



**THE CITY OF SMYRNA  
2800 KING STREET  
SMYRNA, GEORGIA 30080**

**INVITATION TO SUBMIT PROPOSAL NO. RFP 16-004**

**REQUEST FOR PROPOSALS FOR  
NETWORK HARDWARE REFRESH**

The City of Smyrna is seeking proposals for the replacement of the network hardware currently used in its LAN. The hardware currently in use is Cisco branded and has now reached its end of life and support. The City's LAN encompasses 14 (fourteen) separate facilities connected by fiber. That fiber is currently being upgraded and that project is expected to be completed in the next six months.

Competitive Proposals based on the Specifications included in this document will be received at the City of Smyrna Purchasing Department, 2800 King Street, Smyrna, GA 30080, no later than **Tuesday, August 11, 2015 at 10 a.m.** and will be publicly opened at that time in the HR Training Room on the first floor.

As outlined herein, all Proposal submissions for City of Smyrna Network Hardware Refresh (RFP 16-004) must comply with all applicable general and special instructions. The City of Smyrna reserves the right to accept or reject any or all Proposals and award in the best interest of the City, including a split bid award.

Proposals must be delivered to the address listed above no later than the time and date indicated. The accepted bid package must have the official orange bid seal attached. There is no pre bid meeting scheduled for this Proposal. There is no Bid bond associated with this bid.

**QUESTIONS:** All questions or request for additional information must reference RFP 16-004 Network Hardware Refresh and must be submitted by 12 noon, Wednesday, July 29, 2015, to Penny Murphy, Purchasing Manager, 2800 King Street, Smyrna, GA 30080. Email questions or inquires shall be submitted to [pmurphy@smyrnaga.gov](mailto:pmurphy@smyrnaga.gov) . All questions and answers will be sent to all bidders. After the RFP is issued, no contact will be permitted between bidders and any other City staff members or elected officials, except through the Purchasing Manager. Purchasing Department hours are 9:00 a.m. – 5:00 p.m., Monday through Friday.

*Penny Murphy*

Penny Murphy, C.P.M.  
Purchasing Manager

## GENERAL INSTRUCTIONS

1. All Proposals must be delivered to the City of Smyrna Purchasing Department, 2800 King Street, Smyrna, Georgia 30080, no later than the time and date indicated in the Request for Proposal. Any Proposal received after that time will not be considered for award.
2. The City of Smyrna is a tax exempt Municipal Corporation. No sales tax will be charged on any products or services. A sales tax exemption form will be provided upon request. The City's FEI number is **58-6000664**.
3. The City of Smyrna reserves the right to waive any and all technicalities, formalities or irregularities. The City may also accept or reject any or all Proposals, and award the bid to the lowest responsive and responsible bidder in the best interest of the City. The City may reject the Proposal of any vendor that has previously failed to perform properly or complete on time, contracts of a similar nature. Proposals by a vendor that, in the sole opinion and discretion of the City of Smyrna, is not in the position to fulfill the contract may also be rejected.
4. All Proposals must be submitted using the Bid Pricing Form provided. All information regarding bidder name, address, telephone number and contact person must be provided. Bidders must fill in bid prices and other information as indicated.
5. All bidders shall provide appropriate proof of a current and valid occupational license issued by an agency from within the State of Georgia or one of the contiguous United States.
6. Proposals may be withdrawn by written or faxed request, provided such withdrawals are received prior to the time and date of the opening of bid Proposals.
7. All Proposals must be submitted with one original and two (2) copies.  
***PLEASE NOTE: We encourage you to save paper. It is not necessary to return this entire document with your response. Please return only the relevant pages on which your company has included a response, along with other required documentation.***
8. If a bidder chooses to not submit a Proposal, it is requested that a "NO BID" be submitted stating the reason for the "no bid". For our purposes, it is important that we know why bidders chose to not submit. Any bidder submitting a "no bid" will be recorded as such.
9. Bidders not responding will be recorded as "No Response". After three consecutive "No Responses", the bidder will be dropped from the bid list.

## SPECIAL INSTRUCTIONS

### 1. **Scope Reduction Clause**

The City of Smyrna (the “City”) reserves the right to reduce or increase the scope of the project if the lowest responsible and responsive contractor’s (or multiple contractors’) Proposal is higher or lower than our budgeted amount for the project. The City of Smyrna, at its sole discretion, reserves the right to increase or decrease the scope of work to facilitate an award. This scope reduction clause will be enacted only if it is in the best interest of the City and constitutes no guarantee of scope.

