



## SECTION II

### EVENT #1485 INTERNET SERVICE PROVIDER FOR DATA CENTER & CRITICAL WORKFORCE SHELTER

#### SCOPE OF SERVICES

- 2.0 Description of Project:** The City of Savannah is seeking proposals for the implementation, maintenance, and support of dedicated Internet access service with the ability to peer through providers.

The City has two critical facilities where internet service needs to be established:

**Location A:** City of Savannah Data Center, located at the Savannah Civic Center, 301 W Oglethorpe Avenue, Savannah, Georgia 31401.

**Location B:** City of Savannah Critical Workforce Shelter, located at 6183 Highway 21, Port Wentworth, Georgia 31407.

The City currently owns a block of public IP addresses, and these would need to migrate to the new service.

#### **2.1 Scope of Work**

It is the intention of the City to award two separate contracts: One contract for primary service at Location A (Data Center) and a second contract for primary service at Location B (Critical Workforce Shelter). To accomplish diversity of resources, the same vendor cannot be awarded the service contract at both locations.

**Location A (Data Center):** The Internet Service Provider shall install a 100MB internet connection at this location. The City is also looking for an optional protected circuit using a diverse route into the Data Center. The city has dark fiber available to be used as “last mile” resources by the selected vendor if needed. The hand-off locations are documented on the Diagram 1 (See Attachment A).

**Location B (Critical Workforce Shelter):** The Internet Service Provider at this location is required to support multiple customers. Two separate customer accounts will be established at this location. The ISP shall install two separate 50MB internet connections (one 50MB connection for each customer account at this location). The city has dark fiber available to be used as “last mile” resources by the selected vendor if needed. The hand-off locations are documented in Diagram 2 (See Attachment A).

**2.2 Proposal Format:** Proposals shall be submitted in the following format and include the following information.

- a) Detailed description of the capabilities as requested.
- b) Fee Proposals per instructions in Section III signed by responsible party.
- c) Proposed Schedule of Minority and Women-Owned Business Participation and Non-Discrimination Statement.
- d) Statement of Qualifications as outlined in Section 2.9 of this RFP (Additional information such as agency brochures, resumes, etc. may be submitted as appropriate).

**2.3 Basis of Award:** Proposals will be evaluated according to the following criteria and weight at a minimum:

- a) Proposer’s qualifications and experience, including support capabilities. *(25 points)*
- b) Technical capabilities *(30 points)*
- c) Fees *(35 points)*
- d) References *(10 points)*

Proposals shall be evaluated by a selection committee. The selection committee may, at its option, request any or all proposers to provide on-site demonstrations of the proposed system.

**2.4 Copies:** One (1) unbound, printed and signed original and two (2) identical, printed copies of the proposal and supporting documents must be submitted in response to the RFP. All responses must relate to the specifications as outlined.

**2.5 Contacts:** Proposers must submit proposals in accordance with the instructions contained in this RFP. All requested information must be submitted with the proposal. Instructions for preparation and submission of proposals are contained in this package. Questions regarding this request for proposal should be directed to:

Molly F. Dilbeck  
Assitant Director, Purchasing Department  
(912) 651-6422  
Email: mdilbeck@savannahga.gov

Technical Questions should be addressed to:

Damien Hoffman, Network Manager  
Information Technology Department  
(912) 651-6923  
Email: dhoffman@savannahga.gov

## 2.6 Requirements

- a) Vendor shall provide the City of Savannah an Ethernet connection for Internet Services.
- b) Vendor can provide either optical or copper handoffs at both locations.
- c) Vendor must provide and support peering services for BGP with default and default free routes.
- d) Vendor shall provide Service Level Agreement with proposed solution. Proposals should include at a minimum detailed communication processes during outage related events.
- e) Vendor shall provide details (infrastructure maps) to demonstrate the reliability and redundancy of the proposed solution and the recovery process in the event of a failure.
- f) Vendor shall provide a single point of contact to report network trouble available twenty-four hours (24) a day, seven (7) days a week via electronic mail and telephone.

**2.7 Costs:** Vendor shall include the one-time material, equipment, and installation costs in the proposal. Additionally, the vendor shall include the monthly recurring cost for the service as well as the ongoing maintenance cost.

**2.8 Installation:** Vendor shall provide a statement of work for the installation and migration to the new service. The city has dark fiber hand off locations for ISP use as documented on the attached maps. The statement of work should also detail how long the total installation and implementation will take from the issue of the Purchase Order.

**2.9 Qualifications:** The proposal shall demonstrate their knowledge and experience in providing reliable internet service. The proposer shall provide examples of projects which demonstrate their knowledge and experience. Relevant and recent projects will be weighted higher in the evaluation of this RFP.

**2.10 References:** The proposer shall furnish references from accounts worked within the past two (2) years of a similar size and magnitude for the same type of services proposed. References shall include a contact person and phone number. Failure to provide suitable references may be cause for rejection of the proposal.

**2.11 Contract Period:** This contract will be for a period of twelve (12) months initially. At the option of the City, this contract may be offered for renewal for up to four (4) additional twelve (12) month periods if agreeable to all parties at the same terms and conditions.

