

FAIRFIELD TOWNSHIP
RESOLUTION NO. 20-23

**RESOLUTION AUTHORIZING THE ADMINISTRATOR TO EXECUTE A THREE-YEAR
CONTRACT FOR VOIP (VOICE OVER IP SERVICES) WITH SWOCA.**

WHEREAS: The Board of Trustees has received a proposal from SWOCA to provide Voice Over Internet Protocol (VOIP) services to Fairfield Township as set forth in the attached Exhibit "A"; and

WHEREAS: The Board of Trustees desires to enter into a three-year contract with SWOCA to provide such services; and

WHEREAS: This will be purchased out of Fund No.'s 1000, 2081, 2111, 2021;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Fairfield Township, Butler County, Ohio, as follows;

SECTION 1: The Board hereby authorizes the Administrator to execute a three-year contract for VOIP Services with SWOCA.

SECTION 2: The Board hereby dispenses with the requirement that this resolution be read on two separate days, pursuant to RC 504.10, and authorizes the adoption of this resolution upon its first reading.

SECTION 3 This resolution is the subject of the general authority granted to the Board of Trustees through the Ohio Revised Code and not the specific authority granted to the Board of Trustees through the status as a Limited Home Rule Township.

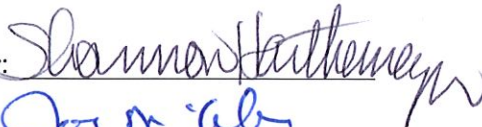
SECTION 4: That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code.

SECTION 5: This resolution shall take effect at the earliest period allowed by law.

Adopted: January 8, 2020

Board of Trustees

Shannon Hartkemeyer:



Joe McAbee:



Susan Berding



Vote of Trustees

yes

yes

yes

AUTHENTICATION

This is to certify that this is a resolution which was duly passed, and filed with the Fairfield Township Fiscal Officer this 8th day of January, 2020.

ATTEST:



Shelly Schultz, Fairfield Township Fiscal Officer

APPROVED AS TO FORM:

Lawrence E. Barbieri, Township Law Director

SWOCA

Information Technology Center

3611 Hamilton-Middletown Road -- Hamilton, Ohio 45011-2241 -- voice 513.867.1028 -- fax 513.867.0754 -- www.swoca.net

November 26, 2019

Julie Vonderhaar
Fairfield Township
6032 Morris Rd
Fairfield Township, OH 45011

Julie,

SWOCA is pleased to present Fairfield Township with this proposal for Voice over IP services, based on our mutual review of your requirements. First year charges, based on an initial five year term, are listed below.

IP Telephony Managed Service *				
Contract #	FT-MV-191121	Project Scope(s):	PRO-09211-B8Y7T, PRO-09212-G1C2S4, PRO-09210-G3G3M4, PRO-09209-G5N5Z0	
Contract Start:	January 1, 2020	Contract End:	December 31, 2024	
Item	QTY	Each (Annual)	Description	Annual Ext
IPTMS-CB-PH	49	102.00	PHONE: Includes all licensing, M/A/C, apps and TAC	\$ 4,998.00
IPTMS-CV	17	71.00	VOICEMAIL: Includes all licensing, M/A/C, apps and TAC	1,207.00
SIP	10		SIP Local Dial Tone Trunk Interconnected VoIP, per SIP Attachment	3,648.96
Annual Service Total				\$ 9,853.96

Hardware / Software Maintenance *				
IPTMS-GWM	2		Hardware Maintenance on Existing Gateways (First Year only)	\$ 1,332.00
IPTMS-GWM	1	483.14	Maintenance for Cube licensing Gateway (PRO-09210-G3G3M4) (Year 2 & subsequent years)	
Annual Maintenance Total				\$ 1,332.00

*Recurring Costs may be subject to a 3.5% annual increase.

Professional Services (NRC)	
Migration to VoIP Managed Service (PRO-09211-B8Y7T3)	\$ 7,920.00
Installation of Replacement Phones (Optional, PRO-09212-G1C2S4)	\$ 5,890.00
Migration to SIP Services (PRO-09210-G3G3M4, PRO-09209-G5N5Z0)	\$ 2,680.00
Professional Services Total	\$ 16,490.00

