THE CITY OF EDINBURG

REQUEST FOR PROPOSALS

The City of Edinburg is soliciting sealed Request for Proposals; hereinafter referred to as RFP, to be received by the City Secretary's Office located at 415 W. University Drive, Edinburg, Texas 78541. City of Edinburg normal business days are Monday through Friday between the hours of 8:00 a.m. to 5:00 p.m. and shall be closed on recognized holidays.

RFP'S will be received until **3:00 p.m. Central Time**, on **Monday, May 04, 2015**, shortly thereafter all submitted RFP'S will be gathered and taken to the Edinburg City Hall Community Room, 1st Floor, to be publicly opened and read aloud. Any RFP received after the closing time will not be accepted and will be returned to the submitter unopened. It is the responsibility of the submitter to see that any RFP submitted shall have sufficient time to be received by the City Secretary's Office prior to the RFP opening date and time. The receiving time in the City Secretary's Office will be the governing time for acceptability of the RFP's. RFP's will not be accepted by telephone or facsimile machine. All RFP'S must bear original signatures and figures. The RFP shall be for:

RFP #2015-018
CISCO PHONES AND LICENSING ADD-ONS

If you have any questions or require additional information regarding this RFP, please contact Mr. Leo Gonzalez, Jr., Director of Information Technology, at (956) 388-8201.

Hand Delivered RFP'S:	415 W. University Drive C/o City Secretary Department (1st Floor)
If using Land Courier (i.e.FedEx, UPS):	City of Edinburg C/o City Secretary 415 W. University Drive Edinburg, Texas 78541
If Mailing Proposals:	City of Edinburg C/o City Secretary P.O. Box 1079 Edinburg, Texas 78540-1079

The City of Edinburg reserves the right to refuse and reject any or all RFP's and to waive any or all formalities or technicalities and to accept the RFP deemed most advantageous to the City, and hold the RFP's for a period of **60** days without taking action.

RFP's must be submitted in an envelope sealed with tape and prominently marked on the lower left hand corner of the envelope with corresponding RFP number and title.

Please read your requirements thoroughly and be sure that the RFP offered complies with all requirements/specifications noted. Any variation from the solicitation requirements/specifications must be clearly indicated by letter, on a point by point basis, attached to and made a part of your RFP. If no exceptions are noted, and you are the successful respondent, it will be required that the service(s) be provided as specified.

PURPOSE

(1) The purpose of these solicitation documents is to execute a Professional Services Contract for:

CISCO PHONES AND LICENSING ADD-ONS

INTENT

(2) The services to be provided under this RFP shall be in accordance with and shall meet all specifications and/or requirements as shown in this solicitation for RFP. There is no intention to disqualify any respondent who can meet the requirements.

SUBMITTAL OF RFP

(3) RFPs shall be submitted in sealed envelopes as called referenced on the attached solicitation. Three (3) complete sets of the response One (1) original marked "**ORIGINAL,**" and two (2) copies marked "**COPY**". RFPs submitted by facsimile (fax) or electronically shall **NOT** be accepted. Submittal of an RFP in response to this solicitation constitutes an offer by the respondent. Once submitted, RFP's become the property of the City of Edinburg and as such the City reserves the right to use any ideas contained in any RFP regardless of whether that respondent/firm is selected. Submission of a RFP in response to this solicitation, by any respondent, shall indicate that the respondent(s) has/have accepted the conditions contained in the RFP, unless clearly and specifically noted in the RFP submitted and confirmed in the contract between the City and the successful respondent otherwise. RFPs which do not comply with these requirements may be rejected at the option of the City. RFPs must be filed with the City of Edinburg before the deadline day and hour. No late RFPs will be accepted. They will be returned to respondent unopened (if properly identified). Failure to meet RFP requirements may be grounds for disqualification.

Hand Delivered RFP'S:	415 W. University Drive c/o City Secretary Department (1st Floor)
If using Land Courier (i.e.FedEx, UPS):	City of Edinburg c/o City Secretary 415 W. University Drive Edinburg, Texas 78541
If Mailing RFP's:	City of Edinburg c/o City Secretary P.O. Box 1079 Edinburg, Texas 78540-1079

TIME ALLOWED FOR ACTION TAKEN

(4) The City of Edinburg may hold RFP/s **60** days after deadline without taking action. Respondents are required to hold their RFP/s firm for same period of time.

RIGHT TO REJECT/AWARD
(5) The City of Edinburg reserves the right to reject any or all RFPs, 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 the City of Edinburg.

ASSIGNMENT
(6) Respondents are advised that the City of Edinburg shall not allow the successful respondent to sell, assign, transfer, or convey any part of any contract resulting from this RFP in whole or in part, to a third party without the written approval of the City of Edinburg.

AWARD
(7) Respondents are advised that the City of Edinburg is soliciting RFPs and award shall be made to the respondent that in the opinion of the City of Edinburg is the best qualified.

NUMBER OF CONTRACTS
(8) THE CITY reserves the right to award one, more than one, or no contract(s) in response to this RFP.

STATUTORY REQUIREMENTS
(9) It shall be the responsibility of the successful respondent to comply with all applicable State & Federal laws, Executive Orders and Municipal Ordinances, and the Rules and Regulations of all authorities having jurisdiction over the work to be performed hereunder and such shall apply to the contract throughout, and that they will be deemed to be included in the contract as though written out in full in the contract documents.

ALTERATIONS/AMENDMENTS TO RFP
(10) RFP **CANNOT** be altered or amended after opening time. Alterations made before opening time must be initialed by respondent guaranteeing authenticity. No RFP may be withdrawn after opening time without acceptable reason in writing and only after approval by the City of Edinburg.

