

PUBLIC NOTICE

Notice is hereby given that the County of Webb is accepting Proposals for Internet Service for Computer Lab(s) at the Judge Solomon Casseb, Jr. Webb County Youth Village, located at 111 Camino Nuevo Rd, Laredo, TX 78043 off Hwy 359. Internet access is initially required for 30 workstations with an additional lab and 30 more workstations projected to go online in late 2011. Provider must submit their respective proposals outlining the terms and conditions, pricing, and any or all matters relating to such contract.

Proposals must be submitted with one original and eight (8) copies in sealed envelopes to the Office of the Webb County Clerk. Sealed envelopes must be marked with Proposal Number and Proposal Name on the front lower left-hand corner of envelopes.

Mark Envelope: **RFP 2011-01 “Internet Service for Computer Lab(s) at the Judge Solomon Casseb, Jr. Webb County Youth Village”**

Proposals must be hand-delivered or mailed to the following location:

Webb County Clerk
Webb County Justice Center
1110 Victoria St., Suite 201
Laredo, Texas 78040

Proposals must be delivered no later than 2:00 P.M. on **Thursday, March 24, 2011**, at which time all proposals received will be opened and read to the public without disclosing contents of competitive offers that will be subject to review and evaluation. Late proposals will not be considered.

For any information concerning the submission of proposals or proposal documents, call the Webb County Purchasing Office, 1110 Washington St., Suite 101, Laredo, TX 78040, (956) 523-4125. For any technical information concerning the specifications that detail Internet Access for Computer Lab, you may call Jaime F. Alvarado, Director of Management Information Systems at (956) 523-4069. Please visit the Purchasing Department website at <http://www.webbcountytx.gov> for a copy of proposal notice and specifications.

The County of Webb reserves the right to reject any or all proposals, to waive any or all formalities or technicalities, and to make such awards of contract as may be deemed to be the best and most advantageous to Webb County.

Dr. Cecilia May Moreno
Webb County Purchasing Agent

Publish Dates: Thursday, March 3, 2011
Thursday, March 10, 2011

SEALED PROPOSAL

THIS FORM MUST BE INCLUDED WITH PROPOSAL. PLEASE CHECK OFF EACH ITEM THAT APPLIES.

RFP No. 2011-01- “Internet Service for Computer Lab(s) at the Judge Solomon Casseb, Jr. Webb County Youth Village”

- Invitation to Proposal**
- Submitted within proposal notice due date. Name and address of the proposer, date of proposal opening, proposal number and title are on outside of sealed envelope.**
- Proposal Specification package**
 - Form A**
 - Form B (1,2)**
 - Form C**
 - Form D**
 - Form E**
 - Form F**
- Have read Proposal Term and Conditions**
- Proof of no delinquent taxes owed to Webb County**
- Conflict of Interest forms included**
- Workers compensation certificates (copy); Include copy of insurance coverage in package.**
- Bid Bond**
- As required by law if selected – Performance Bond**
- Bidders information form**

**Signature of person
completing this form**

**Request for Proposals
For
Internet Service for Computer Lab(s) at the Judge Solomon Casseb, Jr. Webb County Youth Village**

Webb County is now accepting proposals for Internet Service for a computer lab at the Judge Solomon Casseb, Jr. Webb County Youth Village, located at 111 Camino Nuevo Rd, Laredo, TX 78043 off Hwy 359. The proposal is to be based on the specifications provided in this document. All proposals, correspondence and site visit requests are to be sent to the designated contact person listed in this document.

Description of Work/Service

Webb County is looking for Internet Service for two (2) instructional computer labs with approximately 30 computer stations each for a total of 60 computer stations. The first lab is located at the Judge Solomon Casseb, Jr. Webb County Youth Village, located at 111 Camino Nuevo Rd, Laredo, TX 78043 off Hwy 359. Currently, this lab has an SDSL Internet connection with speeds of 768Kbps/768Kbps. Additional bandwidth is required. We are requesting a synchronous Internet Service with speeds of at least 4Mbps. The second computer lab will begin construction soon and should be online by late 2011 and will be located in the campus area. Both labs will have a common demarcation point. This service shall be billed on a month-to-month basis.

SELECTING PROPOSAL – Must use forms provided by RFP

1. Proposals will be selected using the following criteria.
 - Price (Form A)
 - Dealer Reputation for quality and service (Form B1)
 - Brand Reputation and Quality (Form B2)
 - Warranty/Service/Support (Form C)
 - Product Availability and Delivery (Form D)
2. Alternatives, variations and exceptions to RFP must be clearly stated in the proposal. (Form E)
3. We reserve the right to consider proposals based on their relative merit, risk and value to Webb County.
4. We reserve the right to negotiate with any vendor. The successful vendor(s) may be asked to participate in negotiations and may be asked to make revisions to their proposals based on their negotiations.
5. The vendor's quote will indicate the product's availability and a delivery timeline.
6. A list is to be provided with the bid that lists the company CEO, onsite project manager(s), account manager(s), billing personnel, etc. and their respective contact information. Email addresses and direct dial numbers must be provided. (Form F)
7. By submitting a bid, each vendor represents that they have read and understand all the requirements, guidelines and instructions of this RFP. The contract award will be ultimately based on the interests of Webb County.
8. The proposal is to be received by the specified date and time as set forth by Webb County.

