

City of Weslaco

"The City on the Grow"



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Leonardo Olivares, City Manager

January 23, 2014

The City of Weslaco is accepting proposals for:

**Mayor Joe V. Sanchez Public Library
Internet Access
Request for Proposal # 2013-14-01 E-Rate Internet**

Objectives of this RFP

City of Weslaco Public Library invites prospective vendors to submit a proposal to enhance and maintain current Internet Access and supply automated services within the confines of the Schools and Libraries Program of the Universal Service Fund guidelines (E-rate).

We intend to provide an equitable, level and fair format for submission and evaluation of proposals, in accordance with our requirements and applicable E-rate, state, and local guidelines and procedures. This Request for Proposal (RFP) provides the relevant background and capacity of desired operational specifications and requirements, and the evaluation factors we will use to select the successful vendor.

The term of any accepted proposal shall be shall be one year from the date of implementation, or as otherwise defined by Universal Service Fund guidelines (E-rate), and may be renewable annually as provided for under E-rate guidelines or consented to by the City of Weslaco City Commission.

This Request for Proposal (RFP) provides potential vendors with the relevant operational, performance, application, and architectural requirements of the system. This RFP specifically request proposals for the successful vendor to provide internet access using the library's existing network hardware, software and fittings, as well as anticipated upgrades. The Mayor Joe V. Sanchez Public Library is requesting proposals for an increase in bandwidth from 60 Megabits to 100 Megabits of Internet Access. The preferred main location will be located at City of Weslaco Public Library, 525 South Kansas Avenue, Weslaco, Texas 78596.

All vendor-installed equipment shall integrate with current Cisco equipment and software, or reasonably expected upgrades thereto. The vendor shall guarantee full compatibility at peak efficiency, with the equipment in place at the time of installation.

This RFP is funded through the E-Rate program; however, there is no guarantee of E-Rate funding. The award of this RFP by the City of Weslaco Council is not a guarantee of purchase. Decisions to purchase E-Rate eligible items may be dependent upon E-Rate funding and the needs of the City of Weslaco. If no E-Rate funding is provided to the Mayor Joe V. Sanchez Public Library this RFP will be null and void.

Internet Access

Current Internet connectivity equipment contains of a Cisco 3900 router, and a point-to-point fiber optic connection (60 Megabits per second).

Requirement of: Internet services request per calendar year of fiber-optic support to upgrade to 100 Megabits with local dedicated 24/7 technical customer care based in Rio Grande Valley (RGV) - Texas.

General

City of Weslaco Public Library is located at 525 South Kansas Avenue in Weslaco, Texas. It serves a population of 57,000 in the city proper and surrounding areas.

Internet load

The current internet load consists of 100 computers, which are networked into Cisco equipment and Cisco and/or Dell servers, and supporting hardware and software. We are able to provide wireless access greater than 300 wireless devices at one time.

Current telecommunications and data

Verizon Southwest provides local phone service and T-1 voice trunk service. AT&T provides long-distance service.

Current internet access

SmartCom is the library's current internet service provider. Vendor should design, integrate, and test installations systems to Cisco hardware and components at the main location. We wish to keep fiber optic technology as the mode of Internet access.

Right to Reject

The City of Weslaco reserves the right to reject any, all, or portions of responses to this RFP even if all the stated requirements are met. In addition, the City may enter into negotiations with more than one vendor simultaneously and award the transaction to any vendor in negotiations without prior notification to any other vendor. The City reserves the right to select portions of the proposals while rejecting other portions. The Awarding of the proposal will take place at a City Council meeting to be announced at a later date.

Installation Terms

The successful proposal shall provide the following services and requirements at no additional cost above the initial proposal price on equipment or furniture. The

proposal should include the cost of installation, transportation of the items to the building, location of the items at their proper location within the building, uncrating, complete assembly, and adjustment by a trained installation mechanic with removal of all debris. Equipment is to be complete including operating/owner's manuals, wiring, and piping. The equipment should be made ready for electrical and/or fluid service connection by the City of Weslaco. After connections, vendors must ready the machine, start up, analyze, and correct any malfunctions of the equipment. Vendors should provide all material equipment and labor to place machinery in top operating conditions and to fully assemble furniture.

Vendor References and Qualifications

Vendors must provide a minimum of five references (public libraries in the RGV are preferred). These references must be for projects that are similar in scope, design, and have been completed by the vendor within the last three years. References that are not positive will be grounds for vendor disqualification. Vendors should provide reference names and phone numbers of the primary contact person. Vendors must supply the number of employees with maintenance of technical certifications that includes Microsoft and Cisco or equivalent.

The City of Weslaco requires that vendors furnish a certificate of insurance as required by Texas Labor Code 406.096. Coverage must be as follows (minimum amounts):

Worker's Compensation	Statutory Limit
Comprehensive General / Liability Occurrence	\$1,000,000
Bodily Injury Property / Damage Aggregate	\$1,000,000
Comprehensive Auto	\$1,000,000

RFP EVALUATION FACTORS

Instructions to vendors (5 points)

Project Schedule

By allowed date within 28 day window

Thursday, January 23, 2014 to Thursday, February 20, 2014

Vendor selection and contract date will be at the 28 day window.