NO RESPONSE TO RFP
(11) If unable to submit a RFP, respondent should return inquiry giving reasons.

LIST OF EXCEPTIONS
(12) The respondent shall attach to his/her RFP a list of any exceptions to the specifications/ requirements.

PAYMENT
(13) The City of Edinburg will execute payment by mail in accordance with the State of Texas Pay Law after SERVICES have been completed, introduced to the City, and found to meet City of Edinburg specifications/requirements. No other method of payment will be considered.

SYNONYM
(14) Where in this solicitation package SERVICES is used, its meaning shall refer to the request for CISCO PHONES AND LICENSING ADD-ONS as specified.

RESPONDENT'S EMPLOYEES
(15) Neither the Respondent nor his/her employees engaged in fulfilling the terms and conditions of this Service Contract shall be considered employees of the City. The method and manner of performance of such

undertakings shall be under the exclusive control of the vendor on contract. The City shall have the right of inspection of said undertakings at any time.

INDEMNIFICATION CLAUSE

(16) The Respondent agrees to indemnify and save harmless the City, from all suits and actions of every nature and description brought against them or any of them, for or on account of the use of patented appliances, products or processes, and he shall pay all royalties and charges which are legal and equitable. Evidence of such payment or satisfaction shall be submitted upon request of the Purchasing Agent, as a necessary requirement in connection with the final estimate for payment in which such patented appliance, products or processes are used

INTERPRETATIONS

(17) Any questions concerning the project and/or specifications/requirements with regards to this solicitation for statement(s) of qualifications shall be directed to the designated individuals as outlined in the RFP. Such interpretations, which may affect the eventual outcome of this request for statements of qualifications, shall be furnished in writing to all prospective Respondents via Addendum. No interpretation shall be considered binding unless provided in writing by the City of Edinburg in accordance with paragraph entitled "**Addenda and Modifications**".

VERBAL THREATS

(18) Any threats made to any employee of the City, be it verbal or written, to discontinue the providing of item/material/services for whatever reason and/or reasons shall be considered a breach of contract and the City will immediately sever the contract with the Respondent/Consultant on contract.

CONFIDENTIAL INFORMATION

(19) Any information deemed to be confidential by the respondent should be clearly noted on the pages where confidential information is contained; however, the City cannot guarantee that it will not be compelled to disclose all or part of any public record under Texas Public Information Act, since information deemed to be confidential by the respondent may not be considered confidential under Texas Law, or pursuant to a Court order.

PAST PERFORMANCE

(20) Respondent's past performance shall be taken into consideration in the evaluation of RFP submittal.

JURISDICTION

(21) Contract(s) executed as part of this solicitation shall be subject to and governed under the laws of the State of Texas. Any and all obligations and payments are due and performable and payable in Hidalgo County, Texas.

RIGHT TO AUDIT

(22) The City of Edinburg reserves the right to audit the vendor's books and records relating to the performance of this contract. The City of Edinburg, at its own expense, shall have the right at all reasonable times during normal business hours and upon at least twenty-four (24) hours' advance notice, to audit, to examine, and to make copies of or extracts from the books of account and records maintained by the vendor(s) with respect to the Supply/Service and/or Purchase Contract. If such audit shall disclose overpayment by City to vendor, written notice of such overpayment shall be provided to the vendor and the amount of overpayment shall be promptly reimbursed by vendor to the City. In the event any such

overpayment is not paid within ten (10) business days after receipt of such notice, the unpaid amount of such overpayment shall bear interest at the rate of one percent (1%) per month from the date of such notice until paid.

VENUE

(23) The parties agree that venue for purposes of any and all lawsuits, cause of action, arbitration, and/or any other dispute(s) shall be in Hidalgo County, Texas.

CONFLICT OF INTEREST

(24) CHAPTER 176 OF THE TEXAS LOCAL GOVERNMENT CODE Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that any vendor or person considering doing business with a local government entity disclose in the Questionnaire Form CIQ, the vendor or person's affiliation or business relationship that might cause a conflict of interest with a local government entity. By law, this questionnaire must be filed with the records administrator of the City of Edinburg not later than the 7th business day after the date the person becomes aware of facts that require the statement be filed. See Section 176.006, Local Government Code. A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor. For more information or to obtain Questionnaire CIQ visit the Texas Ethics Commission web page at www.ethics.state.tx.us/forms/CIQ.pdf.

IF YOU HAVE ANY QUESTIONS ABOUT COMPLIANCE, PLEASE CONSULT YOUR OWN LEGAL COUNSEL. COMPLIANCE IS THE INDIVIDUAL RESPONSIBILITY OF EACH PERSON OR AGENT OF A PERSON WHO IS SUBJECT TO THE FILING REQUIREMENT. AN OFFENSE UNDER CHAPTER 176 IS A CLASS "C" MISDEMEANOR.

CONFIDENTIALITY OF INFORMATION AND SECURITY

(25) Should the successful respondent become the holder of and have access to confidential information in the process of fulfilling its responsibilities in connection with an awarded contract the successful respondent agrees that it shall keep such information confidential and will comply fully with the laws and regulations of the State of Texas, ordinances and regulations of the City, and any applicable federal laws and regulations relating to confidentiality.

TERMINATION OF CONTRACT

(26) The City of Edinburg reserves the right to terminate the contract if, in the opinion of the City of Edinburg, the successful vendor's performance is not acceptable, no funds are available, or if the City wishes, without cause, to discontinue this contract. Termination will be in written form allowing a 30-day notice.

