



CITY OF GUNNISON, COLORADO

REQUEST FOR PROPOSALS FOR BROADBAND SERVICE — WASTE WATER TREATMENT PLANT

April 7, 2017

201 WEST VIRGINIA AVENUE
PO BOX 239
GUNNISON, CO 8123

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I. INVITATION TO SUBMIT PROPOSALS

Date of Request: April 7, 2017

Due Date for Proposals: May 1, 2017 at 4:00 pm local

The City of Gunnison, Colorado, ("City") respectfully requests proposals from a qualified contractor ("Firm") to purchase broadband service for the Waste Water Treatment Plant (WWTP) at the physical address of 524 County Road 32, Gunnison CO 81230.

II. PROJECT OBJECTIVES

The City is looking for a creative and cost effective long term solution to increase or make available high speed internet, telephone and cell phone services on this property. Due to the location and obstacles associated with this property, infrastructure such as towers, antennae repeater sites, fiber and/or cabling may be needed to complete this project.

- 1) Purchase high speed internet
- 2) Build needed infrastructure to provide a long term solution for this property

III. SCHEDULE

- | | | |
|----|---------------------------|--|
| 1. | Release RFP | April 7, 2017 |
| 2. | Site visit – not required | Scheduled as requested |
| 3. | Due date for proposals | May 1, 2017 at 4:00 pm local |
| 4. | RFP Opening | May 2, 2017 9:00am local
City of Gunnison Town Hall
IT Department
201 W. Virginia Ave
Gunnison, CO 81230 |
| 5. | Announce selected vendor | May 31, 2017 |

IV. PROJECT GUIDELINES

In preparing their proposals, respondents should consider the following criteria:

A. REQUIRED FEATURES AND FUNCTIONS

The proposed system must be provided by a well-established vendor, with expertise in the solution proposed. The solution must support the following features and functions:

1. High speed internet service; minimum of 10Mbps up and down load speed
2. Meraki Firewall using a point to point VPN connection back to city network
3. IP telephones connecting to phone server/system in city network
4. Streaming of video for staff training and communications

5. Reliable and high availability to support network and internet systems, including but not limited to IP phones and SCADA monitoring systems.

C. VENDOR REQUIREMENTS

1. Firm must provide guaranteed service level agreement including guaranteed bandwidth, length of time to respond to outage after notification and time to resolve outage.
2. Firm must provide a minimum of two (2) references of business or government customers.
3. Firm must provide detail of costs for installation, cost for monthly service and fees including additional costs for service or equipment maintenance.
4. If the installation of any on-site infrastructure is needed that you cannot provide; detail the specifications required including any electrical, network cabling, dimensions, weight requirements etc.
5. Detail of ownership of items installed on site.
6. If installation costs include any portion of the cost to build or enhance infrastructure off site; detail the proposed ownership of the infrastructure.

D. EVALUATION CRITERIA

The evaluation criteria listed are in no particular order of importance:

- Service Level Agreement and vendor's ability to provide service.
- Level of service proposed to meet the required features and functions and monthly recurring costs.
- The total cost of the system installation including required hardware, installation, and infrastructure.
- Required contract term for service.
- Would any of the new/enhanced infrastructure be available to other entities (carrier neutral location) and/or provide increased internet service to area residents, businesses or government entities.

V. BASIS FOR EVALUATION OF PROPOSALS AND AWARD OF PROJECT

The City does not discriminate on the grounds of race, religion, color, age, sex, disability, or national origin in consideration of an award. Disadvantaged business enterprises are afforded a full opportunity to submit proposals. Proposals will be evaluated on the Firm's qualifications, experience, Project understanding and approach.

Based on the preliminary review of the proposals, Firms may then be interviewed prior to selection.

The award will be made to the responsible and responsive Firm with the lowest bid who best meets the City's needs and desires. In making such determination, cost will not be the sole consideration. The City shall consider but not be limited to the Project Guidelines enumerated in Section IV.

The City makes no commitments to any Firm until such time as the City approves the negotiated contract.

VI. INTERPRETATIONS AND GOVERNING LAW

All questions regarding the meaning or intent of this RFP must be submitted **IN WRITING ONLY VIA EMAIL** to the IT Director, Mike Lee at mlee@gunnisonco.gov. Only questions answered by formal written Addenda to this RFP will be binding. Oral and other interpretations or clarifications will be without legal effect and will NOT be considered in awarding the Project. Addenda will be emailed to all parties recorded by the City as having received the RFP and posted to the City website. It shall be each Firm's responsibility to make inquiry as to Addenda that have been issued. All Addenda shall become part of this RFP, and all Firms shall be bound by such Addenda, whether or not received by the Firm.

