

REQUEST FOR PROPOSAL

COUNTY FIBRE OPTIC, CELLULAR AND HIGH SPEED INTERNET SERVICE

RFP #AD-12-2019-01

1. LISTING OF DOCUMENTS WITHIN THIS PACKAGE

Request for Proposal ----- (5 Pages)
Terms of Reference ----- (3 Pages)

2. REQUEST FOR PROPOSAL

2.1. Intent of Request for Proposal

The intent of this Request for Proposal (the “RFP”) is to accept Proposals from qualified firms (the “Proponents”) to determine what potential fibre optic and cellular broadband and high speed internet services could be provided to Lac La Biche County (the “County”). The County is considering different alternatives, scopes of work or potential levels of service depending upon the alternatives put forward by Proponents. The services contemplated are more specifically described in the attached Terms of Reference.

2.2. Submission of Proposals

Lac La Biche County (the “County”) will receive sealed Proposals, marked **RFP #AD-12-2019-01** and addressed and delivered to:

Lac La Biche County
McArthur Place
Second Floor, 10307 – 100 Street
Lac La Biche, AB
T0A 2C0

prior to 2:00:00 P.M. local time on Friday, May 10, 2019, as may be adjusted from time to time by addenda with time being conclusively determined by the clock selected by the County (the “Closing Time”).

Proposals will not be considered and will be returned if the Proposal is not received at this office before the Closing Time.

The County will not be responsible for any cost incurred in the preparation or presentation of Proposals.

2.3. Proposal Submission Content and Format

The Proponent is to submit **two (2) printed copies** of the Proposal in an opaque sealed package, clearly identified with the RFP number and title and the name and address of the Proponent on the outside. Proposals are to contain the following information:

- a) **Title Page** – referencing the RFP number and title, the firm’s name and address, the name, telephone number and email address of the contact person and the date of the proposal.
- b) **Transmittal Letter** – a **signed** letter briefly stating the Proponent’s understanding of the purpose and objective of the project, the benefits they bring to the project, any potential issues or constraints and how they would be dealt with. Any additions to the RFP or proposed deletions must be separately identified in the letter. Proponents are to confirm receipt of any RFP Addenda, if applicable.
- c) **An Assumptions section** that lists all assumptions the Proponent has about information or arrangements to be provided by the County.
- d) **Corporate Experience** – Experience in providing fibre optic and cellular broadband internet services is required. The Proposal will include a list and brief description of projects completed in the past five (5) years similar in nature to the proposed work and services described in the Proposal. The Proposal will include a brief description of the work undertaken; cost and schedule; and the name, title, phone, and email address of a key contact that can be used as a reference check.
- e) **Project Team** - The Proposal will include a complete list of personnel to be assigned to the project, their relevant recent experience, qualifications and level of involvement on the project. The Project Manager should be clearly identified.
- f) Other relevant information the Proponent deems necessary to support their Proposal.

2.4. Inquiries

All inquiries regarding this RFP are to be directed in writing to:

Dan Small
Assistant Chief Administrative Officer
(dan.small@laclabichcounty.com) (780) 623-6802

Travis Simmons
Manager, Information Technology
(travis.simmons@laclabichcounty.com) (780) 623-6824

2.5. Verbal Answers

Verbal answers provided by any County staff or paid consultants of the County are only binding when confirmed by written addenda issued by the County.

2.6. Changes in Proposals

Proposal submissions shall not be withdrawn, modified or clarified after they have been received by the County, unless such withdrawal, modification or clarification is received in writing by the County prior to the Closing Time. Envelopes containing changes should clearly state the RFP #, Project Name and be identified as an amendment. Envelopes bearing changes must be executed by the same party or parties who executed the Proposal and submitted in the same format as detailed in Section 2.3 "Proposal Submission Content and Format."

3. ACCEPTANCE OF PROPOSAL

Proponents are notified that any Proposal need not be accepted by the County and the County reserves the right to reject any and all Proposals at any time without further explanation or to accept any Proposal or negotiate with any Proponent considered advantageous to the County.

The County may elect at its sole discretion to accept or reject any Proposal or part thereof and to waive any defect, irregularity, mistake or non-compliance in any Proposal and to accept or reject any Proposal or alternative Proposal, in whole or in part, which it deems to be most advantageous to its interests.