RESPONSE DEADLINE

(27) Responses to the RFP must be addressed to City Secretary, City of Edinburg, 415 W. University Drive by **Monday, May 04, 2015 until 3:00 p.m.** for consideration. An original and two (2) complete sets of the response must be submitted no later than this date and time in a **sealed envelope** indicating that its contents are in response to the RFP for **"CISCO PHONES AND LICENSING ADD-ONS". Respondents are advised that all confidential records must be submitted in a separate sealed envelope and marked accordingly.**

Hand Delivered RFP's:	415 W. University Drive c/o City Secretary Department (1st Floor)
If using Land Courier (i.e.FedEx, UPS):	City of Edinburg c/o City Secretary 415 W. University Drive Edinburg, Texas 78541
If Mailing RFPs:	City of Edinburg c/o City Secretary P.O. Box 1079 Edinburg, Texas 78540-1079

ADDENDA AND MODIFICATIONS

(28) Any changes, additions, or clarifications to the RFP are made by amendments (addenda). Any respondent in doubt as to the true meaning of any part of the RFP or other documents may request an interpretation from the Purchasing Division. At the request of the respondent, or in the event the Purchasing Division deems the interpretation to be substantive, the interpretation will be made by written addendum. Said Addenda shall be mailed, e-mailed, hand delivered and/or faxed, to all prospective respondents. All Addenda issued in respect to this RFP shall be considered official changes to the original documents. Verbal statements in response to inquiries and/or requests for explanations shall not be authoritative or binding. It shall be the respondent's responsibility to ensure that they have received all Addenda in respect to this project. Furthermore, respondents are advised that they must recognize, comply with, and attach a signed copy of each Addendum which shall be made part of their RFP Submittal. Respondent(s) signature on Addenda shall be interpreted as the respondent's "recognition and compliance to" official changes as outlined by the City of Edinburg and as such are made part of the original solicitation documents. Failure of any respondent to receive any such addendum or interpretation shall not relieve such respondent from its terms and requirements. The City may issue a written addendum no later than five calendar days prior to the date bids must be received. Addendums are available online at www.cityofedinburg.com.

RFP PREPARATION COSTS

(29) The City of Edinburg shall not be held liable for any costs incurred by any respondent for work performed in the preparation of and production of a RFP or for any work performed prior to execution of contract.

EQUAL EMPLOYMENT OPPORTUNITY

(30) Respondent agrees that they will not discriminate in hiring, promotion, treatment, or other terms and conditions of employment based on race, sex, national origin, age, disability, or in any way violate Title VII of 1964 Civil Rights Act and amendments, except as permitted by said laws.

AUTHORIZATION TO BIND RESPONDENT TO RFP

(31) RFPs MUST give full firm name and address of respondent, and be manually signed. Failure to do so will disqualify your RFP. Person signing bid must show title or AUTHORITY TO BIND HIS/HER FIRM IN A CONTRACT. Firm name and authorized signature must appear on each page that calls for this information. The legal status of the Respondent whether corporation, partnership, or individual, shall also be stated in the RFP. A corporation shall execute the RFP by its duly authorized officers in accordance with its corporate by-laws and shall also list the state in which it is incorporated. A partnership Respondent shall give full names

and addresses of all partners. All partners shall execute the RFP. Partnership and Individual Respondent shall state in the proposal the names and addresses of all persons with a vested interest therein. The place of residence of each Respondent, or the office address in the case of a firm or company, with county and state and telephone number, shall be given after the signature.

Confidential Information Respondents are advised that all confidential records must be submitted in a separate sealed envelope and marked accordingly.

INSURANCE REQUIREMENTS

Staff may waive insurance requirements for contracts $0 - $4,999.99, including but not limited to contracts for food, materials, supplies, and construction. Workers' Compensation in amounts which satisfy statutory coverage shall be required for construction projects.

The following insurance requirements will be included in all City contracts of $5,000 - $14,999.99. In contracts not involving building and construction projects, as that activity is defined in TEX. LABOR CODE §406.096, contractors may obtain alternative form of worker accident insurance with minimum limits of liability of $100,000 per claim.

Minimum Insurance Requirements	
Type of Coverage	**Limits of Liability**
Worker's Compensation	Statutory Coverage
Comprehensive General Liability (City named as additional insured) Bodily Injury	$250,000 each person/$500,000 each occurrence
Property Damage	$100,000 each occurrence/$100,000 aggregate or $500,000 combined single limits

The following insurance requirements will be included in all City contracts of $15,000 or more.

(1) The successful bidder will be required to carry the following insurance coverage and limits of coverage, as well as list the City as an additional insured to liability coverage as requested by the City. In addition, the successful bidder shall provide the City with evidence of coverage and furnish acceptable proof of payment of insurance premiums.

(2) The successful bidder will be required to secure and/or have insurance coverage in force with an admitted property and casualty insurance company licensed by the State of Texas to conduct business in the State of
Texas.

(3) In contracts not involving building and construction projects, as that activity is defined in TEX. LABOR CODE §406.096, contractors may obtain alternative form of worker accident insurance with minimum limits of liability of $100,000 per claim.

Minimum Insurance Requirements	
Type of Coverage	**Limits of Liability**
Worker's Compensation	Statutory Coverage
Employer's Liability	Bodily Injury by Accident: $100,000 each accident Bodily Injury by Disease: $100,000 each employee/$500,000 policy limit
Comprehensive General Liability Bodily Injury Property Damage	 $250,000 each person/$500,000 each occurrence $100,000 each occurrence/$100,000 aggregate or $500,000 combined single limits
Comprehensive Auto Liability Bodily Injury Property Damage	 $100,000 each person/$500,000 each occurrence $100,000 each occurrence/$100,000 aggregate or $500,000 combined single limits
City's Protective Liability Bodily Injury Property Damage	 $250,000 each person/$500,000 each occurrence $100,000 each occurrence/$100,000 aggregate or $500,000 combined single limits

Policies must name the City of Edinburg as an Additional Insured.