Hardware & Software Upgrades (NRC)				
Item	QTY	Each	Description	
ISR4321-V/K9	1	1,524.00	Cisco ISR 4321 Bundle, w/UC License, CUBE-10	\$ 1,524.00
PVDM4-32=	1	849.00	32-channel DSP module	849.00
				-
Shipping	1	21.98		21.98
Optional Replacement Phones (PRO-09212-G1C2S4)				
CP-8832-K9	2	771.42	Cisco Unified IP Conference Phone 8832 for rooms up to 20x34 foot and up to 22	\$ 1,542.84
CP-8832-MIC-WLS=	2	340.00	Cisco 8832 Wireless Microphones Kit for North America	680.00
CP-8841-K9=	37	231.00	Cisco IP Phone 8841	8,547.00
CP-8851-K9=	5	276.00	Cisco IP Phone 8851	1,380.00
CP-8800-A-KEM=	5	254.00	8800 Series Audio KEM, 28 Button	1,270.00
Shipping	1	20.46	Shipping / Handling / Freight	20.46
Hardware Total				\$ 15,835.28

District VoIP Services			
First Year Cost Summary		Estimated Total Cost per Year	
VoIP Service & Maintenance (recurring)	\$ 11,185.96	First Year Total Cost	\$ 43,511.24
Installation / Migration (non recurring)	\$ 16,490.00	Agreement Year Two Total Cost	\$ 10,728.61
Hardware / Software (non recurring)	\$ 15,835.28	Agreement Year Three Total Cost	\$ 11,104.11

This proposal is for a managed service providing Voice Over Internet Protocol for the quantity of phones listed above with voice mail service. Additional phones may be added during the term of this contract at the same "per-device" cost. Adding phones at additional locations may require additional hardware and additional maintenance costs, which will be quoted at the time requested.

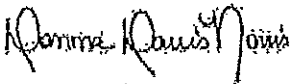
This proposal requires Internet access through SWOCA. Customer understands that SWOCA is providing a MANAGED SERVICE covering all aspects of the VoIP installation and functions. For a successful IP Telephony Managed Service (IPTMS) to be provided, the service provider, SWOCA, needs to have access to the Data Network to program, maintain, and monitor elements such as VLANs, QOS, IP Ranges for voice. The provider cannot be reliant on the district or third party organization to do this. Customer agrees to provide such access. All equipment not owned by the Service Provider that is integral to the function of the VoIP Service must be under a support agreement with SWOCA or other provider in the event of failure. In addition, the customer will not add, remove, or replace network infrastructure necessary for the VoIP service without the approval of SWOCA. Failure to comply with these requirements will reduce SWOCA's responsibility to a "best effort" response and may result in termination of the contract.

Customer understands and is selecting a VoIP product which provides voice services that are hosted in a central data center. Therefore, some services, including emergency services, are dependent both on the customer's network and equipment provided at the customer's location by SWOCA. Customer understands and accepts that this design is not fully redundant, and may require additional time to restore services in the event of a system or network outage.

SWOCA will bill quarterly in August, October, January, and April for these services. These billings may be partially in advance. Billing in this manner is the most cost-effective means of invoicing and allows SWOCA to provide better prices to our customers.

SWOCA is pleased to have provided Internet related services for over 45 Ohio schools and districts for more than 20 years. Our skilled, certified network personnel are well aware of the needs of schools. Located near your district, we are better able to provide convenient telephone, helpdesk, and onsite support when needed. Thank you for your consideration of our bid. To accept please sign this agreement and return to SWOCA. Acceptance of this document constitutes a binding contract between the parties. It is essential that we have the acceptance document on file.

This agreement will automatically renew at the end of each term, for an additional three-years, unless either party gives the other written notice of termination, at least 90 days prior to the end of the existing term.



Donna Davis Norris, Executive Director

Date: November 26, 2019

Acceptance:

Signature for Municipality

Name / Title

Date

FT-MV-191121

Page 2 of 2

From: Eve Long <eve@swoca.net>
Sent: Tuesday, November 26, 2019 2:57 PM
To: Julie Vonderhaar <jvonderhaar@fairfieldtwp.org>
Cc: Marc Hopkins <marc@swoca.net>; SWOCA_ADM <adm@swoca.net>
Subject: Fairfield Township VOIP Contract FT-MV-191121

Good Afternoon Julie,

SWOCA is pleased to present Fairfield Township with the attached proposal for Voice over IP services, based on our mutual review of your requirements.

This quote includes multiple scopes of work for various phases of the project. Please note the scope definitions and timeline for phase 2. Annual costs in the contract will be pro-rated to their completion dates wherever possible.