### 2. **Additional Work**

The City of Smyrna reserves the right to add to the contract any future work, with the agreement of the contractor, at prices offered in this Proposal. This option will be enacted during the contract or within twelve months of the end of the contract, if in the best interest of the City, and with agreement of the contractor (“Contractor”).

### 3. **Insurance Requirements** (*Insurance also required on goods in transit for this quote.*)

All Proposals submitted must be accompanied by a Certificate of Insurance in compliance with the minimum requirements of the State of Georgia to include worker’s compensation. Upon Bid Award, Contractor shall present a Certificate naming the City of Smyrna as Additional Insured. Contractor shall be responsible for all injuries or damages of any kind resulting from his work, to persons or property. The minimum insurance requirements are as follows:

- a. Commercial General Liability Coverage for personal injury and/or property damage with a minimum limit of \$1,000,000 per occurrence.
- b. Commercial Excess Umbrella for liability for bodily injury and/or property damage and in excess over other coverage in an amount of at least \$2,000,000 combined single limit.
- c. Worker’s Compensation and Employers Liability – Statutory coverage at a minimum of \$500,000 per accident.

Each policy shall contain an endorsement that, in the event of change or cancellation, a thirty (30) day prior written notice must be sent by mail to the City.

### 4. **Indemnification**

Contractor shall assume the obligation to indemnify and hold harmless the City, its officers, employees, engineers, associates, agents, subcontractors and representatives from and against any and all claims, damages, suits, fees, judgments, costs, expenses (including attorneys’ fees), liability or payment arising out of, or through, injury to any person or persons including death and loss of services, or damage to property, suffered through any cause whatsoever in the work involved in the contract and to defend on their behalf any suit brought against them arising from such cause.

Any and all damages and costs associated with and to pedestrians, vehicles, buildings, etc. are the sole responsibility of Contractor. The City may review any disputes and the City’s decision shall be final.

5. **Georgia Security and Immigration Compliance**

In compliance with the Georgia Security and Immigration Compliance act of 2006 Act 457, Section 2 of Senate Bill 529, Chapter 300-10-1 (O.C.G.A. 13-10-91) and further updated in House Bill 87 and Senate Bill 160, all Contractors must comply with the above mentioned State of Georgia regulations by completing the provided affidavits relative to Contractor and subContractor stating affirmatively that the Contractor and any subContractors are registered and participating in a federal work authorization program. All applicable affidavits have been included with this RFP and must be signed and provided with the Proposal submission. An individual, or company with no employees, should complete the SAVE documentation and include a copy of a principal's drivers' license or passport to verify U.S. citizenship.

6. **Personnel**

Contractor shall only hire and employ individuals performing services hereunder with suitable training, experience and skills to perform the services and the position to which such individual is assigned. Contractor shall, at its expense, conduct (or cause to be conducted), in compliance with all applicable laws, the following checks on each individual performing services hereunder:

- a. a background check, including the: (i) name and all names used in the previous seven years, (ii) date of birth, (iii) city, state, and country of birth, and (iv) passport number (if one is held) and issuing country, issue date and expiration date;
- b. criminal checks; and
- c. drug testing.

At the City's request, and to the extent permitted by law, Contractor shall provide copies of such checks with respect to any individual performing services hereunder, and the City shall comply with the law with respect to the use, retention, disposal and confidentiality of such information.

With respect to any individual performing services hereunder that the City believes is (a) not conducting him or herself in accordance with the applicable code of conduct as provided to Contractor by the City from time to time, (b) improperly providing the services, (c) engaged in conduct that is criminal, fraudulent or likely to cause harm to the City's employees or property or (d) not adequately complying with the terms of the service contract, Contractor shall, upon the City's request, as soon as reasonably practicable: (i) if applicable, terminate such individual's access to City property, and (ii) remove such individual of his or her responsibility of providing services to the City.

7. **Ordinances and Regulations**

Selected contractor(s) must comply with all pertinent federal, state and local ordinances and regulations. Contractor shall adhere to all City of Smyrna ordinances pertaining to the work performed as found at <http://www.smyrnacity.com/> under Government / City Ordinances where services per this contract are provided.