Certificates of insurance naming the CITY as an additional insured shall be submitted to the CITY for approval prior to any services being performed by Contractor. Each policy of insurance required hereunder shall extend for a period equivalent to, or longer than the term of the Contract, and any insurer hereunder shall be required to give at least thirty (30) days written notice to the CITY prior to the cancellation of any such coverage on the termination date, or otherwise. This Contract shall be automatically suspended upon the cancellation, or other termination, of any required policy of insurance hereunder, and such suspension shall continue until evidence that adequate replacement coverage is provided to the CITY. If replacement coverage is not provided within thirty (30) days following suspension of the Contract, the Contract shall automatically terminate.

BID BOND REQUIREMENTS

If the contract amount is over twenty-five-thousand dollars ($25,000) for construction of the project, the successful bidder shall provide a bid guarantee, give a good and sufficient bond in the full amount of the contract price for the faithful performance of such contract, executed by a surety company authorized to do business in the State of Texas, in accordance with Article 5160, Vernon's Texas Civil Statutes, and amendments thereto. A payment bond in the full amount of the contract price to assure payment shall be required by law of all persons supplying labor and material in the execution of the project provided for in the contract documents.

A bid guarantee equivalent to five percent (5%) of the bid price will be required from each bidder. The "bid guarantee" shall consist of a firm commitment, such as a bid bond, certified check or other negotiable instrument accompanying a

bid as assurance that the bidder will upon acceptance of his/her bid, execute such contractual documents as may be
required within the time specified.

A performance bond on the part of the contractor for one-hundred percent (100%) of the contract price will be required. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.

A payment bond on the part of the contractor for one-hundred percent (100%) of the contract price will be required. A "payment bond" is one executed in connection with a contract to assure payment, as required by law, of all persons supplying labor and material in execution of the work provided for in the contract documents.

SECTION I
RFP REQUIREMENTS

PURPOSE: The intent of this Request for Proposal and resulting contract is to obtain proposals from and the services of a qualified professional company to purchase and install Cisco phones and Licensing to the current CITY Unified Communications System. The project includes purchasing and installing Cisco Phones and Licensing to the City Hall current Cisco Unified Communications System at the CITY locations as listed (Fire Department Stations 2, 3 and 4, World Birding Center, and Downtown Water Plant).

REQUEST FOR PROPOSALS: The required contents and limitations for the preparation of the RFP are described in this section. Failure to provide the requested information or adhere to any of The CITY limitations will result in disqualification of the submitted RFP. A total of **three (3) copies** of the RFP shall be submitted to the address on the cover letter. Letter of Intent from Surety Company to provide Payment and Performance Bonds shall also be required from the proposer as part of RFP.

SUBMITTAL: For proper comparison and evaluation, THE CITY requests that proposals address, at a minimum, the following format.

1) **Cover Letter -** A brief introductory letter of representation.

2) **Executive Summary -** A brief summary highlighting the most important points of the proposal. If used, the Summary should not exceed five pages.

3) **Degree of Compliance -** A statement that all products and services quoted in proposal is in full accord with the specifications or a brief listing of all those specification sections to which the Proposer takes exception. All explanations, exceptions, comments, etc., pertaining to the specific sections of the specifications shall be listed and numbered in order of the respective article of the specification.

CONTENTS: The required contents for the RFP are presented below in the order they should be incorporated into the submitted document.

1) **UNDERSTANDING OF THE PROJECT:** This section should demonstrate the submitter's understanding of the project's needs, the work required, and any local issues or concerns. This description should be concise, candid, and limited to 3 pages in length.

2) **FIRM QUALIFICATIONS, PERSONNEL AND STAFFING:** The CITY is seeking a contract with a competent firm(s); with a minimum of 5 years' experience of installing Cisco Phones and Licensing to a current Unified Communications System for municipalities or organizations of the same size and specifications.

   a) **Qualifications:**

      i) List Firm's qualifications and ability to perform the service requirements listed in the scope of work.

ii) List qualifications of key personnel to be assigned to this project, including but not limited to education, training, registrations, certifications and licenses.

iii) Describe work related to installing Cisco Phones and Licensing to a current Unified Communications System, including total number of employees (professional, technicians, and administrative.), number and location of offices, number and types of equipment to support this project. Describe any special equipment or facilities available to perform the requested work. Identify any tasks outlined in the RFP that would be subcontracted.

b) Experience:

i) Provide the following information for installing Cisco Phones and Licensing to a current Unified Communications System (including but not limited to outsource lab and technical firms, if any portion of the work is to be conducted by an outsource please provide Quality Assurance documentation, The CITY reserves the right to accept or reject outsource firms based on qualifications and past performance.)

ii) Number of years of experience installing Cisco Phones and Licensing to a current Unified Communications System.

iii) Relevant experience with projects of similar size and scope performed over the past five (5) years. For each project listed, include scope of services performed, date services provided and name, titles, and telephone numbers of each client or client's representative.

iv) Specific experience with public entity clients, especially large municipalities. If company submitting proposal for installing Cisco Phones and Licensing to a current Unified Communications System has provided services to the CITY in the past, identify the name of the project and the department for which services were provided.

v) If company submitting proposal for installing Cisco Phones and Licensing to a current Unified Communications System is submitting as a team or joint venture, provide the same information for each member of the team or joint venture.

vi) Provide the following information for key personnel to be assigned to this project:

(1) Total years' experience.

(2) Primary work assignment for the projects outlined in this RFP.

