

City of Trussville
131 Main Street
Trussville, AL 35173
(205) 655-7478 FAX (205) 655-7487

Mr. Alan Taylor
Council President

Buddy Choat
Mayor

May 1, 2018

**Bid# 18-01IT
METRO ETHERNET – 1 GIG**

Sealed bids for the **Metro Ethernet – 1 Gig** will be received by the City of Trussville at its administration office at City Hall in Trussville until **11:00 a.m., Friday, JUNE 1st, 2018** at which time they will be **publicly opened and read**.

You may access this bid using this link to the City of Trussville web site <https://www.trussville.org> Click the bid number listed above from the list under the Technology Bids folder in the NEWS section to view the bid. If you would like to request a hard copy of this bid, you may call (205) 655-7478.

The specifications and bid information attached should be read carefully. On the final page, you must enter your bid amount and sign. If the document is not submitted as requested, it may be such that we cannot classify this offer as a legitimate bid. All bids must comply with Alabama State Bid Law.

It is the responsibility of each vendor to visit city hall for the purpose of viewing/questioning item specifications. A **mandatory** pre-bid conference has been set for **10:00 a.m., Tuesday, MAY 15th, 2018** at Trussville City Hall in its Council Chambers in Trussville, Alabama. There will be an optional site visit for the various locations immediately after the meeting.

The bid will be awarded to the lowest bidder meeting specifications -after other considerations. The City of Trussville reserves the right to reject any and/or all bids and to waive informalities in awarding this bid to the lowest responsible bidder. If you have any questions concerning this bid, please contact the writer at (205) 249-7757.

Sincerely,

James P. Nolan
Senior Systems Analyst -Operations
421 Cherokee Drive
Trussville, AL 35173
(205) 249-7757

Attachments

Metro Ethernet – 1 Gig

BIDDERS ARE REQUESTED TO RETAIN THESE INSTRUCTIONS, CONDITIONS, AND SPECIFICATIONS FOR FUTURE REFERENCE, ONCE AWARDED THIS IS YOUR CONTRACT DOCUMENT.

I. GENERAL INFORMATION

- (A) **All bidders must use our form for submitting their bid.**
- (B) All bid envelopes must be sealed and marked in the lower left hand corner **Metro Ethernet – 1 Gig Bid** with bid number, opening time and date, and company name. Late bids will not be opened.
- (C) The City of Trussville is tax exempt under State and Federal law. Bids will not include State Sales Tax, Federal Excise Taxes or any other fee.
- (D) Records showing successful bidder(s) and prices quoted will be placed on file and may be examined upon request. If the contract is awarded to someone other than lowest bidder, a note of explanation will appear in the bid file.
- (E) Use of trade names and numbers shall be interpreted as establishing a standard of quality and shall not be construed as limiting competition.
- (F) Any necessary amendments to this Bid will be posted on our web page at <https://www.trussville.org>. While the City of Trussville will make an effort to communicate all amendments, monitoring the web page for amendments will be considered the vendor's responsibility.
- (G) Any Request for Information should be submitted to jnolan@trussvillefire.com and will be addressed via email to all bidders.

II. DISQUALIFICATION OF BIDS

Bids may be disqualified before the awarding of the contract for any of the following:

- (A) Failure to mark envelope as required.
- (B) Failure to sign the bid document.
- (C) Failure to include requested information or other details of the bid.
- (D) Excessive errors.
- (E) Failure to complete **“Bid Form for Alabama Immigration Law Compliance”** and return appropriate documentation. **MUST be included even if previously submitted.**

(F) Failure to have an original signature on the bid form, a faxed copy is not acceptable.

(G) **Failure to attend mandatory pre-bid conference.**

IV. METHOD OF AWARD and DELIVERY

(A) The award will be made to the lowest responsible bidder meeting specifications. It is not the policy of City of Trussville to purchase on the basis of low bid only. Quality, conformity with specifications, purpose for which required, terms of delivery, past service and experience are among the factors that may be considered in determining the responsible bidder.

(B) In the event the low bidder refuses to accept the entire requirements without deviation, the bid may be awarded to the next lowest bidder.

(C) Award will be made to the responsible bidder offering a proposal that is deemed the most acceptable and advantageous to the City of Trussville.

IV. CONTRACT PERIOD/PRICING OPTIONS

(A) Award of Bid cannot be assigned or subcontracted out to any contactor(s).

(B) Prices should be good for the length of this contract.

(C) The City of Trussville reserves the right to terminate this contract with a 30-day written notice to the vender.

V. SPECIFICATIONS/SCOPE OF WORK

(A) The bidder shall state the manufacturer's warranty for each item quoted and will be responsible for all warranty service as required.

(B) One Gigabyte circuit will be installed at all **12 locations**.

(C) Service will begin on **September 1st, 2018**. Contract will be for a period of **36 months**.

(D) Installation and turn up date must be clearly stated in the bid.

(E) Each location will be terminated into the current MDF's at the vendor's expense.

(F) Circuit should be configured for disaster recovery. Greatest consideration will be

given to the vendor with the most reliable circuit. (If one location’s fiber connection were severed only that location would lose communication.)

- (G) Circuit must support QOS and VOIP routing.
- (H) Circuit must support 802.1Q protocol. This is for protocol based VLAN’s.
- (I) Circuit should be a true metro ethernet connection. There shall be no firewall/port blocking or rate based limitations on the circuit between all 12 locations.

