REQUEST FOR PROPOSAL (RFP)

Fiber Optic Ethernet Services / Direct Internet Access
Fiber Optic Cable Installation

Bid Number: 2018-09

For:
Grayson Central Appraisal District
Attn: Brenda Arzate
512 N Travis St
Sherman, Texas 75090
Phone: (903) 893-9673 | Fax: (903) 892-3835
www.graysonappraisal.org

BID Opening Date
February 20, 2018

BID Due Date
March 5, 2018

REQUEST FOR PROPOSAL
FIBER OPTIC ETHERNET SERVICES / DIRECT INTERNET ACCESS
FIBER OPTIC CABLE INSTALLATION
Sherman - Texas

SUBMISSION DEADLINE: March 22, 2018, 2:00 PM
QUESTION SUBMISSION DEADLINE: March 5, 2018

Questions may be submitted in written form no later than March 5, 2018 to:

RFP Contact Name:	Brenda Arzate
Contact Address:	512 North Travis Street Sherman, Texas 75090
Telephone Number:	(903) 893-9673
Email Address:	Arzateb@graysonappraisal.org

INTRODUCTION
Grayson Central Appraisal District invites and welcomes proposals for their Fiber Optic Ethernet Services / Direct Internet Access / Fiber Optic Cable Installation project. Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time as specified above under the **"SUBMISSION DEADLINE."**

PROJECT AND LOCATION
The bid proposal is being requested for the delivery of Fiber Optic Ethernet Services / Direct Internet Access / Fiber Optic Cable Installation which is located at 512 N Travis St, Sherman, Texas 75090.

PROJECT MANAGER CONTACT INFORMATION
The following individual(s) are the assigned contacts for the following:

For all questions or information contact:

Name:	Brenda Arzate
Title:	Director of Information Technology
Phone:	(903) 893-9673
Fax:	(903) 892-3835
Email:	Arzateb@graysonappraisal.org

PROJECT OBJECTIVE
The objective for this project is to provide the installation and implementation of a new (1) 100 x 100 symmetrical fiber ethernet circuit with direct internet access. The Grayson Central Appraisal District will be keeping their existing PRI Circuit, and six analog lines that they currently have at 512 north Travis St.,

Sherman, Texas 75090. The Appraisal District would like to have all services provided by one internet service provider.

PROJECT SCOPE AND SPECIFICATIONS
The Grayson Central Appraisal District would like to have the new fiber pulled through their building located at 512 North Travis Street, Sherman, Texas from the North side of their building in a plenum rated conduit and terminated in their IT room at the Southwest side of their building.

MILESTONE
The Grayson Central Appraisal District would like to have the completion of their fiber optic cable installation, turned up and successfully running 60 days after the signature and co-signature of the winning bidder.

DEADLINE TO SUBMIT PROPOSAL
All proposals must be received by Grayson Central Appraisal District no later than 2:00 PM on March 22, 2018 for consideration in the project proposal selection process. All bidders are welcome to attend the opening of the bids at 2:00 P.M. on Wednesday March the 22st at the Grayson Central Appraisal District offices at 512 North Travis Street, Sherman, Texas 75090.

PROPOSAL SELECTION CRITERIA
Only those proposals received by the stated deadline will be considered. All proposals, submitted by the deadline, will be reviewed and evaluated based upon information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

- Proposals received by the stipulated deadline must be in the correct format.
- Bidder's alleged performance effectiveness of their proposal's solution regarding the Project Objective of Grayson Central Appraisal District.
- Bidder's performance history and alleged ability to timely deliver proposed services.
- Bidder's ability to provide and deliver qualified personnel having the knowledge and skills required to effectively and efficiently execute proposed services.
- Overall cost effectiveness of the proposal.

Grayson Central Appraisal District shall reserve the right to cancel, suspend, and/or discontinue any proposal at any time they deem necessary or fit without obligation or notice to the proposing bidder/contractor.