(3) Relevant experience with projects of similar size and scope.

c) Previous Project Performance:

i) Provide evidence of satisfactory performance on past projects

ii) List past assignments over the past five (5) years

iii) Provide copies of outstanding service letters, letters of commendation, service awards, etc.

iv) Provide five recent references who may be contacted for installing Cisco Phones and Licensing to a current Unified Communications System performance of similar services. For each reference,

provide a current phone number and e-mail address. References may not be present or former CITY employees.

d) **Quality of Service:**

i) Company submitting proposal for installing Cisco Phones and Licensing to a current Unified Communications System – Availability: Identify any concurrent or near future commitment that would impede the firm's ability to perform this contract

ii) Describe company submitting proposal for installing Cisco Phones and Licensing to a current Unified Communications System policies, procedures and plans to ensure quality services (continuing education, on-going training, internal quality practices, etc.)

iii) If company submitting proposal for installing Cisco Phones and Licensing to a current Unified Communications System has ever had a contract terminated or has been dismissed due to alleged unsatisfactory performance, state when, where and why the contract was terminated and/or Security Consultant dismissed, the client's name, and the contact person's phone number.

3) **Proposal Pricing/Delivery** - Pricing shall be inclusive for all items requested in this proposal. Brief notes referencing specific line items may be included, if necessary, for explanation. Proposal shall state all labor, materials and equipment necessary to complete the project.

4) **Contractor Background Information** - This section should include a description of the Proposer experience with other services similar to the one described herein. This information should include scope of several similar jobs including magnitude and cost, customer contacts and other information that THE CITY can use as a basis for performance evaluation. This section should also include information on your organization and staff assigned to the project.

5) **References** - Proposer shall submit with this proposal a list of at least three (3) references where like services or similar projects have been performed by their firm. Include name of firm, address, telephone number and name of representative.

SECTION II
SCOPE OF SERVICES

Summary

This RFP is to solicit proposals from vendors who can provide the required purchase and installation of Cisco Phones and Licensing to a current Unified Communications System. The project includes purchasing and installing Cisco Phones and Licensing to the City Hall current Cisco Unified Communications System at the CITY locations as listed (Fire Department Stations 2, 3 and 4, World Birding Center, and Downtown Water Plant). The City of Edinburg's City Hall current Cisco UC solution is currently in production and includes CITY locations – Edinburg PD, Fire Department Station 1, Boys and Girls Club, Service Center, West Water Plant and Solid Waste Management Department. The City of Edinburg Dustin Sekula Memorial Library Cisco UC system is also incorporated as an external site. The installation of Cisco Phones and Licensing to a current Unified Communications System proposed must meet the requirements as indicated in the specifications list in Appendix A.

Project Goals/Objectives

The City of Edinburg – City Hall and Police Department are currently using Cisco Unified Communications System which incorporates existing remote sites as listed. The new addition of Cisco Phones and Licensing for the CITY locations – Fire Department Stations 2, 3, and 4, Downtown Water Plant, and World Birding Center will need to be incorporated as new sites to the current UC Solution. All newly added sites must be able to communicate with all current sites through the current UC system by four digit extension dialing. Voicemail will be required for the World Birding Center, and Downtown Water Plant.

All Cisco equipment at the remote sites to be added are equipped and able to accommodate the new Cisco Phones and Licensing installation. Telephone lines at each newly added location will be used for both inbound and outbound calls.

The requirements of this RFP include: Phones; Software; Warranty; Vendor Service Installation; Manufacture Support Service and Guarantee.

Proposers will be required to schedule a meeting with the Information Technology Director to discuss the installation of the Cisco Phones and Licensing to the CITY's current Unified Communications. The meeting is **REQUIRED** in order for the proposer to have an understanding of the CITY'S current Unified Communications Solution. To schedule a meeting, contact Leo Gonzales Jr. Information Technology Officer at 956-388-8201.

The Proposer shall provide a proposal for new purchase and installation of Cisco Phones and Licensing to a current Unified Communications System as listed in Appendix A.

SECTION III
FIRM and RFP EVALUATION

RFP – EVALUATION: The evaluation system consists of a 100 point system. The RFP will be ranked after evaluation. Only RFP's ranked in the top three will continue to the next evaluation stage. The submittal evaluation will be based on the following criteria.

40 Points Proposer's itemized and total proposed price
Total estimated cost for based bid given

30 Points Proposer's qualifications/experience/references
Financial stability
Demonstrated prior experience in providing similar services.
Proposal's compatibility with The CITY's stated purpose

30 Points The proposed service meeting The CITY's needs and requirements and support.
Capability to provide responsive professional service
Capability to provide off-site support and adequate on-site supervision
Adequate training provisions
Demonstrated ability to fully meet the needs of The CITY of Edinburg
Adherence to requirements of RFP

FIRM – EVALUATION: **The evaluation system consists of a 100-point system. The firms will be ranked after evaluation. Categories under the 100-point system include response to RFP. RFP submittal evaluation will be based on the following criteria.**

STAFFING OF PROJECT TEAM: The firms should provide information on their proposed professional team members, i.e., applicable certifications/registrations and other pertinent information that demonstrates their qualifications to perform the contract. The professional team members shall have experience in performing similar contracts for counties, cities, irrigation districts, TX DOT or other clients as stated in the Request for Proposals (RFP). Similar experience gained though other clients should be substantiated by reference. A list and scope of the various projects for comparative purposes shall be included in an appendix.

EXPERIENCE OF PROJECT TEAM/ABILITY TO COMMIT RESOURCES: The provider shall designate experienced staff to completely and efficiently perform the work. Also, in this section, outline the firm's contingency plans for servicing the project in the event that one or more key personnel are not available for any reason during the period of performance.

METHODOLOGY: The RFP should provide a description of the firm's approach to the methodology and management to the scope of services for the project.

