

05/16/2014

City of Gallatin

1.0 Introduction

The City of Gallatin, Office of Information Technology is seeking a Data Service Provider for wide area network access and access to the World Wide Web. Bids are to be submitted no later than Friday, July 25, 2014 by 11:00am in a sealed envelope clearly identified **Wide Area Network** and bid due date and time marked on outside of envelope. Any questions please contact J.R. Smith @ 615-451-5963.

1.1 Scope of Work

The Office of Information Technology seeks pricing for multiyear contracts from Data Service Providers, which shall include costs for network integration in the larger (vendor) network, and any other one-time charges associated with startup. The WAN circuit(s) (point to point) will be dedicated circuit(s), quoted at bandwidth not less than 10MB service (upload/download). Quotes for larger bandwidth are also encouraged. The City is open to multiple suggestions based on the services that may be provided by the vendor i.e. Point to point, MPLS, etc. The internet circuit(s) will be dedicated circuit(s), quoted at bandwidth not less than 100MB service (upload/download). Quotes for larger bandwidth are also encouraged. The internet circuit will connect to Gallatin City Hall at 132 W. Main St, Gallatin, TN on the main floor data center. The name and address of the WAN locations can be found in Appendix A. A minimum block of 16 public and static IP addresses must be provided to the Office of Information Technology. A logical diagram of the current City of Gallatin Network can be found in Appendix B.

1.2 Contract Terms

The contract terms will last 12 to 36 months and the contract shall include language permitting contract up to three (3) annual extensions beyond the initial agreement.

2.0 Functional/Technical Requirements

- Routing shall be based on the TCP/IP protocol and shall be compatible with existing router configurations
- The vendor shall provide technical expertise to coordinate the necessary router configuration changes and resolve IP addresses.
- Office of Information Technology maintains all internal network addressing. Vendor to provide external or public addresses. The City requires no less than 12 public IP addresses for its network presence on the World Wide Web. Vendor needs to specify if DNS services are available to the City.

- The ISP shall provide 24 hour/7 day technical “help desk” support, and pro-active monitoring of circuit/service performance.
- The ISP shall provide access to a bandwidth usage tool to enable the Office of Information Technology to view internet usage on demand.

2.1 Documentation

- Vendor shall supply a detailed work plan defining the steps to complete, naming the responsible party, in order to achieve a seamless integration into its network.
- Vendor shall supply conditions under which the customer is entitled to credits for interruption of service.
- Vendor shall provide a network diagram showing number of hops to backbone and major points of presence in Southeastern USA and beyond
- Vendor shall provide a list of the minimum equipment and software required by the Office of Information Technology to provide Internet service.

3.0 Site Requirements

Any work assigned as part of this contract that may be considered disruptive shall be coordinated with the Office of Information Technology with as much advance notice as is possible. The Vendor will be required to check in with a site contact prior to beginning all work on the site.

4.0 Vendor Requirements

- Vendor shall provide a summary of total annual costs, as well as any itemized costs for additional one-time services provided at startup (if applicable)
- Vendor shall supply any hardware or service upgrade costs associated with increasing bandwidth during the contract term
- Vendor shall supply your company’s Acceptable Use Policy language
- Vendor shall supply a list of three (3) references where comparable Data Service has been provided. The list should accompany your proposal
- Proposals must be received no later than 11:00 a.m. July 25, 2014. Proposals must be sealed and contain 2 complete paper copies and 1 digital. The proposals must be valid 180 days after required submittal date.
- Price quotations shall include the furnishing of all materials, equipment, tools, and the provision of all labor and services necessary for the proper completion of the scope of work. All proposals shall be complete including charges for labor, travel, documentation, insurance, deliveries, installation, testing, service materials, tools, and any other charges required to complete the work specified.
- The vendor shall comply with all Federal, State, and Local laws, rules, licenses, and requirements.
- Bids shall be valid for 90 days from date of bid due date

5.0 Evaluation of Proposals

The City of Gallatin will award the contract to lowest responsible and responsive bidder meeting specifications, quality, and performance standards pursuant to the Municipal Purchasing Act of 1983. Response will be based on the following factors;

- Completeness of response
- Number of internet bandwidth options presented
- Costs, both startup and monthly
- Prior experience with Vendor
- Vendor Track Record, including references

6.0 Contract Award

The City of Gallatin reserves the right to reject any or all proposals and to waive any informality found therein. The City of Gallatin will award a contract based on evaluations described above.

The selected vendor shall include contract language permitting an extension of up to 3 years to be renewed annually beyond the initial agreement.

The selected vendor shall include contract language that permits in-contract bandwidth upgrades and addition of new sites

7.0 Proposal Submission

ALL SUBMISSIONS MUST BE SEALED AND CLEARLY MARKED

“Wide Area Network”

Proposals shall be directed to the attention of:

Finance Department

Attn: J.R.Smith

Wide Area Network

132 West Main Street

Gallatin, TN 37066

Telephone: 615-451-5963

DUE DATE: Friday, July 25, 2014 by 11:00 a.m.

7.0 Questions

Questions shall be emailed to:

Cameron Calvert

cameron.calvert@gallatin-tn.gov

Subject: Wide Area Network Bid

Appendix A

Location	Address	Site Phone Number
City Hall	132 W Main St	615-451-5819
Public Works	641 Long Hollow Pike	615-451-5909
GFD Station 3	860 Red River Road	615-452-6574
Civic Center	210 Albert Gallatin Ave	615-451-5911
Long Hollow Golf	1080 Long Hollow Pike	615-451-3120
GFD Station 2	1530 Nashville Pike	615-452-7802
Public Utilities	239 Hancock St	615-451-5922
Police North	600 Small St	615-230-9477
GFD Station 4	315 Big Station Camp Blvd	615-452-6289