

CITY OF SANIBEL, FLORIDA

REQUEST FOR PROPOSAL – COMPUTER NETWORK SUPPORT, MAINTENANCE,  
DESIGN, AND IMPLEMENTATION SERVICES

The City of Sanibel desires to engage the continuing professional and technical services for a firm experienced in the areas of computer networking. The scope of services includes, but is not limited to the following:

A. NETWORK SUPPORT SERVICES:

General network support to the IT department. This includes but is not limited to scheduled support issues, after hours support issues and time sensitive/immediately needed active troubleshooting. The selected vendor will be able to provide technical assistance across Cisco networking hardware and Microsoft server based systems. The City also utilizes other mainstream network hardware that might require general network support. The selected vendor may be required to assist with this hardware as well.

B. NETWORK MAINTENANCE SERVICES:

Network maintenance services to include routine, scheduled updates for Cisco hardware. The selected vendor will also be required to notify the City for Cisco based, critical updates and security patches and schedule the work the in a timely manner.

C. DESIGN AND IMPLEMENTATION SERVICES:

The selected firm will design and implement upgrades, enhancements and new networking technologies. The selected firm might be required to assist with purchasing recommendations and pricing. This might be in the form of obtaining and evaluating competitive quotes based on a specification, or writing, releasing and evaluating a sealed bid.

PROPOSAL FORMAT

- A. Proposal format must include hourly rates for types of firm personal that will be used and travel expenses.
- B. Include resumes of key personal that would be assigned to projects for the City.
- C. Include 3 professional references, preferably Florida governmental entities.
- D. Identify the primary technical contact that will be assigned by the selected firm to the City. This individual will have significant experience with Cisco technology and preferably hold a current CCIE.
- E. If the firm can provide hardware off Florida State Purchasing Contracts, note details.

The proposal must be submitted in a sealed envelope plainly marked on its outside with:

REQUEST FOR PROPOSALS  
COMPUTER NETWORK SUPPORT, MAINTENANCE, DESIGN, AND  
IMPLEMENTATION SERVICES  
PROPOSAL NUMBER 15IT-03  
CLOSING DATE July 10, 2015 (2PM)

A firm may desire to affiliate with one or more firms in responding to this proposal for the purpose of providing the full range of services sought by the City. The City reserves the right to select one or more firms or teams of firms for these services.

Please submit three (3) copies of proposals, 3 references (preferably Florida governmental), a contract and any other pertinent support information to: Bert Smith., IT Director, 800 Dunlop Road, Sanibel, Florida, 33957 on or before 2:00 p.m. July 10, 2015.

### PROPOSAL EVALUATION

A proposal award, if a proposal is awarded, will be made to the most responsible professional services provider whose proposal complies with the City's requirements as set forth herein. The lowest price proposal will not necessarily be selected. The City may interview selected proposers. The City reserves the right to make award(s) by individual item, group of items, all or none, or a combination thereof; to reject any and all bids or waive any minor irregularity or technicality in bids received. The City also reserves the right, in its sole discretion, to reject any proposal which fails to meet the proposal requirements in any respect, to reject any or all items if in its judgment the item does not meet the needs of the City, or for any reason it deems suitable.

### CONTRACT ITEMS

The contract term length will be for 3 years and will auto renew annually unless either party submits in writing to the other party written notice to terminate the contact. The City can terminate the contact at any time with 30 days written notice.

NOTE: The contract cannot include any language for indemnification of the firm or team.

The items listed below must be included within the submitted contract.

- A. All disputes will be handled in Lee County, Florida.
- B. Binding arbitration will not be used to settle disputes.
- C. Invoices may take up to 45 days to be processed
- D. Final invoicing will not be submitted to the City until at least 30 defect free days have elapsed from that date that the City formally accepts that the milestone is completed
- E. Personnel assigned by the vendor to perform work for the City must be submitted to the City in advance for review.
- F. If additional work is needed on a repair issue that requires additional trips, and it was due to an issue that should have reasonably been identified on a previous trip, the City at its sole discretion will not be responsible for charges arising out of subsequent service calls. This does not include having to order non-standard parts. But, for example, if an encoder is down, and it is replaced, but the encoder was not fully programmed to 100 percent functionality, the City is not responsible for trip charges and labor charges to correctly complete this repair.
- G. All construction and installations MUST comply with Sanibel ordinances and development guidelines. The selected firm and major contractors will likely need to obtain a City of Sanibel Business Tax Receipt. The selected firm will need to maintain a valid Business Tax Receipt for the duration of the agreement.
- H. All wiring must meet the minimum specifications of the current National Electrical Code (NEC). Since Sanibel is in a lightning prone area, sensitive equipment must be protected with surge protection that meets the minimum specifications of the NEC code.
- I. The City recognizes that, from time to time, other and/or additional specialized design and maintenance services are needed and therefore reserves the right to utilize additional services in specialized areas when, at its discretion, deemed appropriate.

- J. Include any proof of insurance such as professional liability, and worker's compensation and bonds.
- K. Proof that the individual, organization or firm is on Florida State Purchasing Contracts if appropriate.