UNDERSTANDING OF PROJECT/SIMILAR PROJECTS: The proposal shall include the following:

1. Demonstrate an understanding of the scope of services

2. Address appropriate Federal/State/Local regulations and policies
3. Identify information to be gathered or obtained

The firms should provide as much background information as to its experience in providing similar services to State, The CITY, County or any other governmental agencies. Reference information should be as current as possible, especially contact persons and telephone numbers.

FAMILIARITY WITH APPLICABLE RULES AND REGULATIONS: The RFP should indicate, through past experience of the proposed Team, that they possess sufficient knowledge of governmental regulations, appropriate codes, guidelines, professional standards and policies (as required).

ATTACHMENT I

Insurance Requirement Acknowledgement

I, _____, authorized representative for _____,
Company/Vendor

Hereby acknowledge the receipt of The CITY's required insurance limits. Said requirements:

- ☐ Will be acquired within 10 working days after notification from the Department of Building Maintenance of proposal awarded by The CITY of Edinburg; (*An insurance certificate for the required insurance limits shall be provided to the Building Maintenance Superintendent in order to qualify for award of bid and to execute a contract between the Company and The CITY.)

- ☐ Will acquire additional amount needed to meet The CITY's requirements within 10 working days after notification from the Department of Building Maintenance of bid awarded by The CITY of Edinburg; currently carry the following:

  Professional Liability (Errors & Omissions): $_____

  Automobile Liability: $_____ General Liability: $_____

  (* An insurance certificate for the required insurance limits shall be provided to the Building Maintenance Superintendent in order to qualify for award of bid and to execute a contract between the Company and The CITY.) **OR**

- ☐ Have already been met (see attached copy of insurance certificate).

_____ _____
Authorized Representative Date

Notice to Bidder: Failure to provide Certificates of Insurance to the Building Maintenance Superintendent will cause the bid award to be rescinded and then awarded to next lowest bidder. Certificates of Insurance will be monitored/verified on a **quarterly basis** to ensure that coverage policy is in place. It is the Company's obligation to maintain the appropriate insurance coverage throughout the term of the contract.

THIS FORM MUST ACCOMPANY RFP PACKET

ATTACHMENT II

Project Requirements Acknowledgement

This is to certify that I, _____, possess all of the **APPLICABLE:**

1. Licenses: _____

2. Bonds: _____

3. Certificates: _____

4. Permits: _____

5. Other: _____

necessary to carry out the required project. Furthermore, I am providing copies of the required documentation, so that if my company is awarded the bid, I may be eligible to enter a contract with the CITY and proceed to complete the project in a timely manner.

*** Any license, bonds, certificates, permits, etc. which are required <u>must be presented</u> as part of the bid packet in order to expedite the bid evaluation process. Failure to provide said documentation will result in the disqualification of your bid.**

_____ _____

Authorized Signature Date

_____

Company

_____

Address

_____

City, State, Zip

THIS FORM MUST ACCOMPANY RFP PACKET

ATTACHMENT III

LITIGATION DISCLOSURE FORM

Failure to fully and truthfully disclose the information required by this Litigation Disclosure form may result in the disqualification of your submittal from consideration or termination of the contract, once awarded.

1. Have you or any member of your Firm or Team to be assigned to this engagement ever been indicted or convicted of a felony or misdemeanor greater than a Class C in the last five (5) years?

   Circle One YES NO

2. Have you or any member of your Firm or Team to be assigned to this engagement ever been terminated (for cause or otherwise) from any work being performed for the THE CITY or any other Federal, State or Local Government, or Private Entity?

   Circle One YES NO

3. Have you or any member of your Firm or Team to be assigned to this engagement ever been involved in any claim or litigation with the CITY or any other Federal, State or Local Government, or Private Entity during the last ten (10) years?

   Circle One YES NO

If you have answered "Yes" to any of the above questions, please indicate the name(s) of the person(s), the nature, and the status and/or outcome of the information, indictment, conviction, termination, claim or litigation, as applicable. Any such information should be provided on a separate page, attached to this form and submitted with your submittal.

ATTACHMENT IV

COMPANY PROVIDING PROPOSAL FOR PURCHASE AND INSTALLATION OF CISCO PHONES AND LICENSING TO A CURRENT UNIFIED COMMUNICATIONS SYSTEM QUALIFICATIONS GENERAL QUESTIONNAIRE

1 Name/Name of Agency/Company: _____
(Full, correct legal name)

2 Address: _____
_____

3. Telephone/Fax: _____

4. Does your Company anticipate any mergers, transfer of organization ownership, management reorganization, or departure of key personnel within the next twelve (12) months that may affect the organization's ability to carry out its submittal?

Yes____ No____

5. Is your Company authorized and/or licensed to do business in Texas?
Yes____ No____

6. Where is the Company's corporate headquarters located? _____

7. a. Does the Company have an office located in Edinburg, Texas?

Yes____ No____

b. If the answer to the previous question is "yes", how long has the Company conducted business from its Edinburg office?

_____ (years) _____ (months)

c. State the number of full-time employees at the Edinburg office. _____

8. a. If the Company does not have an Edinburg office, does the Company have an office located in Hidalgo County, Texas?

Yes____ No____

b. If the answer to the previous question is yes, how long has the Company conducted business from its Hidalgo County office?