8. **Required Submissions**

- a. All Proposals must be submitted with one original and two (2) copies. All copies must contain (1) bid pricing forms, (2) acknowledgements, (3) a current occupational/business license, (4) Contractor's/Subcontractor's affidavits or SAVE documentation and (5) a

current and valid Certificate of Insurance showing the minimum insurance coverage as specified above.

- b. On the Vendor Questionnaire and Reference Forms provided in this RFP, all bidders must provide a minimum of three (3) business and/or government references to the City of Smyrna for which Equipment similar to this Proposal was completed within the last three (3) years. This listing shall include names, addresses, telephone numbers and email addresses of the business/government official project/sales manager.



**RFP 16-004**  
**NETWORK HARDWARE REFRESH**  
**BID SPECIFICATIONS & TECHNICAL REQUIREMENTS**

**Overview**

The City of Smyrna is seeking proposals for the replacement of the network hardware currently used in its LAN. The hardware currently in use is Cisco branded and has now reached its end of life and support.

The City's LAN encompasses 14 separate facilities connected by fiber. That fiber is currently being upgraded and that project is expected to be completed in the next 6 months. With the upgraded fiber in place, the 14 facilities will be organized into 3 separate fiber rings. These new fiber rings will support 10 Gigabit Ethernet uplinks between the facilities.

Routing is only done in the core switch and the fiber rings operate at layer 2 only. The switches must be able to support rapid spanning tree protocols, or an equivalent protocol to handle the redundant path control.

The City is currently in the process of installing new fiber for its network. The current fiber is single mode, but has not been tested to support 10 Gig Ethernet. The new fiber installation will be complete by the end of 2015. If a given leg of the network cannot support 10Gig, then 1 Gig will be used until the new fiber is in place. See attached fiber data sheet for details on the fiber being used.