9. Webb County will not be liable for any cost incurred as a result of the preparation, presentation and delivery of a proposal.
10. Vendor is responsible for any and all permits required for the project, if applicable.

Procurements are conditional pending funding of an application filed by Webb County with the E-Rate program. Pricing must be guaranteed until Webb County receives E-rate funding for this RFP. Information pertinent to this bid will be kept updated on the www.webbcountytx.gov web site. It is the responsibility of the vendor to keep abreast of posted information.

Information required with Proposal (where applicable)

- Hourly rate break down as it relates to the skill level of the technician and job performed.
- Copy of vendor's terms and conditions to be considered for contract.
- Signature of authorized representative of vendor and phone numbers for vendor's contact person(s).
- A list is to be provided with the bid of the company CEO, onsite project managers, account managers, billing personnel, etc. and their respective contact information. Email addresses and direct dial phone numbers must be provided.
- Provide at least three recent business references.
- Vendor's E-rate service provider identification # (SPIN) included in the proposal. Vendor **must** be an E-rate service provider.
- Vendors must meet all requirements by USAC to bid on this RFP.
- A copy of vendor's E-rate Service Provider Annual Certification form.

E-rate funding does not guarantee implementation of the project. Webb County reserves the right to cancel E-rate funding request and /or the contract with vendor prior to start of service.

FORM A

PRICE FORM

Total Price for Work as Described:

1	Setup and Installation (One time charge)	\$
2	Monthly Fee for requested Internet Service (4Mbps)	\$

FORM B-1
VENDOR QUALIFICATIONS AND SUPPORT CAPABILITIES

Information about the Vendor

1. Company Name _____
2. Name of company CEO, account managers, billing personnel, etc. and all pertinent contact information for each.

3. Years in Business _____
4. Contact Person/Title _____
5. Full Mailing Address _____
6. Direct Dial Telephone Number _____
7. Fax Number _____
8. E-Mail Address _____
9. Name of person who would be Project Manager for this project

This person will be required to be available via email, phone, or in person regularly during the entire course of the installation to monitor progress.

FORM B-2
VENDOR REFERENCES

Reference #1

Company/School Name _____

Address _____

Contact Person _____

Telephone and Fax #'s _____

Dates of Installation _____

Reference #2

Company/School Name _____

Address _____

Contact Person _____

Telephone and Fax #'s _____

Dates of Installation _____

Reference # 3

Company/School Name _____

Address _____

Contact Person _____

Telephone and Fax #'s _____

Dates of Installation _____

FORM C
WARRANTY, SERVICE, AND SUPPORT

Please describe in detail the warranty, service, and support for the proposed service.

FORM D
PRODUCT AVAILABILITY AND DELIVERY

Available Date for Install _____

Delivery Timeline (as applicable) _____

**FORM E
ALTERNATIVES**

Alternatives, variations, and exceptions to RFP must be clearly stated.

FORM F
CONTACT INFORMATION

Contact information to include the following:

Name

Address

Telephone Number (direct dial)

Email address of those listed below

- 1. CEO**
- 2. Onsite Project Manager**
- 3. Account Manager**
- 4. Billing Personnel**

COUNTY OF WEBB

Terms and Conditions of Invitations for Proposals

1. GENERAL CONDITIONS:

Proposers are required to submit their proposals upon the following expressed conditions:

- (A) Proposers shall thoroughly examine the drawings, specification schedule, instructions and all other contract documents.
- (B) Proposers shall make all investigations necessary to thoroughly inform themselves regarding plant and facilities for delivery of materials and equipment as required by the bid conditions. No plea of ignorance by the bidder of conditions that exist or that may hereafter exist as a result of failure to fulfill in every detail the requirements of the contract documents of the County or the compensation of the vendor.
- (C) Proposers are advised that all County contracts be subject to all legal requirements provided for county, state and federal statutes and regulations.

2. PREPARATION OF PROPOSALS:

Proposals will be prepared in accordance with the following:

- (A) All information required by the proposal form shall be furnished. The bidder shall print or type his name and manually sign the schedule and each continuation sheet on which an entry is made.
- (B) Unit prices shall be shown and where there is an error in extension of prices, the unit price shall govern.
- (C) Alternate bids will not be considered unless authorized by the Invitation for Bids.
- (D) Proposed delivery time must be shown and shall include Sundays and holidays.
- (E) Bidders will not include Federal taxes or State of Texas limited sales excise and use taxes in bid prices since the County of Webb is exempt from payment of such taxes. An exemption certificate will be signed where applicable upon request.

