

CITY OF BURLEY, IDAHO

Request for Proposals

For the use of excess capacity for providing

WIRELESS High Speed Internet

Proposal Submission Deadline:

March 10, 2020

5pm Mountain Time

Submission by email only

mmitton@burleyidaho.org

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1. SUMMARY

City of Burley, hereinafter referred to as “City of Burley,” is requesting proposals from all interested providers of High-Speed Internet/Broadband (hereafter “Internet”) services for affordable, reliable high-speed Internet access for residential, business, and government.

The term “offeror” shall refer to providers submitting proposals in response to this Request for Proposals (RFP). The term “Contractor” or “Provider” is also used to describe the successful offeror(s) in the context of providing services under a contract resulting from this RFP.

An electronic copy may be downloaded from www.burleyidaho.org.

Each proposal received in response to this RFP will be evaluated on the criteria described herein. All proposals must be emailed and clearly marked “PROPOSAL – Wireless High-Speed Internet Service” and must include all elements described in the **PROPOSAL CONTENT AND FORMAT REQUIREMENTS** section of this RFP.

One original electronic copy of the proposal must be delivered to the email below before the date and time listed in the **CONTRACT AWARD SCHEDULE** section of this RFP. The City of Burley will not be responsible for proposals delivered to a person or location other than that specified herein.

Access to City of Burley data for the identification of demand and assets is available by request.

Any amendment or addendum to this RFP is valid only if issued in writing by the City of Burley.

2. CONTRACT AWARD SCHEDULE

Publish RFP	February 22, 2021
Proposal Submission Deadline	March 10, 2021
Contract Approval (tentative)	March 16, 2021
Services to Begin (tentative)	April 1, 2021

3. GENERAL CONDITIONS

- 3.1. Prime Responsibility: The selected provider will be required to assume full responsibility for all services and activities offered in its proposal(s), whether or not provided directly. Further, the City of Burley will consider the selected Contractor(s) to be the sole point of contact regarding contractual matters, including payment of any and all charges resulting from the contract.
- 3.2. Assurance: Any contract awarded under this RFP must be carried out in full compliance with all laws of the State of Idaho. The City of Burley prohibits discrimination in employment or in the provision of services because of race, color, religion, religious creed, sex, age, marital status, ancestry, national origin, political affiliation, physical disability or medical condition. This clause does not require the hiring of unqualified persons.

- 3.3. Independent Contractor: In performance of the work, duties and obligations assumed by the offeror, it is mutually understood that the offeror, and all of the offeror's officers, agents and employees, will at all times be acting and performing in an independent capacity and not as an officer, agent, servant, employee, joint venture, partner or associate of the City of Burley.
- 3.4. The City of Burley reserves the right to reject any and all proposals; to negotiate specific terms, conditions, compensation, and provisions on any contracts that may arise from this solicitation; to waive any informalities or irregularities in the proposals; and to accept the proposal(s) that appear(s) to be in the best interest of the City of Burley. In determining and evaluating the proposals, costs will not necessarily be the sole factor; the experience of those who will be providing services under the contract, quality, equality, efficiency, utility, suitability of the services offered, and the reputation of applicants will be considered, along with other relevant factors.
- 3.5. The City of Burley reserves the right to:
 - Request clarification of any submitted information;
 - Not enter into any agreement;
 - Not select any applicant;
 - Amend or cancel this process at any time;
 - Interview applicants prior to award or request additional information during the process;
 - Negotiate a multi-year contract or a contract with an option to extend the duration;
 - An annual review will be required to evaluate how the leasee has maintained and improved the existing system and the system is being updated to the newest technology, so the system will last many years into the future.
- 3.6. Prior to commencement of services, the Contractor must provide evidence of the following insurance coverages in amounts satisfactory to the City of Burley: Worker's Compensation, Commercial General Liability (naming the City of Burley as additional insured), Comprehensive Business or Commercial Automobile Liability for Owned Automobiles and Non-owned /Hired Automobiles. The Contractor will be required to maintain the required coverages, at its sole cost and expense, throughout the entire term and any subsequent renewal terms of the contract.