Closing Time and Date

Responses to this RFP must be submitted in sealed packages on or before

Friday, February 21, 2014 at 10:00 a.m.

Delivery shall be made during normal working hours (M-F 8:00am to 5:00pm) unless prior approval has been obtained from Buyer I Finance Department.

Response and Submission

Inquiries and responses shall be sent to:
Homer Rhodes
Buyer I
hrhodes@weslacotx.gov
Finance Department
Weslaco City Hall
255 South Kansas Avenue
Weslaco, Texas 78596-6158
(956) 447-2240

Provide three (3) printed copies on company letterhead and one (1) copy saved on USB flash drive in a PDF format, on company letterhead. Proposals will be accepted **Friday, February 21, 2014 on or before 10:00 a.m.** At which time they will be opened, but not read publicly, at the office of the Buyer I Finance Department. The Proposals will be announced publicly at later City Council Meeting. Vendors are responsible to complete the City of Weslaco Purchasing Vendor Application which is located at City's web site. Proposals are to be hand delivered or mailed to Homer Rhodes, Buyer I Finance Department.

Questions and Clarification

For questions and clarification regarding the terms of this RFP, please contact:
Martin J. Mata
Assistant Library Director
mjmata@weslacopl.us
Mayor Joe V. Sanchez Public Library
(Weslaco Public Library)
525 South Kansas Avenue
Weslaco, Texas 78596-6215
(956) 968-4533

Questions and clarifications asked by any one vendor shall be made available to all on the City's web site (www.weslacotx.gov) as provided in the Schools and Libraries (E-Rate) Form 470. Questions arising out of this RFP must be received in writing by emailed copy on company letterhead. Responses to all questions received in proper time frame will be answered in writing and distributed to all vendors known to have picked up the RFP. In order to assure prompt and timely posting of all questions and clarifications, the deadline for submittal shall be by **Friday, February 14, 2014 on or before 10:00 a.m.**

Proposal Period

The term on the contract will be from July 1, 2014 until June 30, 2015.

Response to Questions:

Vendor shall respond to questions as specified by **Friday, February 21, 2014 on or before 10:00 a.m.**

Vendor Background Questions (20 points)

- 1.) Number of years your company has been in business.
- 2.) Where is your head office, your sales and customer service offices located?
- 3.) Where is your billing office?
- 4.) Number of employees in your company.
- 5.) Number of employees in local (RGV) site (if applicable).
- 6.) Number of employees in customer service.
- 7.) Number of employees with technical certifications.
- 8.) Number of employees in local (RGV) site (if applicable) with technical Certifications.
- 9.) Are your hardware and software dependent on third party vendors for manufacturing?
- 10.) Please list any items from current or anticipated equipment which you will not be able to provide maintenance.
- 11.) Please provide a minimum of five references (public libraries in the RGV are preferred). For each reference provide names and phone numbers of the primary contact person.

Repair / Response Times (15 points)

- 1.) How long will it take for you to have a qualified technician on site? (Response Time) during regular business hours (Monday-Friday 8:00am to 5:00pm)
- 2.) How long will it take for you to have a qualified technician on site outside normal business hours?
- 3.) Are repairs routed and tracked from a local (RGV) site?
- 4.) Is the contact number for repair located at a local (RGV) site?
- 5.) Please provide a direct number to the person(s) who can provide immediate decisions on pricing and expansion.
- 6.) Please provide a direct number for the person(s) who can immediately facilitate repairs during normal business hours (8:00-5:00 Monday-Friday)
- 7.) Please provide a direct number for the person(s) who can immediately facilitate evening and weekend repairs.

Future Offerings (5 points)

- 1.) What new technology does your company plan to utilize in the near future that would be an advantage to the Mayor Joe V. Sanchez Public Library?
- 2.) What is the most significant factor affecting the future success of your company and what is being planned to address it?

Market Differentiation (10 points)

- 1.) Provide a brief summary of your company's history in the marketplace. Limit response to 2 pages.
- 2.) Please describe any features, services, or practices you provide in relation to the products requested which set you apart from your competition.
- 3.) Identify other Public Libraries in the Rio Grande Valley for whom your company has provided similar service. Specify the services provided.
- 4.) Please describe how you charge for onsite visits. Specify whether you charge a minimum number of hours per onsite visit, and if so how many, or whether you charge for the actual hours devoted to a project.

Proposal and Pricing (45 points)

This section shall be evaluated as one concrete item of up to 45 points.

Service or function	Quantity and/or Capacity:	AMOUNT

Supplement any additional cost, such as instillation, assembly, etc. Vendor should provide an exhaustive list of all associated cost within their proposals.

Please fill out, sign and submit with your proposal response the enclosed IRS Form W-9 and Vendor Background Questionnaire. We look forward to hearing from you.