NOTE: Some employees and some subcontractors of the selected firm may need access to confidential information, secure areas or critical systems. In these cases, the City will be conducting background checks. Individual employees of the selected firm or their subcontractors must individually submit signed and notarized authorization for background checks to the City in advance. Additionally, vendor personal remotely accessing City systems will be required to comply with City Remote Access policies.

The selected firm cannot give blanket approval to conduct background checks on its employees. The selected firm must obtain approval from each employee authorizing background checks.

### LOCAL VENDOR PREFERENCE

- 1) The following words, terms and phrases, when used in this subsection, shall have the meanings set forth below, except where the context clearly indicates a different meaning:
  - a) Local city business means the business or vendor has (i) a valid local business tax receipt, issued by the City of Sanibel at last 6 months prior to a bid submission, to do business within the City of Sanibel and that authorizes the business to sell goods or services or to engage in construction, and (ii) a physical non-residential business address located within the City of Sanibel from which the vendor is operating or performing its business, and at which it maintains full-time employees who receive from the local business a regular paycheck from which deductions are made for employment related payroll taxes including, but not necessarily limited to, social security and medicare.
  - b) Local county business means the business or vendor has (i) a valid local business tax receipt, issued by Lee County, or a municipality within Lee County other than the City of Sanibel, at last 6 months prior to a bid submission, to do business within unincorporated Lee County, or a municipality within Lee County other than the City of Sanibel, and that authorizes the business to sell goods or services or to engage in construction, and (ii) a physical non-residential business address located within unincorporated Lee County, or within a municipality within Lee County other than the City of Sanibel, from which the vendor is operating or performing its business, and at which it maintains full-time employees who receive from the local business a regular paycheck from which deductions are made for employment related payroll taxes including, but not necessarily limited to, social security and medicare.
  - c) Non-local business means any business or vendor that does not meet either the definition of local city business or local county business as set forth in subsections (a) and (b) above.
  - d) The final decision as to whether a business or vendor is a local city business, a local county business or a non-local business shall be at the sole determination of the City of Sanibel and, if necessary, shall be determined by the Sanibel City Council as part of the final bid award.
- 2) Establishment as local city business or local county business. To establish that a vendor is either a local city business or local county business, as defined herein, a vendor shall provide written confirmation of compliance with the definitions for each such local business, as defined in subsection (1) above, at the time of submitting a bid. Post office boxes are not verifiable and shall not be used for purposes of establishing the required physical business address. A vendor who misrepresents the local preference status of a firm in a bid submitted to the city will lose the privilege to claim local preference status for a period of 3 years.
- 3) Local preference in purchasing and contracting with competitive sealed bids.

The City of Sanibel shall grant a 5% local vendor preference to any local city business or local county business which responds to an invitation to submit competitive sealed bids for the procurement of commodities, personal property, general services, professional services or the purchase of or contract for construction or renovation of public works or improvements, except where federal or state law prohibits or mandates to the contrary. Each formal competitive bid solicitation shall clearly identify how the bids will be received and evaluated. When a responsible and responsive non-local business submits the lowest price bid, and the lowest bid submitted by a responsible and responsive local city business or local county business is within 5% of the lowest bid, then the lowest bidding local city business or local county business shall be awarded the bid. In the event that a local city business and a local county business are scored as an exact tie as the low bids for the award of a competitive sealed bid, the local city business shall be deemed the successful bidder. No business shall be qualified to receive a preference amount that exceeds 5%.

- a) The city reserves the right to compare, contrast and otherwise evaluate the quality of materials, qualifications, character, responsibility and fitness of all persons, firms, partnerships, companies, corporations or other entities submitting competitive sealed bids for the procurement of goods or services when making an award in the best interest of the city.
- b) Local vendor preference awards will be made only to a responsible and responsive local city business or local county business. The local vendor preference may be waived by City Council if, after the bids are evaluated and ranked, it is determined that the cost of the bid award would exceed the budget of the city for the services and/or goods solicited by the city.
- c) The local preference policy set forth herein shall not apply to any of the following purchases or contracts:
  - i) Goods or services provided under a cooperative purchasing agreement or piggyback agreement; or
  - ii) Contracts for professional services the procurement of which is subject to the Consultants' Competitive Negotiation Act (F.S. § 287.055) or subject to any competitive consultant selection policy or procedure adopted or utilized by the city; or
  - iii) Purchases or contracts which are funded, in whole or in part, by a governmental entity and the laws, regulations, or policies governing such funding prohibit application of the local vendor preference; or
  - iv) Purchases made or contracts let under emergency situations or otherwise exempted from competitive bidding or competitive selection as described in the city's purchasing regulations.
- d) The City Council reserves the right, at its sole discretion, to exempt or exclude any specific competitive sealed bid for any procurement from the local vendor preference provisions. Any request for the waiver of local vendor preference to any particular purchase or contract must be heard by the city council prior to advertising the invitation to submit competitive sealed bids. The city council, as the awarding authority, may approve the waiver of local vendor preference upon review and at its sole discretion.

FAXED PROPOSALS WILL NOT BE ACCEPTED.