No implied obligation of any kind or on behalf of the County shall arise from anything in the RFP Documents.

4. NEGOTIATIONS

The County may, prior to and after contract award, negotiate changes to the scope of work, the type of materials, the specifications or any conditions with or one or more of the Proponents without having any duty or obligation to advise any other Proponent or to allow them to vary their Proposal as a result of such changes and the County shall have no liability to any other Proponent as a result of such negotiations or modifications.

5. REQUIRED REVIEW

The Proponent shall carefully examine the RFP Documents. Any errors, omissions, discrepancies or matters requiring clarification shall be reported in writing to the County at least five (5)

working days prior to the Closing Time. The County shall, if necessary, send written instructions or explanations to all Proponents.

If a Proponent fails to report any such errors, omissions, discrepancies or matters requiring clarification within the time period stipulated, the County shall be the sole judge as to the intent of the RFP Documents.

During the RFP period, Proponents may be advised by addenda of any alterations to the RFP Documents. All such alterations shall become part of the RFP.

The County will endeavour not to issue any addenda later than three (3) working days prior to the Closing Time.

6. SUBCONSULTANTS/SUBCONTRACTORS

Proponent shall not change subconsultants/subcontractors, as identified in their Proposal, after the Closing Time unless they first obtain the County's written permission.

In evaluating Proposals prior to the award of the Contract, the County may take into consideration the past performance of a subconsultant/subcontractor on County projects.

7. PROPOSAL EXECUTION

Proposals shall be properly executed and in compliance with the following requirements:

- a) the signatures of persons executing the Proposal must be in their respective handwriting;
- b) if the Proponent is a corporation, the Proposal should be executed under the corporate seal, affixed in the presence of the authorized officers of the corporation;
- c) if the Proponent is an individual or a partnership, the Proposal shall be executed under seal by the individual or a partner in the presence of a witness and the signatory must show the capacity in which the document is executed (i.e., "Partner" or "Proprietor");
- d) if the Proponent is a joint venture, each party to the joint venture shall execute the Proposal under seal in the manner appropriate to such party.

8. EVALUATION AND AWARD

Award of any Proposal will be in the form of written Notice of Award, duly authorized from Lac La Biche County. No other communication from the County or a representative of the County shall constitute an award, and in any event, the County shall have no legal obligation towards the

successful or any Proponent until such time as the parties have agreed upon and executed a written agreement.

The County reserves the right to negotiate with more than one Proponent in order to reach an agreement satisfactory to the County.

Notwithstanding any other provision, by submitting a Proposal, each Proponent agrees that any claim that the Proponent may have against the County and the County's affiliates (and their employees, agents, consultants and elected officials) (collectively the "County Parties") for damages, losses, or expenses or for any other legal relief, arising, directly or indirectly, under or in relation to this Proposal process (whether in contract, tort, or other legal theory) is limited to an amount equal to the Proponent's actual and reasonable costs in preparing its Proposal to a maximum of \$5,000.00. For clarity, each Proponent specifically waives as against the County Parties any claim for loss of profit or anticipated profit, loss of opportunity, loss of reputation, consequential or indirect losses or for judicial review or injunctive relief.

9. FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

- a) All documents submitted to the County are subject to the protection and disclosure provisions of the *Freedom of Information and Protection of Privacy Act*. While this Act allows persons a right of access to records in the County's custody or control it also prohibits the County from disclosing your personal or business information where disclosure would be harmful to your business interests or would be an unreasonable invasion of your personal privacy as defined in Sections 16 and 17 of the Act. Applicants are encouraged to identify what portions of their submissions are confidential and what harm could reasonably be expected from its disclosure.
- b) The purpose for collecting the personal information required to be provided in this RFP is to enable the County to ensure the accuracy and reliability of the Proposal, and to enable the County to evaluate your response to this RFP and for other related program purposes of the County. Authority for this collection is the *Municipal Government Act*. You may contact the Purchasing Department if you have any questions about the collection of information pursuant to this RFP.
- c) The records stipulated in this RFP as being required to be maintained by the contractor may be subject to the protection and access provisions of the *Freedom of Information and Protection of Privacy Act* (FOIPP). Should the County receive a request for any of these records that are in your custody it would be your responsibility to provide the records, at your expense, to the Lac La Biche County FOIPP Coordinator within fifteen (15) calendar days from official notification by the FOIPP Coordinator.