VI. SYSTEM LOCATIONS

<i>City Hall 131 Main Street Trussville, AL 35173</i>	<i>Trussville Civic Center 5381 Trussville Clay Road Trussville, AL 35173</i>	<i>Fire Administration 421 Cherokee Drive Trussville, AL</i>
<i>Inspections and Engineering 425 Cherokee Drive Trussville, AL 35173</i>	<i>Fire Station 2 7317 Roper Road Trussville, AL 35173</i>	<i>Fire Station 3 8160 Gadsden Hwy Trussville, AL 35173</i>
<i>Parks and Rec Senior Center 504 Cherokee Drive Trussville, AL 35173</i>	<i>Parks and Rec Rec Center 601 Parkway Drive Trussville, AL 35173</i>	<i>Parks and Rec Pool 219 Parkway Drive Trussville, AL 35173</i>
<i>Parks and Rec Racquet Club 4601 Riverbend Road Trussville, AL 35173</i>	<i>Parks and Rec Maint Shop 50 Palm STREET *Corrected2MAY Trussville, AL 35173</i>	<i>Public Works 100 Park Place Trussville, Al 35173</i>

(NOTE: City hall includes Fire Station 1 and Trussville PD)

(NOTE2: A fourth Fire Station may be brought online during the last year of this contract and will need to be supported. Specific address will be provided at bidder’s meeting and subsequent site visit.)

VII. IMPLEMENTATION TIME LINE

- (A) Implementation time line must be clearly stated in the Bid specifications for 1 Gig Metro Ethernet. Circuits must be installed and turned up by **September 1st, 2018**.

VIII. BID SUBMISSIONS

- (A) Bids submitted will have each location’s total cost broken down as an equipment, Installation, and configuration.

IX. PROPOSAL FORM

- (A) Proposal form shall be filled out in full. Each item quoted shall be described by brand name and model number. Each item shall be assigned a unit cost. Failure to provide this information on proposal form may be cause for rejection of bid.

Bid Form

Alabama Immigration Law Compliance

Sec 31-13-9(a & b) of the **Code of Alabama 1975**, requires that as a condition for the award of any contract, grant, or incentive by the state, any political subdivision thereof, or any state-funded entity to a business entity or employer that employs one or more employees within the state of Alabama, the business entity or employer shall:

1. Not knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama.
2. Provide documentation establishing that the business entity or employer is enrolled in the E-Verify program
3. Participate in the E-Verify program during the performance of the contract, and shall verify every employee that is required to be verified according to the applicable federal rules and regulations.

As a condition of this bid, to be considered a responsible bidder, you **MUST** complete the following information and provide all required documentation. **FAILURE** to do so **WILL** disqualify your bid.

Company Name ("The Company"): _____

Company assigned E-Verify Number (if applicable): _____

Address: _____

City: _____ St: _____ Zip: _____

Company Representative: _____

Please Print or Type

Company Representative Title: _____

Please Print or Type

Choose one:

A: _____ "The Company" does or will employ one or more employees within the State of Alabama.

Or

B: _____ "The Company" does or will NOT employ one or more employees within the State of Alabama

Representative Signature: _____

Required Documentation:

If "A" was marked above then submit a copy of the company's E-Verify Memorandum of Understanding (MOU) and a completed W-9.

If "B" was marked above then submit a completed W-9. The E-Verify Memorandum of Understanding (MOU) is not applicable.

BID FORM
CITY OF TRUSSVILLE
BID# 18-01IT: Metro Ethernet - 1 Gig

THE UNDERSIGNED OFFERS THESE PRICES, TERMS, AND DELIVERY AS PER BID SPECIFICATIONS. A BID MUST BE SUBMITTED FOR ALL LOCATIONS LISTED. BY SIGNING THIS FORM, HE/SHE SWEARS/AFFIRMS THAT HE/SHE HAS NOT BEEN A PARTY TO AGREEMENTS OR COLLUSION THAT WOULD RESTRAIN COMPETITION.

Bid# 18-01IT: Metro Ethernet - 1 Gig	Cost
Subtotal for City Hall (includes Firestation1 and Trusspd)	
Subtotal for Civic Center	
Subtotal for Fire Admin	
Subtotal for Inspections and Engineering	
Subtotal for Fire Station 2	
Subtotal for Fire Station 3	
Subtotal for Parks and Rec Senior Center	
Subtotal for Parks and Rec Recreation Center	
Subtotal for Parks and Rec Pool	
Subtotal for Parks and Rec Racquet Club	
Subtotal for Parks and Rec Maint Shop	
Subtotal for Public Works	
Total Bid Amount	

Include a detailed quote on all charges.

- **Lowest responsible bidder price on premium equipment/software/services will be used to award the bid. This total price is the amount that will be considered for award purposes.*
- *Note: Any exceptions from specifications must be fully explained.*

Company: _____

Address: _____

Telephone Number: _____

Fax Number: _____

Email Address: _____

Name (Print or type): _____

Signature: _____

Are you a Minority Owned Company? _____

By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the state of Alabama. Compliance may be verified by state and local law enforcement agencies or representatives of the City of Trussville at any time. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.

THIS IS YOUR CONTRACT WITH THE CITY OF TRUSSVILLE.

The Mayor hereby executes this bid: _____
Mayor, City of Trussville

Date