

REQUEST FOR PROPOSALS

**DATA COMMUNICATION SERVICES –
Network / Internet / Telephone (Data and Hardware)**

ONONDAGA COUNTY RESOURCE RECOVERY AGENCY

Dated: May 9, 2017



**ONONDAGA COUNTY
RESOURCE RECOVERY AGENCY**
100 Elwood Davis Road
North Syracuse, New York 13212-4312
TELEPHONE: (315) 453-2866 FAX: (315) 453-2872

www.ocrra.org

**REQUEST FOR PROPOSALS
DATA COMMUNICATION SERVICES**

Dated: May 9, 2017

**SECTION 1
BACKGROUND INFORMATION**

The Onondaga County Resource Recovery Agency (the “Agency” or “OCRRA”) is a New York public benefit corporation created by Public Authorities Law, Title 13B, for the public purpose of assisting in the planning, development, construction, operation and maintenance of solid waste facilities. OCRRA is empowered to receive, transport, process, dispose of, sell, store, convey, recycle and deal with, in any lawful way, solid waste. OCRRA is also empowered to contract with municipalities, public corporations, or persons for solid waste services. OCRRA is exempt from federal, state and local taxes.

The Onondaga County Resource Recovery Agency (“OCRRA”) is inviting interested qualified vendors experienced in providing telecommunication data and voice services. The objective is to meet the Agency’s services in the most effective and cost efficient manner.

The Agency operates five (5) sites in Onondaga County:

Elwood Davis Rd.	100 Elwood Davis Rd. N. Syracuse NY 13212	Data: 6Mb Bonded T1s (MPLS) Internet: 100/10Mb Cable line Telephone: Nortel BCM50 w/29 telephones
Ley Creek	5158 Ley Creek Drive Liverpool, NY 13088	Data: 1.5Mb T1 (MPLS) Telephone: Nortel BCM50 with 8 telephones
Rock Cut Road	5808 Rock Cut Road Jamesville, NY 13078	Data: 3Mb Bonded T1s (MPLS) Telephone: Nortel BCM50 with 8 telephones
Amboy Compost	6296 Airport Road Camillus, NY 13209	Internet: 35/5Mb Cable line Telephone: 2 hosed IP telephones
Jamesville Compost	4370 Route 91 Jamesville, NY 13078	NO POWER, NO DATA, NO PHONES

SECTION 2
INSTRUCTIONS TO RESPONDENTS

SUBMISSION REQUIREMENTS

All Proposals must be submitted no later than 3:00 p.m. on **June 9, 2017**, in writing, in sealed envelopes and to the address listed below. Proposals must be submitted by mail or delivery service. Proposals must be enclosed in a sealed envelope, plainly marked as:

“Proposals – Data Services”, and addressed as follows:

Mr. Michael Mokrzycki
Business Officer
Onondaga County Resource Recovery Agency
100 Elwood Davis Road
North Syracuse, NY 13212

Proposals received by fax or email will not be considered.

Any questions regarding this RFP must be received by e-mail no later than **May 19, 2017**. OCRRA conducts its procurements to maximize competition and provide all vendors with an opportunity to compete fairly. For any procurements over \$15,000.00, all contacts, questions, and correspondence with the Agency after the Request for Proposals go out, must be exclusively through a designated OCRRA Procurement Contact Person, and no one else. The designated contact for this procurement is Maura Farrell at (315) 453-2866 email mfarrell@ocrra.org. Questions must be submitted by email at the email address listed above. Proposers, their agents, and representatives are directed not to contact or lobby other staff members, management or members of the Board of Directors of OCRRA regarding this RFP. Questions raised through the designated contact person and answers thereto will be emailed to all known prospective bidders.

The Proposer is responsible for all costs associated with the preparation of the Proposal provided to the Agency.

The Agency reserves the right to withdraw this request for proposals and re-issue if necessary.