**2.12 Pre-Proposal Meeting:** A **mandatory** pre-proposal meeting has been scheduled at the date and time listed within the bid specifications. The meeting will be held at City Hall, 3<sup>rd</sup> Floor, 2 E. Bay Street, Savannah, Georgia 31401. Vendors must attend this meeting in order for their bids to be accepted.

**SECTION III**

**FEE PROPOSAL**

I have read and understand the requirements of this request for proposal Event #1485 and agree to provide the required services in accordance with this proposal and all attachments, exhibits, etc. The proposed fee shall include all labor, material and equipment to provide the services as outlined including any travel or per diem expenses and any other miscellaneous expense involved. The fee for providing the required service is:

**Internet Service Provider:**

Installation and Start-up Fees to include all equipment, material, and labor:

Location A-100MB                    \$\_\_\_\_\_ lump sum

Location B-50MB                    \$\_\_\_\_\_ lump sum

Recurring Monthly Service Fee:

Location A-100MB                    \$\_\_\_\_\_ per month

Location B-50MB (1)                \$\_\_\_\_\_ per month

Location B-50MB (2)                \$\_\_\_\_\_ per month

Maintenance Fees:

Location A                            \$\_\_\_\_\_ per month

Location B (1)                        \$\_\_\_\_\_ per month

Location B (2)                        \$\_\_\_\_\_ per month

**Additional Fees:**

Diverse Protected circuit installation fee:                    Location A    \$\_\_\_\_\_ lump sum

Diverse Protected circuit:    Location A    \$\_\_\_\_\_ per month

***TOTAL FEES FOR LOCATION A*** \_\_\_\_\_

***TOTAL FEES FOR LOCATION B*** \_\_\_\_\_

**SUBMITTED BY:** \_\_\_\_\_

**PROPOSER:** \_\_\_\_\_

**SIGNED:** \_\_\_\_\_

**NAME (PRINT):** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY/STATE:** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**TELEPHONE:** (\_\_\_\_\_) \_\_\_\_\_  
Area Code

**FAX:** (\_\_\_\_\_) \_\_\_\_\_  
Area Code

**INDICATE MINORITY OWNERSHIP STATUS OF BIDDER (FOR STATISTICAL PURPOSES ONLY):**  
**CHECK ONE:**

\_\_\_\_\_ **NON-MINORITY OWNED**

\_\_\_\_\_ **AFRICAN AMERICAN**

\_\_\_\_\_ **HISPANIC**

\_\_\_\_\_ **WOMAN** (non-minority)

\_\_\_\_\_ **ASIAN AMERICAN**

\_\_\_\_\_ **AMERICAN INDIAN**

\_\_\_\_\_ **OTHER MINORITY Describe** \_\_\_\_\_

## NON-DISCRIMINATION STATEMENT

The proposer certifies that:

- (1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin, or gender in connection with any bid submitted to the City of Savannah or the performance of any contract resulting therefrom;
- (2) That it is and shall be the policy of this Company to provide equal opportunity to all business persons seeking to contract or otherwise interested in contracting with this Company, including those companies owned and controlled by racial minorities, cultural minorities, and women;
- (3) In connection herewith, we acknowledge and warrant that this Company has been made aware of, understands and agrees to take affirmative action to provide such companies with the maximum practicable opportunities to do business with this Company;
- (4) That this promise of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;
- (5) That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made as part of and incorporated by reference into any contract or portion thereof which this Company may hereafter obtain and;
- (6) That the failure of this Company to satisfactorily discharge any of the promises of non-discrimination as made and set forth herein shall constitute a material breach of contract entitling the City of Savannah to declare the contract in default and to exercise any and all applicable rights and remedies including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and or forfeiture of compensation due and owing on a contract.

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Signature

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Title

**PROPOSED SCHEDULE OF M/WBE PARTICIPATION**

Name of Bidder/Proposer: \_\_\_\_\_ Event No. 1485  
 Project Title: \_\_\_\_\_ Total Bid Amount \$ \_\_\_\_\_

Name of M/WBE Participant	Address	Type of Work Sub-Contracted	Subcontract Value	MBE/WBE Status
			\$	
			\$	
			\$	
			\$	

MBE Participation Value: \_\_\_\_\_ % \$  
 Women Participation Total Value: \_\_\_\_\_ % \$

The undersigned will enter into a formal agreement with the M/WBE Subcontractors/Proposers identified herein for work listed in this schedule conditioned upon executing of a contract with the Mayor and Aldermen of the City of Savannah.

**Joint Venture Disclosure**

If the proposer is a joint venture, please describe below the nature of the joint venture and level of work and financial participation to be provided by the Minority/Female joint venture firm.

Joint Venture Firms	Level of Work	Financial Participation

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Note: The Minority/Woman-Owned Business Office is available to identify qualified MWBEs. Please contact the Office at (912) 651-3653. This form may be copied as needed. The City of Savannah has also posted a list of registered MWBEs on its website @ [www.savannahga.gov](http://www.savannahga.gov).