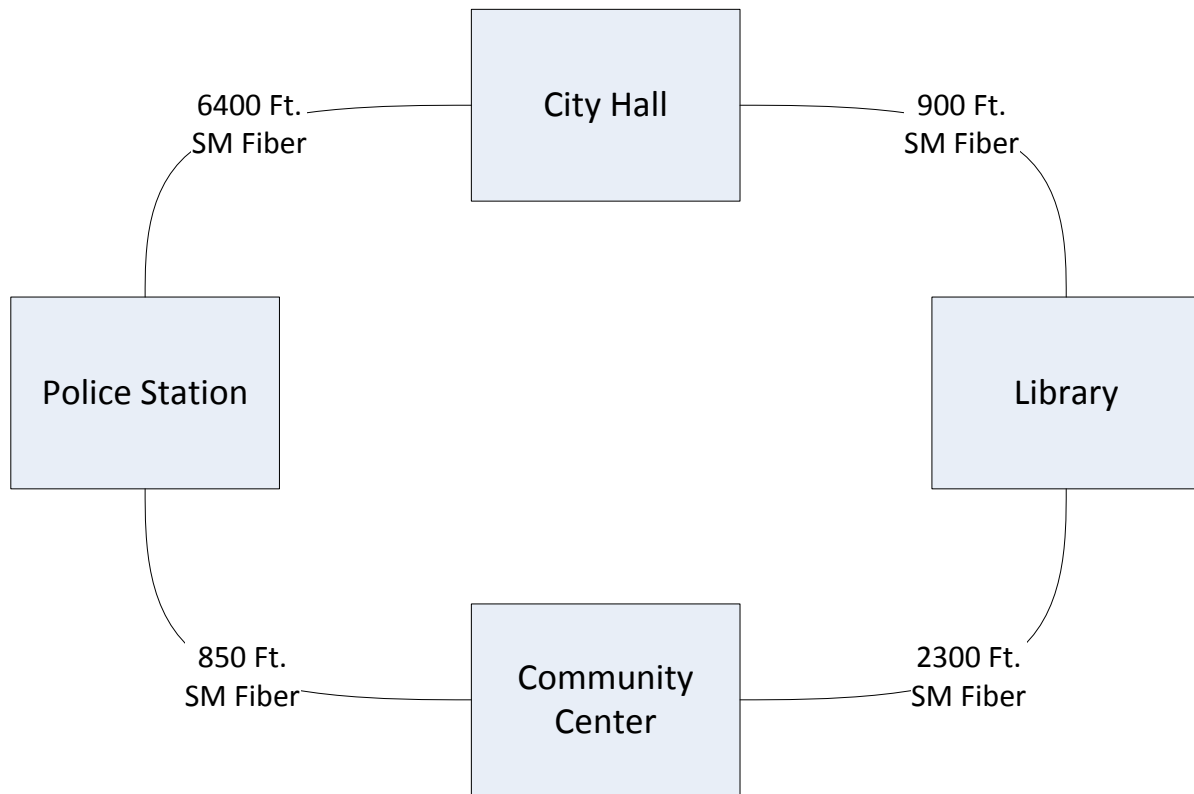
**Background**

The following is a description of the three fiber rings and the core server room that will be in place after the fiber upgrade.

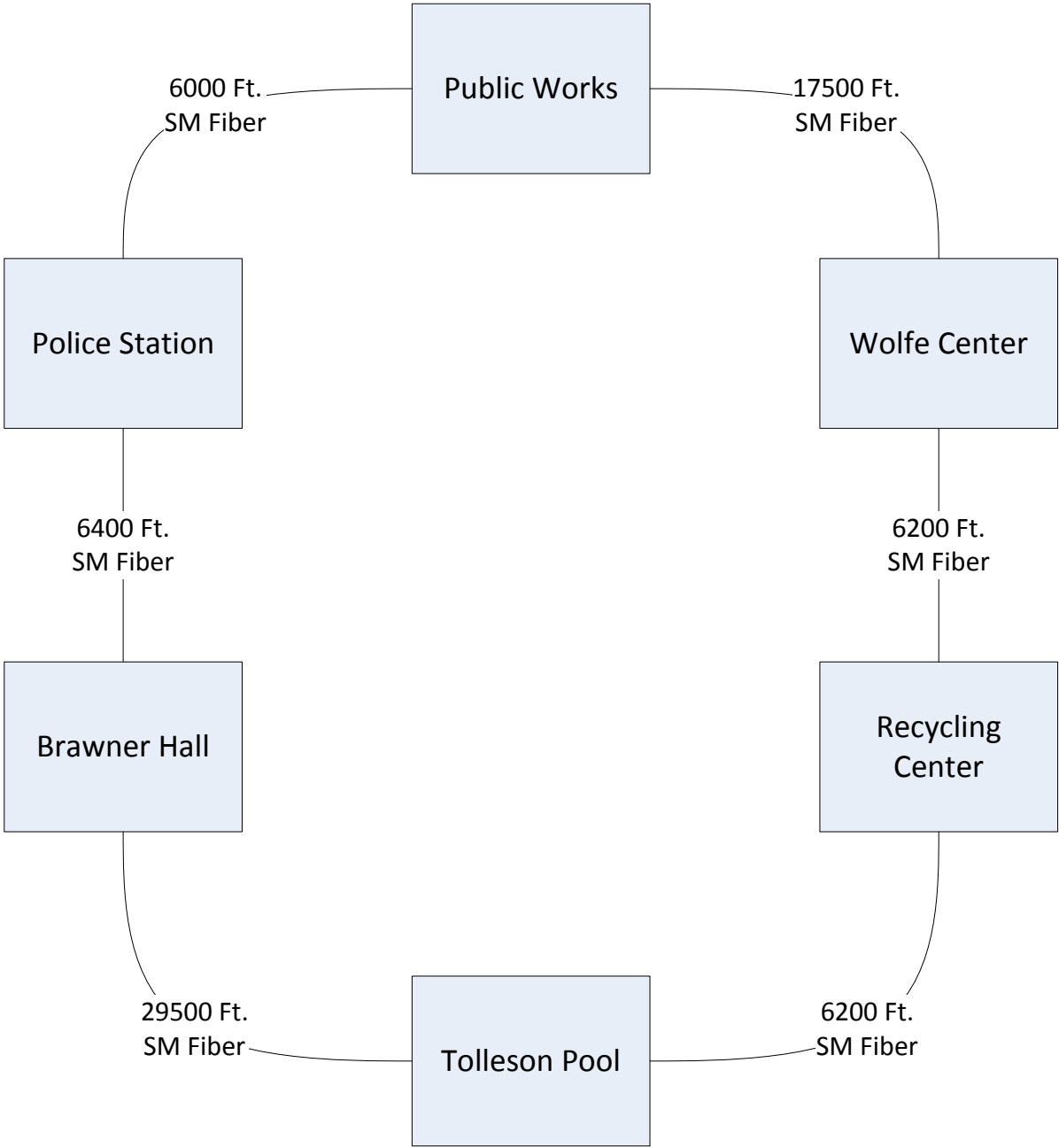
The 14 facilities consist of:

1. Police Station (location of the core switch and server room)
2. Fire Station 1
3. Fire Station 2
4. Fire Station 3
5. Fire Station 4
6. Fire Station 4
7. Public Works
8. Wolfe Center
9. Recycling Center
10. Tolleson Pool
11. Brawner Hall
12. City Hall
13. Library
14. Community Center

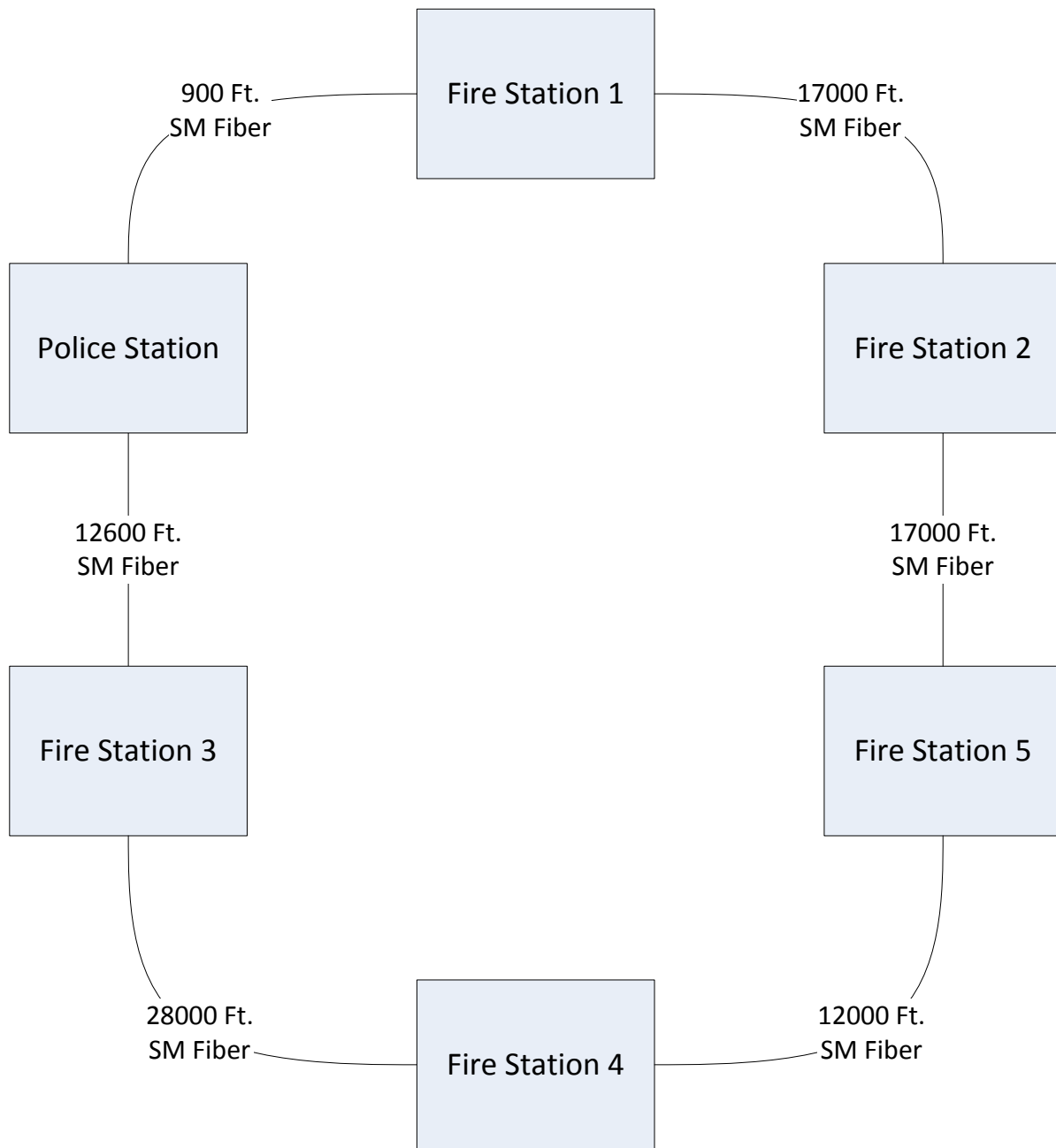
The three fiber rings are:



Fiber Ring 1  
City Hall



Fiber Ring 2  
Brawner Hall



Fiber Ring 3  
Public Safety

Description of each facility's need:

City Hall

- Single Network Closet
- 120 POE 1 Gig Switch Ports

Library

- Single Network Closet
- 48 POE 1 Gig Switch Ports

Community Center

- Two Network Closets, connected by Cat 5E (could be upgraded to fiber)
- 2 Switches, 1x48 POE 1 Gig Switch Ports, 1x24 POE 1 Gig Switch Ports

Public Works

- Single Network Closet
- 48 POE 1 Gig Switch Ports

Wolfe Center

- Single Network Closet
- 12 POE 1 Gig Switch Ports

Recycling Center

- Single Network Closet
- 8 POE 1 Gig Switch Ports

Tolleson Pool

- Single Network Closet
- 8 POE 1 Gig Switch Ports

Fire Station 1

- Single Network Closet
- 48 POE 1 Gig Switch Ports

Fire Station 2

- Single Network Closet
- 8 POE 1 Gig Switch Ports

Fire Station 3

- Single Network Closet
- 8 POE 1 Gig Switch Ports

Fire Station 4

- Single Network Closet
- 24 POE 1 Gig Switch Ports

Fire Station 5

- Single Network Closet
- Also Has a Server Rack with 24 1 Gig Switch Ports
- 24 POE 1 Gig Switch Ports

Brawner Hall

- Two Network Closets connect by single mode fiber pair
- Main Closet has 72 POE 1Gig Switch Ports

- Second Closet has 48 POE 1 Gig Switch Ports

#### Police Station

- Two Network Racks (Main Server Room and Jail)
- Jail Rack connected by multi-mode Fiber
- Jail Rack has 24 1 Gig POE Switch Ports
- Main Server Rack located in this room with 48 1Gig Switch Ports
- Main Rack has 144 1 Gig POE Switch Ports
- Main Rack also has Core Switch with 16 10 Gig SFP ports

#### **General Requirements**

The City currently uses Cisco network equipment. This RFP does not expressly require that the replacement equipment be Cisco, but the proposed equipment must meet these requirements:

- All Routing is done on the core switch. The fiber rings will be layer 2 only, with Rapid Spanning Tree Protocol or an equivalent controlling the redundant pathway.
- Uplinks between switches are to be 10 Gig Ethernet, with the exception of the Jail Switch due to the nature of the fiber that feeds the jail switch.
- The switch fabric must support the QOS needed for the Cisco VoIP systems.
- Port level Network Access Control is required.
- The POE on an individual switch must be capable of supporting a full load of Cisco 79XX phones, and at least 3 Meraki Wi Fi Access points.
- The switches must support RSPAN, which is required by our Cistera VoIP call recording system.
- All hardware must have a lifetime warranty with next day advance hardware replacement included.
- All the equipment must be able to be managed from a centralized console, preferably web browser based. That management system is to be included.
- The successful vendor will be expected to preconfigure the switches based on the City's current network configuration, making modifications as needed to take full advantage of the features of the hardware selected. The City's IT department will be consulted when making these modifications.
- The successful vendor will be expected to install the new hardware in the City's network, coordinating that task with the City's IT department.
- Detailed documentation of the finished network, including network configurations, is required.
- Training on the new equipment for the City's IT department is required.
- One spare on site switch of each model is required.



**BID PRICING FORM  
RFP 16-004  
NETWORK HARDWARE REFRESH**

COMPANY \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT: \_\_\_\_\_ PHONE \_\_\_\_\_

EMAIL: \_\_\_\_\_

The \_\_\_\_\_ Company submits the following TOTAL and Unit Pricing for RFP 16-004 Network Hardware Refresh as indicated in the Specifications section.

The City of Smyrna requests the Total Project Price and Line Item Pricing Sheet showing all costs, even miscellaneous items.

