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## **CITY OF GUNNISON, COLORADO**

### **REQUEST FOR PROPOSALS FOR ENHANCE CELLULAR SERVICE AT WASTE WATER TREATMENT PLANT**

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**May 11, 2017**

201 WEST VIRGINIA AVENUE  
PO BOX 239  
GUNNISON, CO 8123

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I. INVITATION TO SUBMIT PROPOSALS

Date of Request: May 11, 2017

**Due Date for Proposals: May 23, 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 solution to enhance cellular phone signal coverage to the Waste Water Treatment Plant campus and inside the office area. Due to the location and obstacles associated with this property, infrastructure such as towers, antennae repeater sites may be needed to complete this project.

III. SCHEDULE

- |    |                           |   |
|----|---------------------------|---|
| 1. | Release RFP               | May 11, 2017  |
| 2. | Site visit – not required | Contact Mike Lee if you would like to schedule a site visit. <a href="mailto:mlee@gunnisonco.gov">mlee@gunnisonco.gov</a> or 970-641-8179 |
| 3. | Due date for proposals    | <b>May 23, 2017 at 4:00 pm local</b>  |
| 4. | RFP Opening               | May 24, 2017 9:00am local<br>City of Gunnison Town Hall<br>IT Department<br>201 W. Virginia Ave<br>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. Provide and install a cellular amplification system that provides coverage to the facility grounds and inside the office and lab building. Amplification/enhancement of the cellular signal should allow operators and guests of the facility to make and receive phone calls of quality as to conduct business in a positive, productive manner and allow for emergency calls to 911.
2. The system must be self-supporting and not rely on internet bandwidth.

3. BDA/Repeater/Booster should have high sensitivity to off air signal.
4. Increase the cellular signal in the office to allow cellular modems to be used for the internet; including uploading reports to state agencies, general internet browsing and research and other internet office functions.
5. Where possible the installation of antennas and hardware should be mounted on existing buildings.

#### C. VENDOR REQUIREMENTS

1. Firm must provide detail of costs for required and optional equipment, system installation, cost for any monthly service and fees including additional costs for service or equipment maintenance.
2. Heat map showing proposed system signal level for the grounds.
3. Firm must provide at least 2 references for similar project.

#### D. EVALUATION CRITERIA

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

- Vendor's ability to provide service.
- The total cost of the system installation including required hardware, installation, and infrastructure.
- Required contract term for service.

#### 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](mailto: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 23, 2017 at 4:00 pm local**

**Proposals must be submitted electronically via email to [mlee@gunnisonco.gov](mailto:mlee@gunnisonco.gov), with subject line *WWTP Cellular 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.