_____ (years) _____ (months)

c. State the number of full-time employees at the Hidalgo County office. _____

9. Has the Company or any of its principals been debarred or suspended from contracting with any public entity? Yes____ No____

   If yes, identify the public entity and the name and current phone number of a representative of the public entity familiar with the debarment or suspension, and state the reason for or circumstances surrounding the debarment or suspension, including but not limited to the period of time for such debarment or suspension. _____
   _____
   _____

10. Indicate person whom The CITY may contact concerning your submittal or setting dates for meetings.

    Name: _____
    Address: _____
    Telephone: _____
    Fax: _____
    Email: _____

11. Surety Information

    Have you or the Company ever had a bond or surety instrument "called," canceled, or forfeited?
    Yes ( ) No ( ).
    If yes, state the name of the bonding company, date, amount of bond and reason for such bond being "called," or its cancellation or forfeiture._____
    _____
    _____

12. Bankruptcy Information

    Have you or the Company ever been declared bankrupt or filed for protection from creditors under state or federal proceedings? Yes ( ) No ( )
    If yes, state the date, court, jurisdiction, cause number, amount of liabilities and amount of assets. ____
    _____
    _____
    _____

13. Provide any other names under which your business has operated within the last 10 years.
    _____
    _____

ATTACHMENT V

SUBMITTAL CHECKLIST

This checklist is to help the company submitting proposal for PURCHASE AND INSTALLATION OF CISCO PHONES AND LICENSING TO A CURRENT UNIFIED COMMUNICATIONS SYSTEM ensure that all required documents have been included in its submittal.

Document and Location in Submittal	Check or Initial to Indicate Document is Attached to Submittal
Tab A – Interest Statement	
Tab B – Company submitting proposal for purchase and installation of Cisco Phones and Licensing to a current Unified Communications System Qualification General Questionnaire (Attachment IV in RFP)	
Tab C – *Project Requirements Acknowledgement (Attachment II in RFP)	
Tab D – Litigation Disclosure (Attachment III in RFP)	
Tab E – Proof of Insurability (Letter from Insurance Provider and copy of current Insurance Certificate)	
Tab F – *Insurance Requirement Acknowledgement (Attachment I in RFP)	
Tab G – Letter of Intent from Surety Company to provide Payment and Performance Bonds.	
Tab H – Submittal Checklist (Attachment V in RFP)	
Tab I – Appendix A	
3 Copies of Submittal	

***Documents marked with an asterisk on this checklist require a signature. Be sure they are signed prior to submittal of submittal.**

Appendix A

The City of Edinburg – City Hall and Police Department are currently using Cisco Unified Communications System which incorporates existing remote sites as listed. The new addition of Cisco Phones and Licensing for the CITY locations – Fire Department Stations 2, 3, and 4, Downtown Water Plant, and World Birding Center will need to be incorporated as new sites to the current UC Solution. All newly added sites must be able to communicate with all current sites through the current UC system by four digit extension dialing. Voicemail will be required for the World Birding Center, and Downtown Water Plant.

All Cisco equipment at the remote sites to be added are equipped and able to accommodate the new Cisco Phones and Licensing installation. Telephone lines at each newly added location will be used for both inbound and outbound calls.

The requirements of this RFP include: Phones; Software; Warranty; Vendor Service Installation; Manufacture Support Service and Guarantee. The Proposer shall provide a proposal for installation of Cisco Phones and Licensing to a current Unified Communications System as listed in Appendix A. Detailed item pricing is required as part of RFP.

Part Number	Description	Quantity	ListPrice	Extended ListPrice	Selling Price
Fire Substation #2					
CP-7942G=	Cisco UC Phone 7942, spare	3			
CON-SNT-CP7942	SMARTNET 8X5XNBD Cisco Unified IP Phone 7942	3			
WS-C2960+24LC-L	Catalyst 2960 Plus 24 10/100 (8 PoE) + 2 T/SFP LAN Base	1			
CON-SNT-WSC296CL	SMARTNET 8X5XNBD Catalyst 2960 Plus 24 10/100 (8 PoE) + 2	1			
CAB-AC	AC Power Cord (North America), C13, NEMA 5-15P, 2.1m	1			
R-UCL-UCM-LIC-K9	R-UCL-UCM-LIC-K9 Top Level SKU For 9.x/10.x User License - eDelivery	1			
CON-ECMU-RUCLUCK9	SWSS UPGRADES Top Level SKU For 9.	1			
LIC-CUCM-10X-ENH-A	LIC-CUCM-10X-ENH-A UC Manager-10.x Enhanced Single User-Under 1K $	3			
CON-ECMU-LICCUCME	SWSS UPGRADES UC Manager-10.x Enhanced Single User-Und	3			
CUCM-VERS-10.X	CUCM Software Version 10.X	1			
PC-10X-STANDARD-K9	Prime Collaboration Standard 10.x	1			
UCM-PAK	UCM 9X/10X PAK	1			
LIC-CUCM-10X-ENH	UC Manager Enhanced 10.x License	3			
Fire Substation #3					

