

Wide Area Network Design Options

RFP Objective.

The objective of this RFP is to provide the Union City Police Department with Wide Area Network design options and pricing for a term of 36 months.

Current Environment:

Union City currently has a wide area network consisting of Frame Relay [384/192K] remotes and Frame Relay T1 Hub.

Topology is set up as Hub/Spoke design [all remote traffic is directed hub at City Hall, which is at 3715 Palisade Avenue.

Internet Service is delivered over separate Point to Point DS1 at Hub Location, at 3715 Palisade Avenue.

WAN is [3] locations: [2] Remotes & [1] Hub location.

Scope of Work:

- Union City Police has requirement to upgrade legacy Frame Relay Technology & Legacy Internet to new technology. [Ethernet, MPLS, etc.] based technology.
- Network must support Quality/Class of Service address different types of data/video traffic.
- Union City Police has requirement for network CPE refresh. [Existing CPE in End of Life]
- Union City is looking for vendor to handle installation of WAN, Internet, CPE Deployment and project management. [Turnkey installation preferable]
- WAN & CPE must have 24 x 7 x 365 On-Site and Remote Support. [This is critical for public safety.]

Locations & Requirements:

- 615 Bergenline Avenue – New WAN circuit, New CPE, Installation & Project Management costs.
- 2700 Bergenline Avenue - New WAN circuit, New CPE, Installation & Project Management costs.
- 3715 Palisade Avenue – New WAN/Hub Circuit, NEW CPE, Installation & Project Management Costs.
- 3715 Palisade Avenue – New Internet Upgrade, 3 Mbps or Higher
- 3715 Palisade Avenue – ISP Router & Firewall [refresh]

Please provide following with the RFP Submission:

- WAN pricing [36 month Term], Monthly and one-time costs.
- Please provide a cost per location breakdown. Some locations may not be completed.
- CPE Refresh [Monthly/One Time Costs]
- Project Management Costs
- Maintenance Costs for WAN & description of trouble ticket process
- Maintenance Costs for CPE & description of trouble ticket process
- Project Plan / Statement of Work on how work will be performed.

RESPONDENT'S RESPONSIBILITY IN PROVIDING RESPONSE TO City's REQUEST FOR PROPOSALS

The respondent shall provide, at a minimum, the following information:

1. **Qualification requirements:** to compete for the needed services or activity as set forth in the "Duties and Responsibilities" of the position defined in the City's R.F.P.

Qualifications, at a minimum, shall include requirements defined as follows:

- A. Full Name and Business Address.
- B. A description of each individual's qualifications, including Education, licensure (where applicable) and years of professional experience employed and/or affiliated with the professional entity seeking to provide services to the City.
- C. Proposed cost of the service(s) or activities. The proposed cost should include.
 - i. all of the services described and defined as set forth in the "Duties and Responsibilities" section above.
 - ii. Additional services that may be required beyond the scope of regular services, as well as, hourly rates for any services outside of the scope of those proposed to be included in a fixed price proposal.

2. INSURANCE REQUIREMENTS:

- (a) The Contractor shall be required to carry full insurance including comprehensive general liability; product liability; workman's compensation insurance; which shall cover all operations of the Contractor, its employees, agents and servants hereunder, and; motor vehicle and equipment used by the Contractor in connection with the Contractor's operations under the Contract. Said insurance, by endorsement, shall fully protect the City of Union City from liability.
- (b) Certificates naming the City of Union City as an additional named insured, and evidencing such insurance coverage, shall be filed with the City Clerk prior to the commencement of operations hereunder by the Contractor.

The following Certificates of Insurance must be furnished:

- I. Worker's Compensation; Part Two – Statutory
- II. Comprehensive General Liability:
 - A. Minimum limits: \$1,000,000.00;
Combined Single Limit Coverage to include:
 - Premise/Operations;
 - Independent Contractors;
 - Product/Completed Operations;
 - Contractual;
 - Personal Injury;

Broad Form Property Damage;
City of Union City as additional insured.

- B. Comprehensive General Liability must be maintained for at least one year after completion of the contract and its acceptance by the City of Union City.

The certificate of insurance shall designate the City of Union City as an additional insured and shall contain a thirty (30) day notice of cancellation whereby the City Clerk will be provided with a written notification of cancellation. Said insurance must be paid for a minimum of six (6) months into the contract period at the time of the contract.

It is understood and agreed that the Contractor is an independent Contractor and not an employee of the City of Union City.

The Contractor agrees to indemnify and hold harmless the City of Union City, and Board of Commissioners of the City of Union City, and all of its officers, agents and employees of and from any and all liability for damages for injury to person and property, including death and against and from all suits and actions and all costs, damages and change of whatsoever kind of nature, including reasonable attorneys' fees to which the City of Union City maybe put for or on account of any injury or alleged injury to person, including death, or property, resulting from the negligent performance of the Contractor's operations under this Contract, or by or in consequence of any neglect or omission on the part of the Contractor whether intentional or unintentional, or in the absence thereof, by anyone directly or indirectly employed by the Contractor, and for whom the Contractor is liable.

The Contractor shall hold the City of Union City harmless for damages to the Contractor's Equipment utilized during the term of this Contract.

Programs of self-insurance are not acceptable.

The bidder is directed to provide a copy of the insurance requirements as described above to their insurance broker to determine that this requirement can be satisfied. A contract will not be awarded until proof of the aforementioned insurance requirements in a form of an insurance certificate is submitted after the bid opening and before the award of the contract.

3. **Law Against Discrimination and Affirmative Action:** The respondent shall file a statement as to compliance with N.J.S.A. 10:5-1 et. seq. (Laws Against Discrimination) and P.L. 1975, C.127 (Affirmative Action).
4. Provide a copy of the respondent's New Jersey Business Registration Certificate.
5. **Copies:** Respondent shall furnish 3 **(3) copies** of their proposal.

EVALUATION CRITERIA AND BASIS FOR AWARD OF CONTRACT

The City shall award the project based upon qualifications, merit, cost competitiveness, references and experience with issues confronting the City of Union City. A final award shall be made by Resolution adopted by a majority of the Commissioners based upon the proposal made to the City that has been determined to be **the most advantageous to the City, price and other factors considered**. All awards are and shall be subject to the availability of funds.

SUBMISSION REQUIREMENTS

Sealed RFPs will be publicly opened by the Union City Clerk in her offices at Union City City Hall, 3715 Palisade Avenue, Union City, at 11 a.m. on January 21, 2014. The RFP must be received no later than 10 a.m. on 11 a.m. on January 21, 2014 by:

Laura M. Miller, Acting City Clerk
City of Union City
3715 Palisade Avenue
Union City, New Jersey 07087

Kindly mark the outside packaging containing your submission with a notation of the RFP to which you are responding. Please submit one original and three (3) copies of the RFP. Please use white 8 ½" x 11" paper. Please staple the original and three (3) copies in the upper left corner. Please do not bind the submissions in any manner or place each copy in folders.