



County of Inyo Request for Proposals (RFP) RFP-IS-2101

County Offices Wi-Fi Deployment February 2021

Project to deploy wireless network coverage within County office locations.

Submit Proposals via email to:

sarmstrong@inyocounty.us

Date Released:

February 23, 2021

Submittal Deadline:

March 9, 2021, 4:30 p.m.

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I. Introduction

County of Wireless Networking Project

The County of Inyo is soliciting proposals from firms with demonstrated wireless network equipment deployment and configuration experience to deliver, configure and deploy a centrally-managed and extensible wireless network. We expect to deploy Wi-Fi access to five primary County office locations initially, with plans to extend Wi-Fi access to other locations at a later date.

II. Background

The County of Inyo is a governmental organization

Inyo County, California was organized in 1866 from land set aside from Mono and Tulare Counties. The County was originally named Coso County, and the town of Independence is designated as the County seat. The County is characterized as rural and frontier, and is located in the central-eastern part of the state. Comprised of more than 10,142 square miles, Inyo County is geographically the second largest county in California. The governmental agency was organized, in part, to provide safety and services to its population.

According to census information, the population of Inyo County in 2013 was estimated to be 18,467 and showed an increase of 2.9% over the 2000 census. The census also reports a median household income of \$45,000 or 27% below that of the California median, and a median value of owner-occupied homes of \$246,200 or 36% below that of the California median. Census data indicates 7,910 Inyo County households in 2012.

While the County seat is located in Independence, the population center of the county is approximately 45 miles to the north in Bishop, California. The City of Bishop is the County's only incorporated City, and covers an area of approximately two-square miles with a population of nearly 4,000 residents. Bishop and its immediate suburbs host a population of approximately 12,000.



The County of Inyo governmental organization is the county's largest single employer with approximately 460 employees.

Description of the Current Wi-Fi Environment

Currently, the County does not have Wi-Fi at any of its office locations. The County public libraries have building-specific Wi-Fi access that is managed separately and will not be a part of this project.

III. Scope of Work

Project Deliverables

- Delivery and installation of managed wireless access points to fully cover:
 - County Administrative Office building at 224 N Edwards Street, Independence
 - County Courthouse Building at 168 N. Edwards Street, Independence
 - Annex Building at 168 N. Edwards Street, Independence
 - HHS Fiscal Building at 155 E. Market Street, Independence
 - County Consolidated Office Building at 1360 N. Main Street, Bishop
- Wi-Fi site signal survey and assessment at the above locations to determine best placement of access points.
- Associated management software or service, if required.
- Configuration and management support during deployment.
- Configuration and management documentation.
- Configuration and management training and knowledge transfer.
- To better adhere to COVID-19 protection protocols by limiting travel to our area, the access point installation and signal survey portions of this project can be completed by County Information Services employees if guidance and necessary tools are either made available or identified. Additionally, system configuration can be done remotely.

Technical requirements

- Access points should be PoE capable. Our edge switches supply power using the PoE+ standard.
- Configuration should allow multiple broadcast networks with different security, network routing and traffic shaping.
- Future deployment of access points to expand Wi-Fi access to new County locations should be a straightforward process that does not require contractor assistance.
- Any physical controller equipment must be rack-mountable.

Functional Requirements

- A single management console should be able to manage all access points.
- The management console should be licensed for at least 4 department employees.

IV. County Information and Responsibilities

Administrative Information

The County of Inyo Information Services Department, through the Office of the County Administrator, is sponsoring this project, and the County of Inyo Information Services Department is managing the project. Respondents are specifically instructed to not contact any elected officials or other County employees for meetings, conferences or discussions related to this RFP. Unauthorized contact with elected officials or County personnel may result in rejection of the respondent's RFP response.

Inquiries and County Project Contact

Scott Armstrong, Information Services Director
County of Inyo
P.O. Box 477

Independence, CA. 93526

Phone: 760-878-0390

Fax: 760-872-2712

Email: sarmstrong@inyocounty.us

All inquiries should be directed via email to Scott Armstrong, Director of Information Services, County of Inyo. The closing time for inquiries related to this RFP is March 8, 2021 at 4:30 p.m. All inquiries and the associated County responses will be posted on the County website. Interested parties are cautioned that the opportunity to obtain additional information should not be viewed as a sales presentation opportunity.

