non-Recurring Cost (or one-time cost, if any)	Equipment Cost (Must submit equipment listing with pricing)	Total Cost
1.	VOIP Line with Instrument (no inside wiring needed)	\$	\$	\$	\$
2.	VOIP Line with Instrument (inside wiring needed)	\$	\$	\$	\$
3.	Analog Line with Instrument (no inside wiring needed)	\$	\$	\$	\$
4.	Analog Line with Instrument (inside wiring needed)	\$	\$	\$	\$
5.	Analog Line only (no inside wiring needed)	\$	\$	\$	\$
6.	Analog Line only (inside wiring needed)	\$	\$	\$	\$
7.	Inside Wiring only	\$	\$	\$	\$
8.	Conference Bridge (Maximum of 30 callers)	\$	\$	\$	\$