

REQUEST FOR PROPOSALS:

INTERNET SERVICE PROVIDER TO CITY ELECTRIC CUSTOMERS

DEADLINE TO SUBMIT PROPOSAL: December 12, 2019, 4:00 p.m. local time

INTRODUCTION

The City of Bonners Ferry, Idaho, hereinafter "City", invites sealed proposals from interested qualified Vendors or Firms, hereinafter referred to as "Contractors", to submit proposals for providing internet service to the City's electric customers. The City is requesting that a written proposal outlining how your company would provide these services as specified in the attached proposal narrative outline (see page 4 of 5). The following pages provide general information about the RFP package requirements as well as background about the city's interest in this RFP.

BACKGROUND

The City of Bonners Ferry serves over 2,700 accounts with electric power. The City delivers power within City limits and also extends south to Moravia and northeast to Moyie Springs, with a service area of nearly 14 square miles. Over the last ten (10) years the City customers have expressed an interest in reliable and affordable high speed internet service. This proposal seeks to solicit interest from firms who can provide this service in a timeframe that is acceptable with the City.

COPIES AND RECEIPT

Please submit one (1) original, two (2) copies, and an electronic copy on a USB drive of the proposal. All responses should be submitted in a sealed envelope, marked on the outside as follows:

INTERNET SERVICE PROPOSAL for City of Bonners Ferry

Company Name

Sealed proposals must be received by the city of Bonners Ferry, at 7323 Main Street Bonners Ferry, ID 83805 by 4:00 local time, on December 12, 2019. Late proposals will be rejected and returned without being opened. If interested, Contractors may use mail or express systems to deliver their proposal to the City Clerk's Office. Vendors should ensure that they are tendered to the carrier in plenty of time to reach the Clerk's Office by the time and date required. Facsimile transmitted proposals will not be accepted.

SUBMISSION LOCATION

All bids which are mailed, shipped, delivered, etc. should be addressed as follows:

**Bonners Ferry City Hall
Attention: Lisa Ailport
7232 Main Street
P.O. Box 149
Bonners Ferry, ID 83805**

DOCUMENTATION SUBMISSION

The respondent must submit all required documentation. Failure to provide requested information may result in rejection of the proposal.

CONFIDENTIALITY

Contents of the proposals will remain confidential until contract is awarded. At that time the contents will be made public; except for any portion of a proposal which has been clearly marked as a trade secret or proprietary data (the entire proposal may not be so marked).

ADDITIONAL INFORMATION AND DEMONSTRATION, NEGOTIATIONS

The City of Bonners Ferry understands that proposals submitted will vary in concept and design and greater level details may need to be discussed after selection has been determined. City also understands that some portions of the design will be conceptual in nature, but proposals should contain sufficient details and achievable models of delivery that can demonstrate successful implantation of the project. Prior to award, the selected Contractor may be asked to provide further information concerning their proposal. Bonners Ferry reserves the right to reject any and all proposals or waive formalities as deemed in the best interests of the City of Bonners Ferry and its customers, which may also enter into discussions and revisions of proposals after submission and before award for the purpose of obtaining the best and final offer, and to accept the proposal deemed most advantageous to City of Bonners Ferry and its customers.

This request for proposal (RFP) is part of a competitive procurement process which is designed to best serve the interests of the City and its customers in obtaining complicated commodities and/or services. It also provides interested Contractors with a fair opportunity for their goods and services to be considered. The RFP process is designed to be a competitive negotiation platform, where price is not required to be the sole determinative factor. Also, the City has the flexibility to negotiate with interested Contractors (one at a time) to arrive at a mutually agreeable relationship. Negotiations will be arranged with Contractors in a hierarchal order, starting with the Contractor selected as

the primary. If a contract cannot be negotiated, negotiations will move to the second Vendor, and so forth until a contract is negotiated. The City reserves the right to disregard all RFP's if it is determined to not be in the interest of the City to move forward with a contract.

SELECTION CRITERIA

Primary consideration for selection of a vendor for this contract will be based on pricing of services to the customers, service level, technological advantages and revenue sharing with the City. Although, the previous considerations are primary, the time table for implementation and the delivery system will also be considered in the selection process.

Bonners Ferry will work with the successful Contractor to negotiate a contract that meets all the specifications and requirements in this RFP. The Contractor's ability to provide the city with the ability to use their service with other city activities will be considered a plus in the selection process.

QUESTIONS

If further information is required, please contact the Lisa Ailport, City Administrator at lailport@bonnersferry.id.gov. All requests for information must be submitted in writing. Responses to all questions received will be sent to each Contractor/Vendor known to have copies of the Request for Proposal. All questions should be submitted on or before December 9th at 5:00pm. Questions received after said date and time may not receive a response.

RIGHTS OF THE CONTRACTING AUTHORITY

The City reserves the right to withdraw this RFP at any time and for any reason. Receipt of the proposal materials by the City or submission of a proposal to the City confers no rights upon the proposer nor obligates Bonners Ferry in any manner. All costs associated with the preparation or submittal of proposals shall be borne by the proposer, and no cost shall be sustained by the City.

Narrative Outline

Proposal will be evaluated and scored on the level of detail, specificity and how the contractor can demonstrate the success of the project, by addressing each of the following narrative areas below.

- **Infrastructure**
Please specify how city infrastructure will be proposed to be used and to what extent it will be used.
- **City Participation**
What is the level of service that the proposal expects to use of any city staff, labor or resources?
- **Delivery System/Method**
The proposal should state the delivery system or method to the electrical customers. It is anticipated the delivery system could be by wireless, fiber, copper, cable or other innovative system not used in the current market space.
- **Service Level**
The proposal should state the initial service and your capability to provide that service level to the customers. Please also state what expected download and upload speed will be upon full implementation. Discuss your ability to increase the service level in future years.
- **Customer Pricing**
The proposal should include anticipated or proposed pricing structures to city electric customers.
- **Technological Advantages**
Include or share any unique advantages that the company's technology would have on the project.
- **Revenue Sharing**
The proposal should include any anticipated revenue sharing with the city.
- **Implementation Schedule**
The proposal should include a timetable to implement the service to all city electric utility customers. If phasing is anticipated, a summary discussing what type of phasing is proposed and how that affects the implementation.

- **Other City Uses**

The proposal should address if there is ability for the City to utilize the system or the network for meter reading and/or use with the City SCADA system.

- **Company Profile and Relevant Project Experience**

The proposal should include a profile of your company's relevant past project experiences. In a written summary, please demonstrate how your firm has been successful in implementing past projects. Include both success and challenges that had to be overcome to complete your projects. The summary should include your company's ability to succeed at this project within the implementation schedule you provide.

- **Project Financing Capability**

Include the necessary documentation that your company has the ability to finance the entire needed infrastructure to complete the project.

- **Public Security**

The proposal should demonstrate any public network security advantages the system will have as a part of its infrastructure.