**I. TOTAL ALL INCLUSIVE PRICE FOR NETWORK HARDWARE REFRESH:**

\$ \_\_\_\_\_

**II. LINE ITEMS: ALL BID SUBMISSIONS MUST INCLUDE A DETAILED LINE ITEM LIST OF ALL PROPOSED EQUIPMENT, LABOR, ETC. AND PRICING FOR EACH ON A SEPARATE SHEET MARKED RFP 16-004.**

1. Miscellaneous Charges such as warranty and maintenance, including any and all additional costs: \$ \_\_\_\_\_  
Please provide break out on separate sheet marked RFP 16-004.
2. Estimate time for installation, down time and migration
  - a. \_\_\_\_\_ calendar days for installation
  - b. \_\_\_\_\_ downtime hours for migration

The above pricing is all inclusive per the specifications in this RFP.

**Submitted By:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Please complete and submit the Acknowledgements below:

**ACKNOWLEDGEMENTS**

\_\_\_\_\_ We acknowledge that we take NO exceptions to the specifications or requirements.

**OR**

\_\_\_\_\_ We acknowledge that we DO take exceptions to the specifications or requirements and an itemized list of exceptions is attached.

\_\_\_\_\_ We acknowledge we have read and signed the applicable Contractor's and Subcontractor's or SAVE affidavits.

\_\_\_\_\_ We acknowledge we will complete this work in the City's required time frame and schedule.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

Date \_\_\_\_\_



City of Smyrna, Georgia  
**CONTRACTOR AFFIDAVIT AND AGREEMENT**

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. §13-10-91 (b) (1), stating affirmatively that the individual, firm, or corporation which is engaged in the physical performance of services on behalf of the City of Smyrna has registered with and is participating in a federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91 (b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 EEV/ Federal Work Authorization User Identification Number      Date of Authorization

Name of Contractor \_\_\_\_\_

Name of Project \_\_\_\_\_ Public Employer \_\_\_\_\_

I hereby declare under penalty of perjury that the foregoing is true and correct.

\_\_\_\_\_  
 BY: Authorized Officer or Agent

\_\_\_\_\_  
 Printed Name and Title of Authorized Office or Agent

SUBSCRIBED AND SWORN

BEFORE ME ON THIS THE

\_\_\_\_ DAY OF \_\_\_\_\_/\_\_\_\_\_

Notary Public

My Commission Expires:

\_\_\_\_\_



City of Smyrna, Georgia  
SUBCONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. §13-10-91 (b) (1), stating affirmatively that the individual, firm, or corporation which is engaged in the physical performance of services on behalf of the City of Smyrna has registered with and is participating in a federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91. Furthermore, the undersigned subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91 (b). Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
EEV/ Federal Work Authorization User Identification Number      Date of Authorization

Name of SubContractor\_\_\_\_\_

Name of Project \_\_\_\_\_ Public Employer\_\_\_\_\_

I hereby declare under penalty of perjury that the foregoing is true and correct.

\_\_\_\_\_  
BY: Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Office or Agent

SUBSCRIBED AND SWORN

BEFORE ME ON THIS THE

\_\_\_\_ DAY OF \_\_\_\_\_/\_\_\_\_\_

Notary Public

My Commission Expires:

\_\_\_\_\_



**Systematic Alien Verification of Entitlement (SAVE)\***

Affidavit of Compliance with O.C.G.A. 50-36-1

**“Verification of Lawful Presence within the United States”**

O.C.G.A. 50-36-1 requires that applicants applying for such things as licenses for public benefits complete a signed and sworn affidavit verifying the applicant’s lawful presence in the United States. Therefore, the applicant must answer the following questions:

The applicant is a United States citizen or legal permanent resident at least eighteen (18) years old.

            
YES

            
NO

IF NOT:

The applicant is a qualified alien or nonimmigrant under the federal Immigration and Nationality Act, Title 8 U.S.C., as amended, at least eighteen (18) years old, and is lawfully present in the United States. A photo static copy of the applicant’s alien card issued by the Department of Homeland Security or other federal immigration agency must be included with this document.

O.C.G.A. 50-36-1 states that “Any person who knowingly and willfully makes a false, fictitious, or fraudulent statement of representation in an affidavit executed pursuant to this Code section shall be guilty of a violation of Code Section 16-10-20.”

