1. **Overview**

**1.1 Goals**

The Lowndes County Board of Supervisors is looking to upgrade the current networking technology that provides network connectivity to various County locations. The goal is to work with a network service provider who shall provide a fiber optic network capable of providing at least a gigabit+ connectivity and backhaul to 11 distinct County locations located throughout Lowndes County, with the originating location at the County Administrative Building. The originating location will provide the internet connection to all County offices included in this RFP. Also required is a contiguous range of at least 8 static IP addresses as well as Proponents ability to provide a SIP service solution.

The primary goal is to increase network bandwidth, providing for a robust networking solution to ensure a resilient network that is readily expandable and lower cost by eliminating multiple site internet connections. It is the County’s goal to ensure that the contractor will incorporate smart design techniques for future uses.

The County will not own or maintain the fiber optic network lines. Those will belong to the successful Proposer which the County will contract with on a 60-month term. The County shall not incur any costs for construction, permits, fees, etc. for the fiber optic network infrastructure.

The County understands that construction may be required by the successful Proposer in order to satisfy the RFP. If construction is required, the County will not bear the cost of such construction, including but not limited to fees, permits, licenses, etc. The County will work with the successful Proposer in regards to installation dates to accommodate the construction.

**1.2 Current Environment**

The County consists of a number of buildings. These include the County Administration Office, County Tax Office, Chancery Clerks Office, Circuit Courts Office, EMA/911 Center, Justice Court, Juvenile Detention Center, County Road Department, Building Inspection Department, County Coroner’s Office, Recreation Department, Lowndes County Adult Detention Center Lowndes County Narcotics and Veterans Services Office.

**1.3 Facilities Inspection**

As an option, Proponents may schedule a visit to each proposed site at their expense prior to the submission of its proposal and take the time to ascertain site conditions and surrounding features for the performance of the work. Proponents shall report to the County any condition which might prevent them from executing the work in the manner intended.

**1.4 Scope of Work**

The proponent will provide all costs for the installation and setup of a multi-site network infrastructure meeting the minimum specifications provided in this RFP including any equipment, connection cables, cross connect wire, grounding wire, power connection cables, lightning protection, and any other hardware, adapters and other materials or labor not specified, but required for a complete working system. The proponent will not interrupt the current network operation until the approved cutover date.

**1.5 Project Management**

The Proponent is expected to provide a project manager for this installation that will be the primary contact for the duration of the project. This project manager will be assigned to the County throughout the life of the project. The proponent is required to present a proposed schedule that includes projected completion dated for various phases of the project. The implementation will be coordinated with County schedules in order to minimize any impact to the normal operations of the County. Any changes to the project timeline must be approved by the County’s designated representative.

On the first day after cutover, the Project Manager will ensure a technician(s) will be on-site to ensure a smooth transition and optimum user acceptance.

1. **Submittal Procedure**

**2.1 Proposals**

Proponents must submit one (1) printed original, signed in ink, and sealed. Proponents may elect to either personally deliver, or mail, their proposals to:

***Hand, FedEx, UPS Delivery***
Lowndes County Chancery Clerks Office
Attn: Network and ISP Services RFP
505 2nd Avenue North
Columbus, MS 39701

***U.S. Postal Service Delivery***
Lowndes County Chancery Clerks Office
Attn: Network and ISP Services RFP
P.O. Box 684
Columbus, MS 39703

**2.2 Proposal Format**

All proposals should be electronically generated and the printed original signed in ink. Proposals need not be submitted in elaborate or expensive binders. Legibility, clarity and completeness are important and essential. Electronic bids can be submitted at www.centralbidding.com. For any questions relating to the electronic bidding process, please call Central Bidding at 225-810-4814

The deadline for the submittal of proposals is no later than Friday, November 30, 2018 at 10:30 AM.

Proponents may submit their proposals at any time prior to the above stated deadline. Failure to submit the required number of copies by this deadline may be subject for disqualification from the RFP process.

**2.3 Addenda and Modifications**

Requests for additional information and questions may be addressed to Al Quinn via email at aquinn@lowndescountyms.com with subject title “Network and ISP Services RFP Request" no later than Monday, November 26, 2018 at 4:00 PM local time.

Any changes to the RFP or the RFP process shall be posted to the website as addenda.

**2.4 Estimated Timeline**

|  |  |
| --- | --- |
| Event | Date |
| Issue RFP | November 8, 2018 |
| Optional Building Walk Through | Arranged with Staff |
| Deadline for Submittal of Proposals | November 30, 2018 |
| Approval of Contract | December 17, 2018 |
| Installation | TBD |

**2.5 Information for Bidders**

Bidder must submit:

Title Page. The title page includes the heading: "Network and ISP Services", full legal name of business entity, mailing information and telephone information for headquarters and local office; contact information including phone, cell, fax and email address.

Pricing Structure Sheet. Pricing Sheet must show detailed breakdown for every item.

References (minimum of two, along with contact information to allow follow-up with references).

May include alternative suggestions.

**2.6 Evaluation Procedures**

A contract shall be awarded to the most responsible and responsive Vendor based upon, but not limited to, the following criteria:

The quality of the system(s) proposed, conformity with technical specifications, ease of operation, and ease of administration.

The ability, capacity and skill of the Vendor to provide the goods and services required, including the character, integrity, reputation, judgment, experience and efficiency of the Vendor.

The ability for the Vendor to provide a minimum of a 4 hour onsite response time in the event of a system malfunction.

The ability for the Vendor to pass a background check for any work.

The capital (purchase) cost and life cycle costs for all products and services considered or proposed.

Maintenance and ongoing servicing issues.

Such other information as may be secured and have bearing on the decision to award the contract.

**3.0 Miscellaneous**

Proponents must accept Net 45 payment terms. Proponents may also provide installment options for payment.

Please specify any minimum purchase, term or volume discounts, package pricing or exclusivity that may pertain to your offer.

Bids must be quantified on the Pricing Structure Sheet and must be good for 180 days after submission date.

Alternative and/or additional required products must be completely and thoroughly described, including associated costs.

The Lowndes County Board of Supervisors is tax exempt.

Bidders must provide details on their technical support commitment, including hours of operation and technical capabilities.

All bids must include all shipping/handling/postage charges and fees.

Bidders must provide a delivery schedule.

Bidders must show unit prices.

The Lowndes County Board of Supervisors reserves the right to cancel this RFP or to reject any or all proposals received prior to contract award.

The Lowndes County Board of Supervisors reserves the right to waive any provisions contained in this RFP.

The Lowndes County Board of Supervisors reserves the right to request clarification of any proposal after all proposals have been received.