



HOCKING COUNTY COURTHOUSE TELECOMMUNICATIONS SERVICE RFP

Issued January 22, 2019

Abstract

Requesting Service Providers to provide a proposal for telecommunications service based on a physical PRI or similar service to 1 East Main Street, Logan, OH 43138.

Mark Stout

Hocking County IT Director
(740) 385-8346
pcsupport@co.hocking.oh.us

Request for Proposal

For: Hocking County Courthouse Telecommunications Service

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Issued: 1/22/2019

Submission deadline: 2/18/2019 – 4:00 PM

Questions

- Questions can be submitted any time during the process.
- Questions may be emailed to pcsupport@co.hocking.oh.us or by phone (740) 385-8346
- Questions will be answered by Wes Barber and/or Mark Stout within 2 business days via email.
- Questions and answers may be shared with all bidders.

Introduction

Hocking County Commissioners invites proposals for:

- PRI based phone service to 1 East Main Street, Logan

Based on previous work experience, your firm has been selected to receive this RFP and is invited to submit a proposal to produce the exhibition experiences described herein.

Submission Procedure

Proposals conforming to the requirements set out below must be received by email pcsupport@co.hocking.oh.us no later than the deadline given above. All electronic Bid Sheets must be submitted as Excel document, PDF or Word Format. Proposals must state that they are valid for a period of at least ninety (90) days from the closing deadline.

Hocking County Commissioners reserves the right to waive irregularities and to reject any or all bids. Hocking County also reserves the right to negotiate with the selected bidder in the event that the price exceeds available funds.

Hocking County Commissioners may consider informal any bid not prepared and/or not submitted in accordance with the provisions hereof and may waive any informalities or reject any and all bids. Any bid may be withdrawn prior to the above scheduled time for the opening of bids or authorized postponement thereof. Any bid received after the time and date specified shall not be considered. No bidder may withdraw a bid within sixty (60) days after the actual date of the opening thereof.

Modification of Bids

Modifications to bids already submitted will be allowed if submitted in writing prior to the time fixed in the Request for Proposals. Modifications shall be submitted as such and shall not reveal the total amount of either the original or revised bids.

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Project Requirements

1. PRI Based Phone Service to 1 East Main Street
 - a. Minimum 23 Simultaneous phone calls
 - b. Long distance service provided and/or ability to choose long distance provider
 - c. Service level agreement with a minimum commitment of 99.9% uptime per year
 - d. Service must be a physical line, service based on SIP or other IP services will be rejected.
 - e. Provide ability to transfer current 118 DIDs
 - f. Service must be capable of 911 address services for all 118 DIDs.
 - i. Hocking County will provide address information in Excel format for import
 - ii. OR service provider will provide Hocking County a way to maintain the address records.
 - g. A direct point of contact is required for emergency technical support and/or customer service.
 - h. Provide a timeline for service implementation.
 - i. Provide additional price schedule for longer term contracts.

Opening, Evaluation and Contracting

Proposals may be opened by Hocking County Commissioners at any time after the submission deadline. All proposals satisfying the requirements of this Request for Proposals will be evaluated to establish which of the offers best fulfills the needs of Hocking County Commissioners and this project. Hocking County Commissioners with advice from Data Processing anticipates entering into a contract with the provider. This Request for Proposals, however, does not commit Hocking County Commissioners to award a contract, to pay any costs incurred in the preparation of a proposal or to contract for the goods and/or services offered. Hocking County Commissioners reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified vendors or to cancel this Request for Proposals, if it is in the best interests of the Hocking County Commissioners to do so. The decision of Hocking County Commissioners shall be final.

After the selection of a Contractor the schedule should include a period of collaboration between Hocking County Commissioners and the Contractor to better define, elaborate upon and fix the Contractor's exact and final scope of Work (the "Final Scope") starting with the date of this Agreement. In collaboration with Hocking County Commissioners, the Final Scope will be fixed no later than **2/18/2019 at 4:00 PM**. While the Contractor should assume work begins immediately upon notification that they have been selected, the Final Scope will be defined by editing, redlining or adding superseding documents to the Proposed Scope of Work as attached hereto. Once contracted, with respect to the Exhibit Documentation, Contractor warrants to Owner that the Scope of Work reflected therein can be completed by Contractor, in a form substantially similar to the preliminary scope.

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The proposals will become part of the Commissioners' official files, without any obligation on the Commissioners' part.

The Commissioners shall not be held accountable if material from proposals is obtained without the consent of the Proposer by parties other than the County, at any time during the proposal evaluation process.

All proposals received and any or all supporting documentation are subject to the State of Ohio Public Records Act and the provisions of Ohio Law.

Proposer(s) shall not offer any gratuities, favors, or anything of monetary value to any official or employee of the County (including any and all members of proposal).

Proposer(s) shall not collude in any manner, or engage in any practices, with any other Proposer(s), which may restrict or eliminate competition or otherwise restrain trade. This is not intended to preclude subcontracts and joint ventures for the purposes of a) responding to this RFP, or b) establishing a project team with the required experience and/or capability to provide the goods or services specified in the proposal.

The RFP and the related responses of the selected Proposer(s) may, by reference, become part of any formal agreement between the selected Proposer(s) and the Commissioners. If the Commissioners and the selected Proposer(s) are unable to negotiate a contract, the Commissioners reserve the right to select an alternative Proposer(s).

