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## INFORMATION TECHNOLOGY

### MEMORANDUM

**To:** Gregg Mandsager, City Administrator

**From:** Nancy Lueck, Finance Director and John Kreuzenstein, Information Technology Manager

**Date:** February 10, 2012

**Re:** Integrated Telephone System

**INTRODUCTION:** Included as part of the FY2011/2012 Capital Improvement Program was funding in the amount of \$60,000.00 for an Integrated Telephone System. Replacement of the existing telephone system will affect several facilities, including the Muscatine Art Center, City Hall, the Public Safety Building, and Public Works. The new system will address local and long distance service and will be interconnected to allow for extension dialing and telephone transfers between the different facilities. The city's current telephone system, which was installed in 1998, is difficult to maintain and does not have the capabilities of a newer system.

**BACKGROUND:** On December 22, 2011 a request for proposal (RFP) was sent to qualified vendors, and on the closing date of February 1, 2012 five vendors had submitted proposals. After staff reviewed the documentation provided by the potential vendors it was determined that four proposals met the conditions of the RFP. The vendors that meet the conditions of the RFP are as follows:

- Lucas Communications of Muscatine, Iowa \$46,885.73
- Hughes Network Technologies of Moline, Illinois \$51,255.90
- Midland Communications of Davenport, Iowa \$57,996.00
- Tri-City Electric Co. of Davenport, Iowa \$59,257.00

**RECOMMENDATION/RATIONALE:** After meeting with representatives of Lucas Communications including a complete review of their proposal and exercising additional options the total amount of the system would be \$47,640.15. The additional charge is for a conference speakerphone with remote microphones for the City Hall Council Chambers. The proposal submitted by Lucas Communications did meet all terms and conditions of the RFP. It is our recommendation that City Council approve entering into a purchase agreement in the amount of \$47,640.15 for a complete Integrated Telephone System including voicemail, VoIP telephony, and implementation and training with Lucas Communications.

Please contact either of us if you have any questions or need additional information.