PROPOSAL SUBMISSION FORMAT
The following is a list of information that the Bidder should include in their proposal submission:

Summary of Bidder Background

- Bidder's Name(s)
- Bidder's Address
- Bidder's Contact Information (and preferred method of communication)
- Legal Form of Bidder (e.g. sole proprietor, partnership, corporation)
- Date Bidder's Company Formed
- Bidder's principal officers (CEO)
- Bidder's Federal Employee Identification Number (FEIN)

INSURANCE

The selected vendor shall maintain for the duration of the contract and any extensions thereof, at the selected vendor's expense, insurance that includes "Occurrence" basis wording and is issued by a company or companies qualified to do business in the State of Texas in the following types and amounts:

1. Commercial General Liability in a broad form, to include, but not limited to, coverage for the following where exposure exists: Bodily Injury and Property Damage, Premises/Operations, Independent Vendors, Products/Completed Operations, Personal Injury and Contractual Liability; limits of liability not less than: $500,000 per occurrence and $2,000,000 in the aggregate;
2. Business Auto Liability to include, but not be limited to, coverage for the following where exposure exists: Owned Vehicles, Hired and Non-Owned Vehicles and Employee Non-Ownership; limits of liability not less than: $250,000 per occurrence combined single limit for: Bodily Injury Liability and Property Damage Liability.
3. Workers' Compensation Insurance to cover all employees and meet statutory limits in compliance with applicable state and federal laws. The coverage must also include Employer's Liability with minimum limits of $100,000 for each incident.
4. Professional Liability Insurance with $1,000,000 in aggregate.
5. The Appraisal District shall be named as Additional insured; shall also be provided Certificate of Coverage; and shall receive notice of the described policies in accordance with policy provisions.
6. The certificate of Insurance must be included in this bid packet.

REFERENCES

- Please provide 3 references including contact names, numbers and email addresses, that are similar in size to the Grayson Central Appraisal District.
- Bidder agrees that Grayson Central Appraisal District may contact all submitted references to obtain any and all information regarding Bidder's performance.

DIRECTIONS for SUBMISSION

Vendors shall submit proposals: including seven (7) paper copies of your proposal, one (1) electronic copy, including any support documentation, sealed and clearly marked to:

RFP # 2018-09 – Fiber Optic Ethernet Services / Direct Internet Access / Fiber Optic Cable Installation & Implementation Contract

Attn: Brenda Arzate
Grayson Central Appraisal District
512 North Travis
Sherman, TX 75090
Phone: (903) 893-9673

All data and documentation submitted as part of this RFP shall become the property of GCAD. After award of this contract, all responses, documents, and materials contained in the RFP shall be considered public information as defined by the Public Information Act. All proposals must be sealed and received by March 22, 2018 at 2:00 P.M.. Absolutely no proposal will be accepted after the time specified. Late proposals will be rejected. The Appraisal District will not be responsible for any delay, regardless of reason, in the transmission of proposals.

BID ENVELOPES ARE TO BE CLEARLY MARKED WITH THE RFP NUMBER.

SUBMITTAL

Submit only one (1) proposal, multiple proposals from the same vendor will not be accepted.

PRICING

Price offered shall be firm for at least 60 days after the latest time specified for submission of proposals and thereafter upon written consent from bidder if requested.

SCOPE OF WORK

GENERAL DESCRIPTION

The general description of the Scope of Work (SOW) for this project is to provide fiber optic cabling at the Appraisal District's location. All
bids mustcomply with allsections of this RFP and the products and services to be considered.

PRODUCT and SERVICES SPECIFICATIONS

The Appraisal District is accepting proposals for indoor-outdoor plenum rated fiber optic cabling for a total of one (1) fiber optic cable run as listed below. Exact location of fiber run will be determined during the walk-through. See Appendix C for a project map.

INSTALLATION SCHEDULE

Cabling must be completed during work hours or times agreed upon at signing of contract. A secured storage room will be provided for vendor.