4. BACKGROUND

- 4.1. The City of Burley has installed a robust wireless system that has excess capacity to provide service to residential and commercial entities. The City is looking to lease the excess capacity for use by the public at reasonable prices to encourage serving underserved residents and businesses.
- 4.2. The City of Burley is looking for a company to coordinate with the current system managers to install internet to connect and serve the underserved rural areas of the City of Burley. Preference will be given to proposed solutions that have options for: limited service in a small geographical area; basic service which is extremely affordable in the City of Burley; and, a majority option that will cover about 90% of City of Burley residents and businesses.
- 4.3. **The current system is managed by a third party under contract. The current system manager may also submit a proposal.**
- 4.4. Proposed solutions must be highly reliable.
- 4.5. The City of Burley has installed equipment to its assets such as Water Tanks and towers and poles already in place for deployment of wireless services that will augment internet deployments throughout the City of Burley. The final determination is to be made by the City of Burley, City Council. A map showing vertical assets is available at burleyidaho.org.
- 4.6. The selected entity must be willing to have local representation and technical support on a full-time basis.

- 4.7. The selected entity will be required to market their offerings to customers through a marketing plan approved by the City Administrator.
- 4.8. Preference may be given to firms that offer creative ways to fund this project.
- 4.9. Proposer at a minimum will have to guarantee the replacement and upkeep of the existing wireless infrastructure and over a six year period. The current estimated cost for adequate replacement and improvement is a minimum of 1.3 million dollars over a six year term. The successful offeror must guaranty that, at its sole cost, it will provide all maintenance, replacements and upgrades necessary to turn over to the City of Burley a fully functioning system with the latest technology at the end of the lease. All proposals will cover 100% of the City of Burley's current and future network needs.
- 4.10. Proposer may, at their own cost, provide fiber internet within the City of Burley in addition to the wireless internet required under this RFP. Conditions of attaching fiber to any of the City of Burley infrastructure would be in a separate agreement.

5. DESCRIPTION OF SERVICES REQUIRED

5.1. Scope of Services

- 5.1.1. Provide residential and commercial turn-key wireless Internet access;
- 5.1.2. Provide local technological support;
- 5.1.3. Provide pricing for residential internet access along with time-to-market for implementation to residential areas. This includes providing for the first year, plus promotional discounts.
- 5.1.4. Provide a leased space proposal for installation of vendor equipment on top of City of Burley vertical assets, if needed.

5.2. Detailed Description(s) of Services Required

5.2.1. Residential wireless network

- a. High-speed internet access for remote customers;
- b. Lowest bandwidth offering of at least 25 x 25 Mbps, with additional higher rate delivery speeds available;
- c. Initial residential offers must be made available within three weeks of contract signing.

5.2.2. Commercial wireless network

- a. Provide description of differences between residential and commercial services.
- b. Demonstrate hoe proposer will provide minimum of 25mbps X 25mbps service to businesses.
- c. Provide any proposed enhancements you may need to offer service and how they will be paid for.

5.2.3. Lease of space on City of Burley-system excess capacity only.

- a. Lease for a 6-year term with 5 year extensions at an agreed upon lease rate.
- b. Any additional lease requirements to be clearly defined in the terms of proposed lease.

6. PROPOSAL CONTENT AND FORMAT REQUIREMENTS

Interested offerors shall submit one original copy of their proposal to the email listed on Page 1 of this RFP.

Proposals shall be delivered no later than the date and time listed in the CONTRACT AWARD SCHEDULE and shall contain at a minimum the following items:

6.1. Cover Sheet (Attachment B)

- 6.1.1. Provide the full legal name of the Contractor who will execute the contract. Provide specific information concerning the agency, including: the agency's legal name, type of entity, and Federal Tax ID #.
- 6.1.2. The cover sheet must be signed by an owner, corporate officer, or agent authorized by the Contractor.

6.2. Wireless Network

6.2.1. Complete Attachment C – Specifications and Pricing

Record 'N/A' in the data section of the form for any portion of the scope of service that you are NOT including in your proposal.

6.2.2. Provide a detailed description of the Primary Wireless Solution that you are providing.

- a. Provide equipment specifications for distribution in adequate detail to document the performance claims reported on Attachment C.
- b. Provide the electrical requirements for the proposed system.
- c. Provide installation sketches or drawings showing what a normal residential or commercial installation will look like and what connections you are proposing.
- d. Describe any benefits that your proposed system may provide that exceed specifications or enhance performance in ways that are not otherwise documented in your proposal.