The Commissioners may terminate its performance under a contract in the event of a default by the Proposer and a failure to cure such default after receiving notice of default from the Commissioners. Default may result from the Proposer(s) failure to perform under the terms of the contract or from the Proposer(s) becoming insolvent, having a substantial portion of its assets assessed for the benefit of creditors, or having a receiver or trustee appointed.

The Commissioners reserve the right to unilaterally disqualify any Proposer(s) who in the Commissioners' opinion fails to provide information or data requested or who provides materially inaccurate or misleading information or data. Further, the Commissioners reserve the right to unilaterally disqualify any Proposer(s) on the basis of any real or apparent conflict of interest that is disclosed by the proposal submitted or any other data or information available to the Commissioners. This disqualification is at the sole discretion of the Commissioners. By submission of a proposal hereunder, the Proposer(s) waive any right to object now, or at any future time, before anybody or agency, including but not limited to, the County's Elected Officials, Officers, Agents, or Employees, or any Court, as to the exercise by the Commissioners of such right to disqualify or, as to any disqualification by reason of real or apparent conflict of interest determined by the Commissioners.

The Commissioners shall have the unilateral right to reject any proposal in response to this RFP for any of the following reasons:

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- Failure to submit the proposal on time;
- Failure to submit the proposal to the correct location;
- Failure to submit the proposal in the prescribed formats;
- Failure to include all requested information;
- Taking exception to the terms, conditions, and specification herein.

The issuance of this RFP and the acceptance of a Proposal do not constitute an agreement by the Commissioners that any contract or other agreement will actually be entered into by the Commissioners.

The foregoing granting of exclusive negotiation rights does not commit the Commissioners to accept all or any of the terms of the proposal(s). Final terms of any agreement will be agreed upon during negotiations. Negotiations may be terminated at any time by the Commissioners for failure to reach mutually acceptable terms.

The County reserves the right to request clarification of any proposals after all proposals have been received.

It is expressly agreed and understood by the Proposer(s) that due to the nature of the project, all work required must comply with the provisions of Ohio Revised Code (O.R.C.) Chapter 4115 to the extent required by law.

Any disputes arising out of this agreement that result in litigation shall be litigated in the appropriate court in Hocking County, Ohio.

This RFP, the responses thereto, and any awarded contract shall, for all purposes be construed and enforced in accordance with the law of the State of Ohio, and the ordinances of Hocking County.

Any item purchased by the County under a subsequent contract will be exempt from the State of Ohio Tax as provided for in Section 5739.02 (B) (1) of the Revised Code of Ohio, and will be exempt from the State of Ohio Use Tax, Section 5741.02 (C) (2). In addition, the County is exempt from Federal Excise Tax and Local Sales Tax, as such, these and the aforementioned Federal, State and Local taxes must be excluded from all cost contained in proposal(s).

The Commissioners reserve the right to conduct, for security reasons, a lawful background investigation on the selected Proposer(s), its principle parties, personnel or subcontractors. Proposer(s) agree to cooperate with the Commissioners in this endeavor and to provide any requested information permitted by law. The Commissioners will upon the written request of a Proposer, provide a copy of such background investigations to that Proposer, to the extent allowable by law. The Commissioners and the Proposer(s) shall, if allowed by law, indemnify, defend, and hold each other harmless against any wrongful disclosure by the indemnifying party, its employees, and/or agents of said reports and the information contained therein.

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All selected Proposer(s) shall be required in the course of the project to cooperate fully, with all of the County elected officials, agents, employees, contractors, subcontractors and volunteer as determined by the Commissioners. Further, selected Proposer(s) shall be required to coordinate their implementation(s) with all other selected Proposer(s) and with all other projects that are being undertaken by the County as deemed necessary by the Commissioner. If any problem or difficulty should arise regarding such attempts at cooperation and coordination, the Commissioners shall immediately be informed and will determine the manner in which the parties are to proceed.

Project Administration

Overall project administration shall be provided by the Hocking County IT Director.

Proposal Schedule: This follow-up schedule will be initialed 15 days from date of the Commissioners' approval of the RFP.

January 22	RFP Issued
January 22 – February 18	Questions Received
January 22 – February 18	Responses Issued
February 18 4:00 PM	Proposal Deadline
February 19	Proposal Opening by Commissioners
February 21	Proposal Decision

At their sole discretion, the Commissioners may extend these dates.

Insurance

Proof of comprehensive general liability insurance (occurrence form), including personal injury liability, broad form property damage, operation liability, and contractual liability in the minimum amount of one million dollars (US \$1,000,000.00).

Proposer shall require that any designee or subcontractor maintain like insurance as listed above. Requests for lesser liability limits for subcontractors shall be submitted to the Commissioners for consideration and approval on a case-by-case basis.

Performance Bond

The selected Proposer(s) may be required to establish and maintain, throughout the term of any agreement resulting from this solicitation, a performance bond. This will be determined during negotiations.

General Indemnification/Intellectual Property Indemnification

Any selected Proposer(s) shall be required to provide guarantees, indemnities and hold harmless agreements as a part of any contract resulting from this RFP.

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Evaluation Criteria

The selection process will be open, competitive and fair, and will comply with appropriate Ohio law. Proposals will be evaluated using any or all of the following criteria:

- Company's expertise, knowledge and experience of its principal(s) employees and sub-contractors.
- Company's financial stability and business plan projections.
- Proposed solution for meeting all requirements.
- Proposed deployment strategy and plan for implementation.
- Total cost of entire project.
- Customer service and technical support availability.