Rights of the County

The County retains sole discretion regarding every aspect of the RFP evaluation and selection process. The County reserves the right to, but is not limited to:

- Select the proposal for contract award
- Accept other than lowest offer
- Reject any or all responses without cause
- Reject all responses and seek new responses when such action is judged to be in the best interest of the County
- Request and receive additional information as the County believes is necessary, and disqualify any respondent and reject any responses for failure to promptly provide such additional information
- Request additional information or clarification from respondents, or allow corrections of errors or omissions
- Postpone or extend the RFP deadline for its own convenience or benefit
- To disregard all non-conforming, non-responsive or conditional proposals
- Approve or disapprove sub-contractors
- Waive technical defects in responses and to accept the response which, in the sole judgment of the County, is in its best interest
- Negotiate with any and all respondents
- Change the amount of funding available
- Enter into a contract with another respondent in the event the originally selected respondent fails to execute a contract with the County
- Reject any or all proposals or portions thereof, and to reduce the scope of the Project

V. Evaluation and Selection

Selection and Award of Contract

The Contract award will be based on “best value.” The County’s evaluation team will evaluate all of the relevant factors, including responsiveness to the proposal requirements, qualifications of the proposer, the proposer’s history in providing the service and any other reasonably established factor necessary to determine what proposer will provide the “best value” to the County.

As soon as practicable after evaluation and ranking of the proposals, selection of the top finalist, and contract negotiations resulting in a signed contract with the vendor, the contract will be presented to the Board of Supervisors for award at its sole discretion, contingent on funding. The contract instrument will be a Standard County Contract form #113.

In the event the County is unable to negotiate a contract with the top finalist, the County may, at its sole discretion, negotiate a contract with another respondent, or choose not to award the contract, or put the proposal out to bid again.

Ranking

A team selected by the County will evaluate all proposals deemed responsive to the request. The proposals will be ranked based on an analysis conducted by the evaluation team. The top ranked respondents will be deemed finalists and may be asked to meet in person as a means of further evaluating the respondent's claims provided in the proposed solution.

Discussions and product demonstrations requested by the County may take place with the finalists to clarify the proposal and obtain a best and final offer. Any award granted will be granted to the respondent proposing the best solution for the County as determined solely by the County.

Evaluation Criteria

No commitment will be made to select a respondent's proposal solely on the basis of price. Cost is an influence, but is not in the evaluation criteria. The County will evaluate the detail substantiating the general estimated costs provided including development, design and delivery costs.

The primary basis for selection will be the proposed solution's ability to meet the County's project goal and associated requirements; however, consideration will also be given to overall value, as well as to the respondent's reputation and ability to be a strong business partner.

Responses to this RFP will be evaluated according to the following criteria:

Proposal Evaluation Criteria	100 Points
Completeness of Response	Pass/Fail
Ability to Satisfy the Scope of Work, Deliverables	20
Ability to Satisfy the Scope of Work, Technical Requirements	25
Ability to Satisfy the Scope of Work, Functional Requirements	25
Project Plan for the County wireless network implementation	15
Qualifications and Experience	15
Ability to enter into County of Inyo Standard Contract #113	Pass/Fail

Request for Proposal Protest

In the event a dispute arises concerning the Request for Proposal process prior to the award of the contract, the party wishing resolution of the dispute shall submit an appeal request in writing to the County Director of Information Services. Bidder may appeal the recommended award or denial of award, provided the following stipulations are met:

- Only a bidder who has actually submitted a Proposal is eligible to submit an appeal request or proposal protest against another bidder. Subcontractors are not eligible to submit proposal protests. A bidder may not rely on the proposal protest submitted by another bidder, but must timely pursue its own protest.
- Appeal must be in writing. The appeal must contain a complete statement of the basis for the protest and all supporting documentation. Materials submitted after the Proposal Deadline will not be considered. The protest must refer to the specific portion or portions of the Contract Documents upon which the protest is based. The protest must include the name, address and telephone number of the person representing the protesting bidder if different from the protesting bidder.
- A copy of the protest and all supporting documents must also be transmitted by fax or by e-mail, by or before the Protest Deadline, to the protested bidder and any other bidder who has a reasonable prospect of receiving an award depending upon the outcome of the protest.
- Must be submitted within ten (10) calendar days of the date of the recommended award or denial of award letters.
- An appeal of a denial of award can only be brought on the following grounds:
 - Failure to follow the selection procedures and adhere to requirements specified in the Request for Proposal or any addenda or amendments;
 - There has been a violation of conflict of interest as provided by California Government Code Section 87100 et seq.;
 - A violation of State or Federal Law

Appeals will not be accepted for any other reasons than those stated above. All appeals must be sent to:

Scott Armstrong, Information Services Director
 County of Inyo
 P.O. Box 477
 Independence, CA. 93526

County Information Services Director shall make a decision concerning the appeal, and notify the Proposer making the appeal, within a reasonable time frame prior to the tentatively scheduled date for awarding the contract. The decision of the County's Information Services Director shall be deemed final.

VI. Responsive Proposal

Deadline

The deadline for submitting a proposal for the Wi-Fi Deployment Project is March 9, 2021 at 4:30 p.m.

Proposal Format

Use the following format in developing a proposal in response to our request for proposals. You can include additional information that you feel is relevant, but the evaluation team will evaluate your proposal based on the criteria and requirements identified in this RFP.