CP-7942G=	Cisco UC Phone 7942, spare	3			
CON-SNT-CP7942	SMARTNET 8X5XNBD Cisco Unified IP Phone 7942	3			
WS-C2960+24LC-L	Catalyst 2960 Plus 24 10/100 (8 PoE) + 2 T/SFP LAN Base	1			
CON-SNT-WSC296CL	SMARTNET 8X5XNBD Catalyst 2960 Plus 24 10/100 (8 PoE) + 2	1			
CAB-AC	AC Power Cord (North America), C13, NEMA 5-15P, 2.1m	1			
R-UCL-UCM-LIC-K9	R-UCL-UCM-LIC-K9 Top Level SKU For 9.x/10.x User License - eDelivery	1			
CON-ECMU-RUCLUCK9	SWSS UPGRADES Top Level SKU For 9.	1			
LIC-CUCM-10X-ENH-A	LIC-CUCM-10X-ENH-A UC Manager-10.x Enhanced Single User-Under 1K $	3			
CON-ECMU-LICCUCME	SWSS UPGRADES UC Manager-10.x Enhanced Single User-Und	3			
CUCM-VERS-10.X	CUCM Software Version 10.X	1			
PC-10X-STANDARD-K9	Prime Collaboration Standard 10.x	1			
UCM-PAK	UCM 9X/10X PAK	1			
Fire Substation #4					
CP-7942G=	Cisco UC Phone 7942, spare	3			
CON-SNT-CP7942	SMARTNET 8X5XNBD Cisco Unified IP Phone 7942	3			
WS-C2960+24LC-L	Catalyst 2960 Plus 24 10/100 (8 PoE) + 2 T/SFP LAN Base	1			
CON-SNT-WSC296CL	SMARTNET 8X5XNBD Catalyst 2960 Plus 24 10/100 (8 PoE) + 2	1			
CAB-AC	AC Power Cord (North America), C13, NEMA 5-15P, 2.1m	1			
R-UCL-UCM-LIC-K9	R-UCL-UCM-LIC-K9 Top Level SKU For 9.x/10.x User License - eDelivery	1			
CON-ECMU-RUCLUCK9	SWSS UPGRADES Top Level SKU For 9.	1			
LIC-CUCM-10X-ENH-A	LIC-CUCM-10X-ENH-A UC Manager-10.x Enhanced Single User-Under 1K $	3			
CON-ECMU-LICCUCME	SWSS UPGRADES UC Manager-10.x Enhanced Single User-Und	3			
CUCM-VERS-10.X	CUCM Software Version 10.X	1			
PC-10X-STANDARD-K9	Prime Collaboration Standard 10.x	1			
UCM-PAK	UCM 9X/10X PAK	1			
Downtown Water Plant					
UNITYCN9-K9	Unity Connection 9.x Software	1			
CON-ECMU-UNICN9K9	SWSS UPGRADES Unity Connection 9.x	1			

UNITYCN9-SC-PORT	Unity Connection Speech Connect 9.x Add-on ports	2			
UNITYCN9-STD-USR	One Unity Connection 9.x Voice Messaging User	3			
CON-ECMU-UNITYSTD	SWSS UPGRADES One Unity Connection	3			
LIC-SPCHVIEW-DEMO	SpeechView Unity Connection Demo for 50 users for 6 months	1			
UNITYCN9-PAK	Unity Connection 9.x PAK	1			
CP-7942G=	Cisco UC Phone 7942, spare	3			
CON-SNT-CP7942	SMARTNET 8X5XNBD Cisco Unified IP Phone 7942	3			
WS-C2960+24LC-L	Catalyst 2960 Plus 24 10/100 (8 PoE) + 2 T/SFP LAN Base	1			
CON-SNT-WSC296CL	SMARTNET 8X5XNBD Catalyst 2960 Plus 24 10/100 (8 PoE) + 2	1			
CAB-AC	AC Power Cord (North America), C13, NEMA 5-15P, 2.1m	1			
R-UCL-UCM-LIC-K9	Top Level SKU For 9.x/10.x User License - eDelivery	1			
CON-ECMU-RUCLUCK9	SWSS UPGRADES Top Level SKU For 9.	1			
LIC-CUCM-10X-ENH-A	UC Manager-10.x Enhanced Single User-Under 1K	3			
CON-ECMU-LICCUCME	SWSS UPGRADES UC Manager-10.x Enhanced Single User-Und	3			
CUCM-VERS-10.X	CUCM Software Version 10.X	1			
PC-10X-STANDARD-K9	Prime Collaboration Standard 10.x	1			
UCM-PAK	UCM 9X/10X PAK	1			
LIC-CUCM-10X-ENH	UC Manager Enhanced 10.x License	3			
World Birding Center					
CP-7942G=	Cisco UC Phone 7942, spare	4			
CON-SNT-CP7942	SMARTNET 8X5XNBD Cisco Unified IP Phone 7942	4			
WS-C2960+24LC-L	Catalyst 2960 Plus 24 10/100 (8 PoE) + 2 T/SFP LAN Base	1			
CON-SNT-WSC296CL	SMARTNET 8X5XNBD Catalyst 2960 Plus 24 10/100 (8 PoE) + 2	1			
CAB-AC	AC Power Cord (North America), C13, NEMA 5-15P, 2.1m	1			
R-UCL-UCM-LIC-K9	Top Level SKU For 9.x/10.x User License - eDelivery	1			
CON-ECMU-RUCLUCK9	SWSS UPGRADES Top Level SKU For 9.	1			
LIC-CUCM-10X-ENH-A	UC Manager-10.x Enhanced Single User-Under 1K	4			
CON-ECMU-LICCUCME	SWSS UPGRADES UC Manager-10.x Enhanced Single User-Und	4			

CUCM-VERS-10.X	CUCM Software Version 10.X	1			
PC-10X-STANDARD-K9	Prime Collaboration Standard 10.x	1			
UCM-PAK	UCM 9X/10X PAK	1			
LIC-CUCM-10X-ENH	UC Manager Enhanced 10.x License	4			
UNITYCN9-K9	Unity Connection 9.x Software	1			
CON-ECMU-UNICN9K9	SWSS UPGRADES Unity Connection 9.x	1			
UNITYCN9-SC-PORT	Unity Connection Speech Connect 9.x Add-on ports	2			
UNITYCN9-STD-USR	One Unity Connection 9.x Voice Messaging User	4			
CON-ECMU-UNITYSTD	SWSS UPGRADES One Unity Connection	4			
LIC-SPCHVIEW-DEMO	SpeechView Unity Connection Demo for 50 users for 6 months	1			
UNITYCN9-PAK	Unity Connection 9.x PAK	1			
Installation Services					