6.2.3. Provide details on residential access

- a. Provide maps detailing when each underserved or unserved area will have access to Internet.

6.2.4. Provide a detailed description of your lease proposal for use of City of Burley excess capacity to be used for residential and commercial services.

- 1. Describe any other requirements you have for your proposed lease agreement.
- 2. Provide a copy of your standard lease agreement if you have one for the City of Burley to consider.

6.3. Organization Information

6.3.1. Background and Experience

- a. Provide at least three current references that substantiate your organization's experience in providing wireless solutions.

6.3.2. Provide any other services you provide of this type to other communities.

- a. Provide names and qualifications of key employees assigned to this work.
- b. Qualifications of personnel assigned to support the end user. Additional point for these personnel to live within 20 miles of Burley.

6.4. Proposed Costs

In addition to the customer pricing provided in Attachment B, provide any additional costs required by the City of Burley to construct the infrastructure and a timeline for implementation.

7. SELECTION PROCEDURES

Proposals will be evaluated on the criteria outlined in the PROPOSAL CONTENT AND FORMAT REQUIREMENTS section, with a maximum possible score of 100 points.

After an initial review and evaluation of each of the proposals, the offerors submitting the most highly rated proposals may be invited for interviews prior to final selection, to further elaborate on their proposals. The City of Burley reserves the right to award a contract without holding interviews, in the event the written proposals provide a clear preference on the basis of the criteria described.

The Contractor(s) selected for this project will be required to accept the City of Burley’s contract and to comply with insurance standards as deemed acceptable to the City of Burley’s City Risk Manager. No agreement with the City of Burley is in effect until both parties have signed a contract and the contract has been approved by the City Council.

8. INQUIRIES

Direct all inquiries regarding the proposal process or proposal submissions to:

Mark A. Mitton, City Administrator

All inquiries must be submitted by email (mmitton@burleyidaho.org) and all responses will be posted on burleyidaho.org for all proposers to review.

POINTS MATRIX		
	Possible Points	Awarded Points
SCOPE OF SERVICE- Section 5	25	
Requirements- Section 6.1 and 6.2	25	
Organization - Section 6.3	25	
Proposed Costs - 6.4	25	
TOTAL POINTS		

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ATTACHMENT A

Name of Person, Business or Organization:	
Type of Entity: (e.g. Sole-Proprietorship, Partnership, Corp., Non-Profit)	
Federal Tax ID Number:	
Contact Person – Name	
Contact Person – Address	
Contact Person – Phone Number (s)	
Contact Person – e-mail address	

By signing this **Cover Sheet** I hereby attest: that I have read and understood all the terms listed in the RFP; have read and understood all terms listed in this proposal; that I am authorized to bind the listed entity into this agreement; and that should this proposal be accepted, I am authorized and able to secure the resources required to deliver against all terms listed within the RFP as published by the City of Burley, Idaho, including any amendments or addenda thereto except as explicitly noted or revised in my submitted proposal.

I understand that the services described herein are subject to Prevailing Wage requirements.

Signature of Authorized Representative

Printed Name of Authorized Representative

Date

Printed Title of Authorized Representative

ATTACHMENT B: SPECIFICATIONS AND PRICING

Proposed Rates	Specification or (N/A)
<p align="center">Residential – Standard Price(s)</p>	\$
<p align="center">Residential – Promotional Price(s) (Include length of promotional period.)</p>	\$
<p align="center">Government – Standard Price(s)</p>	\$
<p align="center">Government– Promotional Price(s) (Include length of promotional period.)</p>	\$
<p align="center">Business – Standard Price(s)</p>	\$
<p align="center">Business – Promotional Price(s) (Include length of promotional period.)</p>	\$

SERVICE MAP	
Provide a map identifying location of proposed additional towers, with designation of areas that will be likely to be connected from each tower, with designations identified as:	High Likelihood Likely Less Likely

PRICING LISTS	
Provide a complete list of products to be offered and associated pricing for each:	Residential Business Government