- Identify clearly on the cover that your proposal is for the Wi-Fi Deployment Project for the County of Inyo, California.
- Describe how you will satisfy each of the three sections in the Scope of Work.
- Develop a project plan with staff resource scheduling and a timeline.
- To demonstrate qualifications and experience:
 - Provide examples and descriptions of managed wireless network deployments for at least three customers that demonstrate the ability to deploy Wi-Fi for a geographically diverse network.
 - Include at least three customer references with email addresses and phone numbers.
- Identify Project Costs
 - Itemize and summarize the different types of costs.
 - Indicate the total cost for the entire project.
 - Identify the major project milestones associated with the timing of payments.
 - Itemize and summarize any annual, recurring or other ongoing costs.
- State whether you will be able to enter into a Standard County Contract #113 (Exhibit A to this RFP).
- The proposal should be delivered in a digitally readable format, preferably as a PDF file.

Use of Proposals and Respondent Guarantees

The respondent's proposal submitted in reply to this RFP acknowledges that the rights have been reserved to include the selected respondent's proposal or any part or parts of the selected respondent's proposal in the final contract. Submission of any proposal indicates acceptance of the conditions contained in the RFP. All proposals submitted shall be valid for a period of 120 calendar days from the date of proposal opening.

Standard County Contract

The respondent selected for contract award will be required to enter into a contract with the County of Inyo using the County of Inyo Standard Contract #113 (Exhibit A to this RFP). Identify any requested exceptions to the contract in the response to this RFP. Only exceptions identified in the submittal responses to this RFP will be considered during contract negotiations with the selected vendor.

Obligations Assumed by Submitting a Proposal

By submitting a proposal, the respondent certifies that:

- Those submitting proposals do so entirely at their expense. There is no expressed or implied responsibility on the part of the County to reimburse respondents for any expenses incurred for preparing or submitting proposals, providing additional information when requested by the County, or participating in any selection interviews.
- The respondent thoroughly understands the terms of the specifications and has successful experience in each area of the proposed work;
- The respondent has made themselves familiar with all Federal and State Laws, local laws, ordinances, and regulations which in any manner affect the project work or the delivered product.
- The prices in this proposal have been arrived at independently and without consultation, communication, or agreement, for the purpose of restricting competition as to any matter relating to such prices, with any other respondent.
- The respondent has not paid or agreed to pay any fee or commission, or any other item of value contingent on the award of this contract to any employee, official, or current contracting consultant of the County of Inyo.

No contract shall be considered binding upon the County until the County Board of Supervisors has made a final award and executed the contract. The County is interested in working with a respondent able to initiate the project immediately following successful contract negotiations.

Failure to Execute Contract

Failure to properly execute and deliver the contract within thirty (30) days as specified, at the County's discretion, may be cause for cancellation of the award.

In the event the award to the successful respondent is cancelled, the award may then be made to the next highest ranked responsive and responsible respondent, and such respondent shall fulfill every stipulation embraced herein as if the original party to whom the award was made; or the County may reject all of the proposals, as its interest may require.

Insurance and Bonds

The successful respondent shall procure and maintain insurance as specified in Attachment B to the Standard Contract #113, and with the provisions specified in said Attachment B.

Respondent Competency

The County may make such investigation as it deems necessary to determine the ability of the respondent to perform the work. The County may require the respondent to present satisfactory evidence that it has sufficient experience and skilled workers to complete the work. The County will use the forgoing information, if required, as an aid to selecting a proposal for contract award. Nothing contained in this section shall be construed as depriving the County of its discretion in the matter of selecting a proposal for contract award. The County reserves the right to reject any proposal if the evidence submitted by the respondent or an investigation of such respondent fails to satisfy the County that such respondent is properly qualified to carry out the obligations of the Project.

Prime Contractor Responsibility

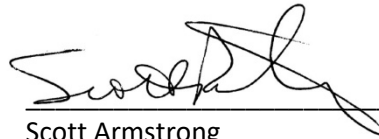
Any respondent's proposal that includes equipment, software or services that are marketed, supported or supplied by other companies or individuals must contain a statement that the respondent will act as the prime contractor for the entirety of project, not limited to the development, design and delivery of the project.

Legal Address

The address given in the proposal is hereby designated as the legal address of the Respondent. Such address may be changed at any time by notice in writing via email delivered to the County Project Contact. The delivering at such legal address or the depositing in any post office, in a postpaid, registered wrapper, directed to the above named address of any notice, letter, or other communication to the Respondent shall be deemed to be a legal and sufficient service upon the Respondent.

VII. Project Funding for the Wi-Fi Deployment Project

The County has identified funding for the Wi-Fi Deployment Project. Project work is expected to begin immediately following contract signing. The full scope of the project must be completed within the identified project budget.



Scott Armstrong
Information Services Director, County of Inyo

Date: February 23, 2021