3. DESCRIPTION OF SUPPLIES:

Any catalog or manufacturer's reference used in describing an item is merely descriptive, and not restrictive, unless otherwise noted, and is used only to indicate type and quality of material. Bidders are required to state exactly what they intend to furnish otherwise they shall be required to furnish the items as specified.

4. SUBMISSION OF PROPOSALS:

- (A) Proposals and changes thereto shall be enclosed in sealed envelopes addressed to the Webb County Clerk. The name and address of the bidder, the date of the proposal opening and the material or service bid on shall be placed on the outside of the envelope.
- (B) Proposals must be submitted in the forms furnished. Telegraphic bids will not be considered. Proposals, however, may be modified by telegraphic notice provided such notice is received before the time and date set for the proposal opening.
- (C) Samples, when required, must be submitted within the time specified, at no expense to the County of Webb. If not destroyed or used up during testing, samples will be returned upon request at the proposer expense.

5. REJECTION OF PROPOSALS:

- (A) The Purchasing Agent may reject a proposal if it is not satisfactory to Commissioners' Court because:
 - (1) The proposer misstates or conceals any material fact in the bid or if,
 - (2) The proposal does not strictly conform to the law or the requirements of the proposal, or if,
 - (3) The proposal is conditional, except that the proposer may qualify his proposal for acceptance by the County on an "All or None" basis or a "low item" basis. An "All or None" basis proposal must include all items upon which bids are invited.
- (B) No proposal submitted herein shall be considered if the proposer owes any delinquent taxes to the County of Webb at the time proposals are opened. In the event that the successful proposer herein subsequently becomes delinquent in the payment of his or its County taxes, such fact shall constitute grounds for cancellation of the contract.
- (C) No proposal submitted herein shall be considered unless the proposer warrants that upon execution of a contract with the County of Webb, he will not engage in employment practices which have the effect of discriminating against employees or prospective employees because of race, color, sex, creed, or national origin and will submit such report as the County may thereafter require to assure compliance.
- (D) The County may, however, reject all proposals whenever it is deemed in the best interest of the County to do so, and may reject any part of a bid unless the proposal has been qualified as provided in 5 (a) 3 above. The County may also waive any minor informalities or irregularities in any bid.

6. WITHDRAWAL OF PROPOSALS:

Proposals not are withdrawn after the time set for the bid opening, unless approved by Commissioners' Court.

7. LATE PROPOSALS OR MODIFICATIONS:

Proposals and modifications received after the time set for the proposal submission will not be considered.

8. CLARIFICATION OR OBJECTION TO PROPOSAL SPECIFICATIONS:

If any person contemplating submitting a proposal for this contract is in doubt as to the true meaning of the specifications, or other proposal documents or any part thereof, he may submit to the Purchasing Agent on or before five days prior to scheduled opening a request for clarification. All such requests for information shall be made in writing and the person submitting the request will be responsible for its prompt delivery. Any interpretation of the proposal, if made, will be made only by Addendum duly issued. A copy of such Addendum will be mailed or delivered to each person receiving a set of proposals. The County will not be responsible for any other explanation or interpretation of the proposal made or given prior to the award of the contract. Any objections to the specifications and requirements as set forth in this proposal must be filed in writing with the Purchasing Agent on or before five days prior to the scheduled opening.

9. DISCOUNTS:

(A) Prompt payment discounts will be considered in making the award provided the period of the discount offered is sufficient to permit payment within such period in the regular course of business.

(B) Concerning any discount offered, time will be computed from the date of receipt of supplies or services or from the date a correct invoice is received, whichever is the later date. Payment is deemed to be made on the date of mailing of the check.

10. AWARD OF CONTRACT:

(A) The contract will be awarded to the lowest responsible proposer whose proposal, conforming to the Invitation for Proposals, is most advantageous to the County price and other factors considered.

(B) The County reserves the right to accept any item or group of items of this proposal, unless the proposer qualified his proposal by specific limitations.

(C) A written award of acceptance mailed or otherwise furnished to the successful proposer results in a binding contract without further action by either party.

- (D) Prices must be quoted F.O.B. Webb County with all transportation charges prepaid, unless otherwise specified in the Invitation for Proposals.
- (E) Delivery time and prompt payment discounts, including time allowed for payment, will be considered in breaking of tie proposals.