CHANGES to SCOPE of WORK

The Appraisal District, without invalidating the Contract, may order changes within the SOW consisting of additions, deletions, and/or modifications, the Contract Sum and the Contract Time being adjusted accordingly. All said changes in the SOW shall be authorized by written "Change Order(s)", signed by the Appraisal District.

VENDOR RESPONSIBILITIES

It shall be the responsibility of the selected vendor to provide the configuration and system quantities to the location stated herein. The intentional or accidental omission of necessary component(s) or system(s) shall require the selected vendor to supply said missing component(s) or system(s) at no cost to the Appraisal District. The Appraisal District and its authorized representatives are not responsible for any omission, failure to detect any requirement, or any other condition required to complete the Scope of Work.

DESIGN

For the design component of this project, the selected vendor will be given freedom to identify the best path to avoid obstacles and obstructions. The design phase of this project shall validate the proposed route

and identify right-of- way (ROW) required to complete the fiber segment. All permits will be the responsibility of the selected vendor. The design phase will also require site surveys to determine status and any potential issues with proposed anchor site. The cost of site surveys will be borne by the selected vendor. The proposed locations for hand holds will be defined in the design phase of the project.

ENGINEERING

The selected vendor is responsible for providing construction ready documentation providing running line detail, identifying key obstructions and potential issues and providing construction level detail required for state, local and regional permitting, once the proposal has been awarded.

PERMIT

The selected vendor will generate construction permit applications for fiber cable running line and crossings, any right-of- way, including but not limited to state, county, regional and local entities owning and/or controlling the right of way required for continuity.

In addition, the selected vendor shall:

- Meet jointly with representatives of the Appraisal District to exchange information and agree on details of equipment arrangements and installation interfaces for the cabling project.
- Have sufficient resources to complete the SOW within the allotted timeframe.
- Furnish all labor, supervision, tooling, and miscellaneous mounting hardware and consumables for the cabling system installed at the Appraisal District.
- Furnish, install, and terminate fiber strand at the location according to the Product and Services Specifications.
- Install cable in accordance with the Product and Services Specifications and/or manufacturer's recommendations and best industry practices.
- Develop and submit for approval a labeling system for the cable installation. At a minimum, the labeling system shall clearly identify all components of the system. Sample labels must be approved by the Appraisal District.
- Test (100%) all cable and termination hardware for defects in installation and to verify cable performance under installed conditions. Testing procedures should be included in proposal documentation.
- Supply documentation of testing and footage of each cabling run in proposal documentation. Abide by and responsible for all electrical and fire code regulations.

PRICING and PAYMENT STRUCTURE

Vendors are required to breakdown the purchases by description as outlined in the table in Appendix B. Vendors are required to complete Appendix B as part of their proposal. Vendors should list 100MEG x 100MEG Symmetrical Ethernet Circuit with Direct Internet Access, PRI and Analog lines with a 36 and 60-month contract periods.

TESTING PROCEDURES and DOCUMENTATION

Complete test and documentation is required for fiber installed. Final test data must be provided for all terminated fiber segments when spliced. Mapping will be provided detailing path, depth, and vault locations.

The selected vendor shall conduct certification testing on all fibers and provide documentation of this certification to the Appraisal District as part of the as built documentation. The selected vendor shall have a representative locally and readily available for the duration of the acceptance testing. A final acceptance

period of thirty (30) days following testing shall be required before final acceptance of the ethernet circuit will be considered.

SYSTEM MAINTENANCE

4-hour on-site technician response/hardware delivery for system degraded or down conditions.

Appendix A

Required page to be completed and included with RFP

Proposer's Certification

I have carefully examined the Request for Proposal and any other documents accompanying or made a part of this Request for Proposal.

I hereby propose to furnish the goods or services specified in the Request for Proposal. I agree that my proposal will remain firm for a period of up to 60 days to allow the Appraisal District adequate time to evaluate the qualifications submitted.

I verify that all information contained in this proposal is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this proposal on behalf of the firm as its act and deed and that the firm is ready, willing and able to perform if awarded the contract.

