



**First Judicial District of Pennsylvania  
Procurement Unit  
368 City Hall  
Philadelphia, Pennsylvania 19107  
(215) 683-7940**

August 29, 2000

Dear Prospective Vendor:

You are invited to submit a proposal for the Development and Installation of New Telephone System(s) for operations located within Philadelphia City Hall and the Court of Common Pleas' Domestic Relations' Branch Complex of the First Judicial District of Pennsylvania (FJD) in accordance with the referenced Request for Proposal (RFP) and supporting documents which you may download from the First Judicial District's Website at (<http://courts.phila.gov/pdf/rfp/phone.pdf>). Once you have successfully retrieved the RFP documents, please email the FJD at ([maureen.simone@courts.phila.gov](mailto:maureen.simone@courts.phila.gov)) so we can keep you informed of any changes and/or updates which may occur. The referenced documents are described as follows:

General Information for Bidders:	
TelephoneSystems	GENERAL.pdf
Technical Requirements:	TelephoneSystemsTECH.pdf
Line Counts (Statistics):	TelephoneSystems LINECOUNTS.pdf
Copper Riser Diagrams:	TelephoneSystems RISERDIA.pdf
Pricing Worksheets (EXCEL format):	
TelephoneSystems PRICING.xls	

**All proposals must be submitted in ten (10) copies to: Telephone Systems RFP, First Judicial District of Pennsylvania, Procurement Unit, 368 City Hall, Philadelphia, Pennsylvania 19107.**

Proposals must be received in a sealed envelope at the above address no later than 3:00 P.M., Friday, October 6, 2000. Late proposals will not be considered regardless of the reason.

A mandatory pre-proposal conference and walk-thru will be held on Tuesday, September 5, 2000, at 10:00 a.m., in Philadelphia City Hall, Room 653.

We expect that evaluation of the proposals and selection of the vendor will be completed within three weeks after receipt of proposals and all bidders will be notified.

Sincerely,  
Joseph DiGuglielmo  
Director, Procurement

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