

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

Mr. Jef Freeman
Council President

Buddy Choat
Mayor

May 9, 2019

Bid# 19-01IT Fiber
Internet Access (FIA) – 1Gb

Sealed bids for the **Fiber Internet Access (FIA) – 1 Gig** will be received by the City of Trussville at its administration office at City Hall in Trussville until **11:00 a.m., Wednesday, JUNE 26th, 2019** at which time they will be **publicly opened and read**.

You may access this bid using this link to the City of Trussville website <https://www.trussville.org> Click the bid number listed above from the list under the Technology Bids on the "Announcements" section to view the bid. If you only received an electronic copy but 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 Competitive 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., Wednesday, MAY 29th, 2019** at Trussville City Hall in its Council Chambers in Trussville, Alabama. There will be an optional site visit at the location immediately after the meeting if necessary.

The bid will be awarded to the lowest responsible 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

Fiber Internet Access – 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 **Fiber Internet Access (FIA) – 1 Gig Bid** with bid number, opening time and date, and company name. Late bids will not be opened or considered.
- (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>. The City of Trussville will make an effort to communicate all amendments; however, 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 to any contractor(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 thirty (30)- calendar 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..
- (B) One Gigabyte circuit will be installed at one **(1) location**.
- (C) Service will begin no later than 12:00AM CST on **January 1st, 2020**. Contract will be for a period of thirty-six **(36) months**
- (D) Installation and turn up date must be clearly stated in the bid.
- (E) Location will be terminated into the current MDF's at the vendor's expense.

- (F) Bandwidth must be scalable; available to increased bandwidth if required with agreed upon rate for on-demand/periodic increases as needed to support unexpected customers.
- (G) Circuit must be managed.
 - a. Unified threat management/managed firewall
 - i. Web, URL, Content filter
 - ii. Intrusion Protection, etc.
 - b. Pro-Active Monitoring 24/7/365
 - c. Analytics for management and service improvement.
 - d. Four (4) hour restore to service
- (H) Circuit must be wholly owned.
- (I) Bidder's Project Management will provide updates in a timely manner as well as weekly updates to ensure project is completed according to contracted timeline. The City of Trussville understands unforeseen issues can arise and will account for unforeseen issues provided the City is informed. The purpose is to allow the City to mitigate the impact, if possible. Notice shall be provided to Mr. Jim Nolan at (jnolan@trussvillefire.com)
- (J) Delivery date failure on the part of the bidder will result in monetary penalties unless caused by the negligence of City employees. .
- (K) The city requires a two (2) week test prior to acceptance and subsequent billing for services.

VI. SYSTEM LOCATION

115 Beech Street, Trussville, AL 35173

Note: This area is underground utilities only, there are two (2), three (3)-inch conduit running from the main pole to the location that must be used. The conduit is city owned and there will be NO digging or disturbing the existing ground. Alabama Power has one (1) of the two (2) conduit and the other runs everywhere Alabama Power's conduit runs.

VII. IMPLEMENTATION TIME LINE

- (A) Implementation time line must be clearly stated in the Bid specifications for 1 Gig FIA. Circuits must be installed and turned up no later than 12:00AM CST on **January 1st, 2020**

VIII. BID SUBMISSIONS

- (A) Bids submitted will have 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.