Phase 1: Telephony Migration; SCOPE PRO-09211-B8Y7T3

SWOCA WILL PROVIDE THE FOLLOWING:

- Work with customer on a dial plan for the migration of 49 devices and 70 voicemail boxes
- Configure target Call Manager and Unity Connection systems with customer devices per the customer provided dial plan
- Perform network changes that will take place during the migration
- Coordinate with customer on a cut over date to the IP telephony managed service
- Travel on-site on cut over date for final network and telephony configuration, cut over migration and post migration phone testing
- Follow up the day after cut over migration for final testing and any adjustments that are required

NOTE The Current Syn-app appliance, used for local paging, is not under maintenance, and is excluded from this scope of work. If paging functionality is determined to be needed, it will be quoted as a separate project at an additional cost.

CUSTOMER WILL PROVIDE THE FOLLOWING:

- Attend a telephony discovery workshop remotely to discuss a dial plan and other details of the telephony system
- On-site access to all locations where a phone is placed
- Post migration sign off confirming that the work has been completed

Phase 1a: Optional Replacement Telephones; SCOPE PRO-09212-G1C2S4

SWOCA WILL PROVIDE THE FOLLOWING:

- Ship all hardware to staging office for testing & pre-configuration
- Coordinate with CUSTOMER on telephony planning document (where each phone will be placed)
- Coordinate with CUSTOMER on installation date
- Travel on-site for delivery and installation
- Deinstall existing phones, install new phones in same location
- Gather deinstalled equipment and provide all used hardware to CUSTOMER for disposal
- Test phone features and functionality
- Follow up the next day to troubleshoot any issues

CUSTOMER WILL PROVIDE THE FOLLOWING:

- Coordinate with SWOCA on telephony planning document (where each phone will be placed)
- Coordinate with SWOCA on installation date
- Access to all buildings and all rooms where phones will need installed
- Access to all tech closets
- Collect all deinstalled hardware from SWOCA for disposal or re-use
- Follow up the next morning with SWOCA to report any issues

Note: Scopes PRO-09210-G3G3M4 and PRO-09209-G5N5Z0 (Phase 2 and 2A, respectively) are dependent on each other and need to be purchased/installed at the same time. Phase 2 will be scheduled to align with the expiration of your current commitment to the Cincinnati Bell PRI service.

Phase 2: Installation of SIP Telephone Gateway: SCOPE PRO-09210-G3G3M4
Expected March, 2020

SWOCA WILL PROVIDE THE FOLLOWING:

- Ship all hardware to staging office for testing & pre-configuration
- Installation date will match the SIP cutover date
- Travel on-site for installation
- Install CUBE
- Connect new SIP connection to CUBE
- Test all inbound and outbound calling
- Follow up the next day to ensure continued functionality

CUSTOMER WILL PROVIDE THE FOLLOWING:

- Access to tech closet where gateway will be installed
- Access to all buildings / locations to test inbound / outbound calling

Phase 2a: Migration of SIP Telephone Service: SCOPE PRO-09208-P9S7G8

SWOCA WILL PROVIDE THE FOLLOWING:

- Coordinate Discovery Workshop to gather configuration information, DIDs, and Dial plans
- Configure SIP trunk on Voice Gateway
- Schedule test and turn up of SIP trunk
- Perform a test and turn up of SIP trunk with Test DIDs to ensure proper operation at least 24 hours before port date
- Coordinate port date with customer and carrier
- Provide support during scheduled port to ensure port completes successfully
- Disconnect old telco circuit to discover any unidentified traffic
- Test functionality of DIDs to include proper call routing on new SIP Trunk, operation of all purchased features i.e. Caller ID, 911 routing and address registration with PSAP

Note: All fax lines / numbers need to remain analog PSTN connections.

CUSTOMER WILL PROVIDE THE FOLLOWING:

- Attend Discovery Workshop. Provide necessary configuration information in a timely manner
- Provide a signed Letter of Authorization (LOA) to SWOCA within 30 days of requested port date
- Customer is responsible for terminating old Telco service
- Customer is responsible for initiating a port out request if numbers need to be ported to a new service. This should be done in conjunction with the written termination notice.

SIP Service Attachment:

Included in the SIP service are 10 dedicated SIP Call paths, 4 911 service locations, and 108 DIDs. Additions to these services will result in additional charges.

Part Number	Description	Quantity
DSI-F-SIP-CP	SIP Trunk Call Path - Unlimited Local & LD	10
DSI-F-STP	SIP Trunking Portal	1
DSI-F-BTN	Billing Telephone Number	1
DSI-F-911	911 Service	4
DSI-F-CNAM	CNAM - Inbound (per call path)	10
DSI-F-DID	Local DID to be used with SIP Trunking	108

Please contact Marc Hopkins, marc@swoca.net, with any questions.

Thank you,

Eve Long

Eve M. Long