**I declare, under penalty of law, that this affidavit has been completed by me and is true and correct.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

(Must be signed by applicant. If the applicant is a corporation, must be signed by an officer of the corporation. **A STAMPED SIGNATURE IS NOT ACCEPTABLE.**)

I hereby certify that \_\_\_\_\_ is personally known, or verified by me, that the applicant signed this application after stating to me his or her personal knowledge and understanding of all statements and, under oath actually administered by me, has sworn that the statements and answers contained in this affidavit are true.

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Public

AFFIX SEAL

All applicants must attach a copy of a secure and verifiable document as defined in O.C.G.A. 50-36-2. Such documents include a valid Georgia issued Driver’s License or ID Card, a valid Driver’s license issued by another State or an identification document issued by the United States Government.v2014

***\* This SAVE form is to be used by suppliers with NO employees, individuals only.***

**City of Smyrna  
RFP 16-004**

**NETWORK EQUIPMENT REFRESH**

**VENDOR QUESTIONNAIRE**

**Questionnaire must be completed by ALL Vendors and returned with Proposal response.  
Any additional pages provided should be clearly labeled.**

1. How long have you been in business and working with the proposed equipment?  
\_\_\_\_\_
2. Give us background information on your company, including the number of employees available to service the City of Smyrna, the closest office location, as well as any financial ratings and reports available. Separate attachment is acceptable.
  - A. What is the location that will fill orders of this equipment and service for the City of Smyrna? \_\_\_\_\_
  - B. Please provide the name and address of your local or closest office:  
\_\_\_\_\_  
\_\_\_\_\_
3. Have you provided similar services to other governmental agencies in the past three (3) years?  
Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, name agency and volume of business:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

City of Smyrna  
RFP 16-004  
**NETWORK EQUIPMENT REFRESH**

**CLIENT REFERENCE SHEET**

References must be provided by ALL responding Vendors using the form below. It is the vendor's responsibility to provide **COMPLETE** and **ACCURATE** reference information on the form below, **INCLUDING FAX NUMBERS AND EMAIL ADDRESSES**.

1. \_\_\_\_\_  
Company  
\_\_\_\_\_  
Address, City, State, Zip Code  
\_\_\_\_\_  
Telephone Number                      Fax Number  
\_\_\_\_\_  
Name of Contact Person                      E-Mail Address  
Type of Project and  
Dates: \_\_\_\_\_
2. \_\_\_\_\_  
Company  
\_\_\_\_\_  
Address, City, State, Zip Code  
\_\_\_\_\_  
Telephone Number                      Fax Number  
\_\_\_\_\_  
Name of Contact Person                      E-Mail Address  
Type of Project and  
Dates: \_\_\_\_\_
3. \_\_\_\_\_  
Company  
\_\_\_\_\_  
Address, City, State, Zip Code  
\_\_\_\_\_  
Telephone Number                      Fax Number  
\_\_\_\_\_  
Name of Contact Person                      E-Mail Address  
Type of Project and  
Dates: \_\_\_\_\_

ADVERTISEMENT

**RFP 16-004**

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Competitive Proposals based on the Specifications included in this document will be received at the City of Smyrna Purchasing Department, 2800 King Street, Smyrna, GA 30080, no later than Tuesday, August 11, 2015 at 10 a.m. and will be opened at that time in the HR Training Room on the first floor.

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Proposals must be delivered to the address listed above no later than the time and date indicated. The accepted bid package must have the official orange bid seal attached. There is no pre bid meeting scheduled for this Proposal. There is no Bid bond associated with this bid. Bids will be publicly opened at City Hall in the Executive Conference Room, 2<sup>nd</sup> Floor, and 2800 King Street, Smyrna, GA.

**QUESTIONS:** All questions or request for additional information must reference RFP 16-004 Network Hardware Refresh and must be submitted by 12 noon, Wednesday, July 29, 2015, to Penny Murphy, Purchasing Manager, 2800 King Street, Smyrna, GA 30080. Email questions or inquires shall be submitted to pmurphy@smyrnaga.gov . All questions and answers will be sent to all bidders. After the RFP is issued, no contact will be permitted between bidders and any other City staff members or elected officials, except through the Purchasing Manager. Purchasing Department hours are 9:00 a.m. – 5:00 p.m., Monday through Friday.