State of Incorporation _____

Company/Corporation _____

Business Address _____

Appraisal District, State, and Zip Code _____

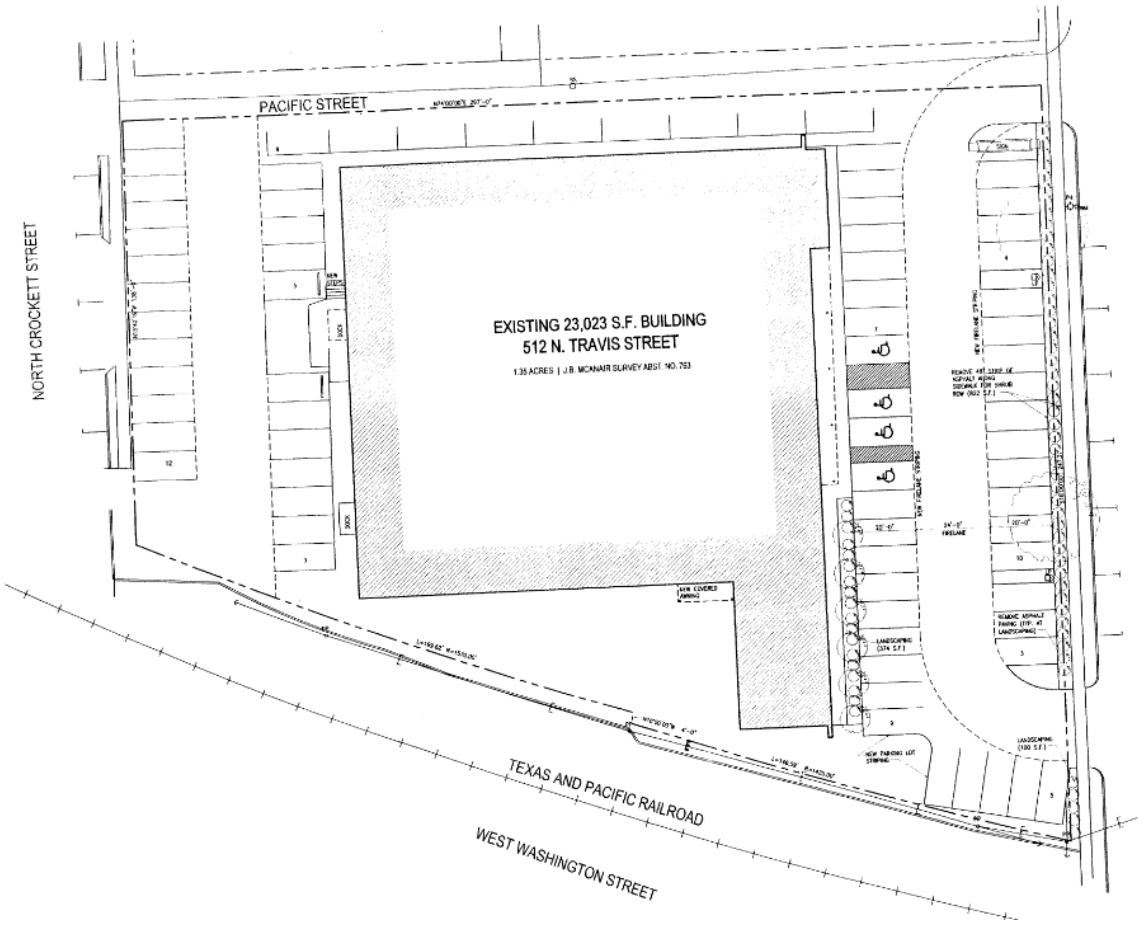
Telephone Number _____

Date
of Submission _____

(Signature)_____(Title)_____

(Witness Signature) _____(Title)_____

Appendix B

Grayson Central Appraisal District			
Eligible Services			
Description	**Qty**	**Unit**	**Total**
Fiber Optic Cabling			
PRI			
Analog Lines			

Appendix C