11. PERFORMANCE DEPOSIT:

- (A) The successful proposer(s) must furnish the County of Webb a performance deposit in the amount set forth in the Invitation for Proposals. This deposit is not to be submitted with bids, but must be presented to the Purchasing Department upon notification.
- (B) The County of Webb will not enter a contract or issue a purchase order until the successful bidder has complied with the performance deposit provisions.
- (C) The performance deposit shall be in the form of a bond, certified check upon a State or National Bank or Trust Company signed by a duly authorized officer, thereof, or a certificate of deposit from such bank or trust company. All such bonds, checks and certificate of deposit shall be drawn payable to the order to the Webb County Treasurer and submitted to the Purchasing Agent's Office.
- (D) The performance deposit of the successful bidder(s) shall be returned by the County upon completion of the contract and final acceptance of all items in accordance with conditions thereof.
- (E) Failure of vendor to perform any of the services by this contract, within ten days of receipt of written demand for performance from County, or failure of vendor to correct or replace defective goods or products, within ten days from receipt of written demand will therefore, shall constitute a total breach of this contract, and shall be cause for termination. In the event of such termination the performance deposit shall be retained by the County of Webb as liquidated damages, based upon mutual agreement and understanding between vendor and County at the time this bid is solicited, submitted and accepted, that the County of Webb is a governmental agency engaged in public projects, and that the measurement of damages which might result from a breach of the terms and specifications herein is difficult or impossible to determine. Provided, however, that if in the opinion of the Purchasing Agent and the Commissioners' Court the failure of vendor to perform the conditions of this contract is occasioned by or is the result of acts or events over which the vendor has no control, said performance deposit may in whole or in part, as may be determined by the Purchasing Agent and the Commissioners' Court, be returned to the vendor. It is understood that such determination shall be entirely discretionary with the Purchasing Agent and the Commissioners' Court.

12. WORKERS' COMPENSATION INSURANCE COVERAGE:

The Workers' Compensation Commission has adopted Rule 110.110 effective with all bids advertised after September 1, 1994. The TWCC has stated that it is aware that a statutory requirement for workers' compensation insurance coverage is not being met. Therefore, Rule 110.110 requires that all bidders be covered under workers' compensation insurance to achieve compliance from both contractor(s) and governmental entities. **Attachment A** is provided in accordance with the requirements on governmental entities. Please read carefully and prepare your bid in full compliance to TWCC Rule 110.110. Failure to provide the required certificates upon submission of a bid could result in your bid being declared non-responsive.

LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of the local governmental entity; or an employee of a local governmental entity with respect to whom the local governmental entity has, in accordance with Section 176.005, extended the requirements of Sections 176.003 and 176.004. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a Class C misdemeanor.

Please refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

INSTRUCTIONS FOR COMPLETING THIS FORM

The following numbers correspond to the numbered boxes on the other side.

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of person described by Sections 176.002(a) and 176.003(a), Local Government Code.** Enter the name of the person described by Section 176.002, Local Government Code with whom the officer has an employment or other business relationship as described by Section 176.003(a), Local Government Code.
- 4. Description of the nature and extent of employment or business relationship with person named in item 3.** Describe the nature and extent of the employment or other business relationship with the person in item 3 as described by Section 176.003(a), Local Government Code.
- 5. List gifts accepted, excluding gifts described by Section 176.003(a-1), if aggregate value of the gifts accepted from person named in item 3 exceed \$250.** List gifts accepted during the 12-month period (described by Section 176.003(a), Local Government Code) by the local government officer or family member of the officer, excluding gifts described by Section 176.003(a-1), from the person named in item 3 that in the aggregate exceed \$250 in value.
- 6. Affidavit.** Signature of local government officer.

**LOCAL GOVERNMENT OFFICER
CONFLICTS DISCLOSURE STATEMENT**

FORM CIS

(Instructions for completing and filing this form are provided on the next page.)

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session. This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.	OFFICE USE ONLY
1 Name of Local Government Officer 2 Office Held	Date Received
3 Name of person described by Sections 176.002(a) and 176.003(a), Local Government Code	
4 Description of the nature and extent of employment or other business relationship with person named in item 3	
5 List gifts accepted by the local government officer and any family member, excluding gifts described by Section 176.003(a-1), if aggregate value of the gifts accepted from person named in item 3 exceed \$250 during the 12-month period described by Section 176.003(a)(2)(B) Date Gift Accepted _____ Description of Gift _____ Date Gift Accepted _____ Description of Gift _____ Date Gift Accepted _____ Description of Gift _____ (attach additional forms as necessary)	
6 AFFIDAVIT I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to a family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a), Local Government Code. <div style="text-align: right; margin-right: 100px;"> _____ Signature of Local Government Officer </div> AFFIX NOTARY STAMP / SEAL ABOVE Sworn to and subscribed before me, by the said _____, this the _____ day of _____, 20_____, to certify which, witness my hand and seal of office. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> _____ _____ _____ </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Signature of officer administering oath Printed name of officer administering oath Title of officer administering oath </div>	