All applicable State of Colorado and Federal laws, City ordinances, and licenses and regulations of all agencies having jurisdiction shall apply to the Firm and Project throughout the Project and are incorporated herein by reference. The Agreement with the selected Firm, and all questions concerning the execution, validity or invalidity, capacity of the parties, and the performance of the Agreement, shall be interpreted in all respects in accordance with the Home Rule Charter and Code of the City of Gunnison and the laws of the State of Colorado.

VII. SUBMISSION OF PROPOSAL

Due Date for Proposals: May 1, 2017 at 4:00 pm local

Proposals must be submitted electronically via email to mlee@gunnisonco.gov, with subject line *WWTP Broadband proposal*.

The City reserves the right to reject any and all proposals or any part thereof, to waive any formalities or informalities and further, to award the services to the most responsive and responsible Firm, according to the City's evaluation and as deemed to be in the best interest of the City. Further, in the event funds in an amount sufficient to support the project are not

appropriated by the City Council of Gunnison, Colorado, the City reserves the right to reject all proposals.

Proposals must meet or exceed requirements contained in this RFP.

All costs of the development for Proposal submittal are the responsibility of the Firm.

Proposals shall be submitted prior to the time and date set for receipt of proposals as indicated in these Instructions and Proposal Requirements, or the modified time and date as indicated by any Addendum. Proposals received after the time and date set for receipt of proposals will not be considered. Firm shall assume full responsibility for timely delivery at the location designated for receipt of proposals; Firms must allow adequate time for delivery of their proposal either by hand delivery, postal service, or other delivery service.

No extensions for submittal of an RFP will be granted on an individual basis. If the City determines, in its sole discretion, that the response time it has provided is inadequate for the preparation of complete proposals, or if amendments issued have materially changed the proposal requirements, the City may, at its option, extend the opening or response dates to all firms.

No Firm may submit more than one proposal. Multiple proposals under different names will not be accepted from one firm or association. Evidence of collusion among Firms shall be grounds for exclusion of any Firm who is a participant in any such collusion.

All information submitted to the City by the Firm is a public record, and may be subject to disclosure under the Colorado Open Records Act, Colorado Revised Statute § 24-72-200.1, et seq. **The Firm shall clearly identify any portion(s) of its proposal that it believes constitutes trade secrets, privileged information, and/or confidential commercial, financial, geological or geophysical data which shall not be subject to disclosure under the Colorado Open Records Act.**

To the extent required by Illegal Aliens Public Contracts for Services C.R.S. § 8-17.5-102(1), by submitting a proposal, the Firm certifies that at the time of proposal submission it does not knowingly employ or contract with an illegal alien who will perform work under its proposal, and that the Firm will participate in the E-verify program administered by the United States Department of Homeland Security and the Social Security Administration, or the employment verification program administered by the Colorado Department of Labor and Employment in order to verify the employment eligibility of all employees who are newly hired for employment to perform work under its proposal.

VIII. CONFIDENTIALITY

The Firm may be provided confidential information by the City. Complete confidentiality must be maintained regarding confidential City information and data. Signing of a confidentiality agreement may be required by the Successful Firm.

The information included in this RFP is for Firm's exclusive use in preparing a proposal and must not be shared, whether written or oral, with any other person or entity or used for any other purpose. The use of the City's name in any way as a potential client is strictly prohibited.

IX. MODIFICATION AND WITHDRAWAL OF PROPOSAL

Proposals submitted early may be modified or withdrawn, subject to the Project Manager's discretion. Withdrawn proposals may be resubmitted until the deadline for submission of proposals.

X. SIGNING OF AGREEMENT

When the City gives a notice of award to the Successful Firm, it will be accompanied by unsigned counterparts of the Agreement and this RFP. The Successful Firm shall execute the Agreement and deliver it, together with evidence of insurance to the City within ten (10) calendar days from the date of the notice of award. Failure to do so will be adequate and just cause for the annulment or cancellation of the awards.

XI. PROPOSAL BECOMES CITY PROPERTY

Once submitted, a proposal becomes City property. The City reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the Firm of the conditions contained in this RFP.