

County of Zavala Request for Proposal

I. Request for Proposal

The County of Zavala invites you to respond to this Request for Proposal (RFP). The focus of the RFP is to select a new broadband internet provider. The County of Zavala has 8 locations that are included in this RFP.

II. Closing Time and Date

Sealed bids will be received until **4:00 P.M. on Friday April 14, 2023**. Sealed proposals should be mailed to the County Clerk, Zavala County, 200 E. Uvalde, Crystal City, TX 78839 or hand delivered to County Courthouse, County Clerk, 200 E. Uvalde, Suite 7, Crystal City, TX 78839. All proposals shall be sealed and clearly marked on the outside of the envelope as Proposal for broadband internet service.

III. Bid Specifications

- a. Provide 100x100 fiber internet with no managed router, with one static IP to the Zavala County Courthouse at 200 East Uvalde Street, Crystal City, TX
- b. Provide at minimum 300 megabyte wired asymmetrical internet, with a router and a static IP for Agri Life Extension Office at 221 N. 1st Avenue Crystal City, TX
- c. Provide 20 x 20 fiber internet with no router, and one static IP at Justice of the Peace Annex 1 260 South FM 117 Batesville, Texas
- d. Provide 300 x 10 wired internet with a router and one static IP address at Justice of the Peace Annex 2 319 N 1st Street Crystal City, TX
- e. Provide 300x10 wired internet with a router and one static IP address at IP annex 3 in 700 East Lake Street Crystal City, TX
- f. Provide 20X20 fiber internet with no router and one static IP address at Justice of the Peace Annex 4 121 W. Highway 57 La Pryor, TX
- g. Provide 300 x 10 wired internet with a router and one static IP address at Crystal City Nutrition Center 1210 N. 7th Avenue Crystal City, TX
- h. Provide 300 x 10 wired internet with a router and a static IP at Road and Bridge Department 1700 N. Highway 83, Crystal City, TX with a router and static IP address
- i. Letter of Transmittal: The proposal letter shall be formed on the organizations letter head, addressed to the coordinator listed, and shall include the name, title, telephone, email, and signature of the primary contact legally authorized to bind the proposal.

Proposal Coordinator Information

For questions regarding this RFP please contact in writing:

Noelia Ramirez

Administrative Assistant, County Judge's Office

200 E. Uvalde St, Ste 9

Crystal City, TX 78839

I. Proposal Submission Information:

All proposals must be in conformance with the submittal instructions provided in Section II of this RFP and received no later than **4:00 PM, Friday April 14, 2023.**

Mark the parcel with the following "Broadband RFP RESPONSE" to ensure proper receipt. Please submit one (1) original response, four (4) copies. All responses must be submitted in the form set forth in this RFP, sealed, and delivered to:

Michelle Urrabazo

Zavala County Clerk

200 E Uvalde St, Ste 7

Crystal City, TX 78839

All proposals received after the deadline will be considered non-responsive and shall be returned to the Vendor unopened. No faxed or emailed proposals will be accepted.

II. Proposal Format and Evaluation Process

To simplify the evaluation process, the proposals shall be submitted in the format outlined below:

Reference: Provide at least one reference of current client of similar scope (municipal government entities) with the proposal. Include name, title jurisdiction, address, phone number and email of contact person.

III. Implementation Services/ Scope of Work

Submittal of a project scheduled is required as part of the Implementation Services. Provide a project management plan including reasonable target dates assuming the implementation of project starts after approval in Commissioners Court on **Wednesday, April 19, 2023**. This section must also outline key activities, work products, and assumption.

iv. Service and Support

Provide a guaranteed response time frame for issues dependent on severity and time of day. Also, provide average response time for after hour's issues.

Describe how scheduled down times (if any) are determined and how it is to be communicated to the County of Zavala contacts.

V. Cost Proposal

Please provide costs for circuit, and any additional implementation costs. The county does not require any routers for the fiber internet. The county requires routers for the wired internet. All locations must have a static IP address.

Provide costs for ongoing monthly fees and describe what is included / excluded.

Provide costs for organization representatives to be on-site.

Provide costs for additional services such as truck rolls, or afterhours service calls.

VI. Additional Information

Please provide any other information you feel is important for consideration in our evaluation of proposals.

Confidential Material – Any information contained in the proposal that is proprietary must be clearly marked as such and will be treated as confidential to the extent allowable in the Public Records Act.

VII. Selection and Award

Upon the completion of evaluations, the RFP Coordinator will submit a summary of all evaluated proposals to the commissioners for approval.

- a. The County of Zavala requires the Broadband Service Provider selected to make an affirmative statement to the effect that their retention shall not result in conflict of interests with any party which may be affected under this program
- b. The County of Zavala assumes no responsibility for proposals received after the advertised deadline or at any office or location other than that

specified herein, whether due to mail delays, courier mistakes, strikes, mishandling or any other reason.

- c. All proposals become the property of the County of Zavala.
- d. The County of Zavala will not reimburse proposers for any costs associated with the preparation and submittal of any proposal.
- e. Proposer acknowledges all information contained within its proposal is part of the public domain as defined by the State of Texas Freedom of Information Laws.
- f. The organization must possess demonstrated ability, knowledge, and expertise to be awarded becoming the broadband service provider for Zavala County. It is important that the organization have sufficient depth of talent and able to allow a sufficient amount of time to meet the demands the County of Zavala may place upon its VOIP Services Provider. The organization must be available to meet with the County of Zavala Staff, retained consultants, and members of the County of Zavala on a continuous basis. The organization must also be available to appear at meetings of the County of Zavala on a continuous basis as requested.
- g. The County Judge and Commissioners will review the summary and recommendations. The Commissioner's Court will determine which, if any, proposal to award the contract, or the Commissioners can determine that additional information is required from any or all Contractors. The decision to award the contract will be made by a majority vote of the Commissioners Court.

xvL. Public Award Announcement

The award of a contract by the County Commissioners will be communicated by a Notice of Award being published by the follow method: County of Zavala Website: <http://www.co.zavala.tx.us>

xv. Timetable for Selection and Review

The award of a contract by the County of Zavala will be communicated by a Notice of Award being published by the following method: County of Zavala Website: <http://www.co.zavala.tx.us>

<u>Date</u>	<u>Event</u>
March 29, 2023	Broadband RFP issue
April 11, 2023	Deadline for requests for clarifications/exceptions
April 11, 2023	Responses to requests due
April 14, 2023	By 4:00 pm CSTTIME Proposals Due
April 19, 2023	Opening of bids- Commissioners Court Meeting

xvi. Terms and Conditions

- a. The County of Zavala reserves the right to reject all proposals, any proposal not conforming to this Request for Proposal, and to waive any irregularity or informality with reject to any proposal. The County of Zavala further reserves the right to request clarification of information submitted and to request additional information from one or more proposers.
 - b. The County of Zavala requires that the Broadband Services Provider selected will not discriminate under the contract against any person, in accordance with federal, state and local governments regulate.
 - c. The County of Zavala reserves the right to enter into contract negotiations with qualified responsive and responsible proposers. If the County of Zavala and a proposer cannot negotiate a successful contract, the County of Zavala may terminate such negotiations and begin negotiations with another qualified, responsive, and responsible proposer. As a result, the proposer shall indemnify and hold the County of Zavala harmless from any and all claims, demands, damages, and expenses of whatever nature (including without limitation, attorney's fees)
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