SECTION 3

PURPOSE OF THIS RFP

The Agency is seeking services from qualified vendors experienced in providing telecommunication services integrating data, internet and voice.

The Agency has identified the following as priorities of this RFP:

- Upgrade or replace existing telecommunication lines.
- Upgrade or replace existing MPLS connections.
- Replace existing telephone system.
- Preserve and port all existing DID numbers.
- Preserve and re-use the Agency's Main number (315) 453-2866.
- Preserve and re-use the Agency's fax number (315) 453-2872.
- Additional POTS for Fax lines and Alarm Systems or equivalent.
- All numbers unlisted except for Agency main number and fax line.
- Local, regional and long distance services.
- Provide a cost structure for long distance calls per minute, if any.
- Unified Communications.
- Voice mail.
- Increased speed for internet usage.
- Increased speed for internal network usage.
- Static IP addresses for VPN and web usage.
- Replace or upgrade ALL associated network related hardware i.e. replace exiting switches with GB POE switches at all locations.

Relying upon the knowledge and expertise of the chosen vendor, the Agency requests proposals for the following:

- Upgrade or replace the Agency's aging data communications services.
- Replace existing telephone system with a premise or hosted IP based system, including network hardware.
- Provide telephone services (local, regional and long distance).
- Create a Unified Communications solution.
- Voicemail with auto-attendant, reporting.
- Internet Access with Static IP address.
- Analog services or IP handoffs, where applicable, for alarm/fire system.
- Upgrade or replace existing fax capabilities.
- Integration with Microsoft Outlook and Office 365.

The objective of this RFP is to meet the Agency's needs in the most effective and cost efficient manner.

SECTION 4

SCOPE

NETWORK

The Agency utilizes a MPLS network presently provided by Broadview Communications. Current configuration is:

- Main Office: 4 bonded T1 lines (6/6Mb)
- Ley Creek: 1.5Mb T1 Line
- Rock Cut: 2 bonded T1 lines (3/3Mb)
- Amboy: Cable line provide by Spectrum (35/5Mb)

Existing routers presently belong to and are being serviced by Broadview Communications. Internal Wiring is serviced by Matrix Communications.

OBJECTIVE

- Upgrade or replace existing telecommunication lines.
- Upgrade or replace existing MPLS connection.
- Increase connection between sites improving speed of replication, file sharing and backup/recovery.
- Managed Firewall Protection with VPN access for Agency personnel.
- All associated hardware (switches, POE switches) must be included as part of the RFP.

TELEPHONE

The Agency has a Nortel BCM50 installed at 3 of its 5 locations. The Nortel was installed over 10 years ago and is obsolete. Broadview Communications services these phone systems.

OBJECTIVE

- Replace existing system with a premise or hosted IP based system.
- 3 or 4 digit dialing between sites, caller id.
- Dual Gigabit Ethernet ports, headset support, call forward/call waiting.
- SIP open standards, wall mount (where necessary), 3-way calling.
- Conference Bridge, reporting, twinning, paging.
- Replace approximately 48 handsets, 1 pager/ringer (@Rock Cut).
- Replace Polycom conference room telephone with a Wireless Conference Room set.

FAXING

- Upgrade or replace existing fax capabilities.
- Replace exiting faxing capabilities with Internet Fax or similar.

TELEPHONE SERVICES

The Agency currently uses services provided by Broadview Communications.

OBJECTIVE

- Provide local, regional and long distance services.
- Provide a cost structure for long distance calls per minute, if any.
- Preserve and port all existing DID numbers.
- Preserve and port the Agency's Main number (315) 453-2866.
- Preserve and port the Agency's fax number (315) 453-2872.
- All numbers unlisted except for Agency main number and fax line.

VOICEMAIL

The Agency currently uses a voicemail system associated with the Nortel BCM50.

OBJECTIVE

- Integration, webmail or Outlook.
- Voicemail with auto-attendant, reporting.
- Auto-Attendant, Holiday Messages.
- Mailbox access via mobile or web.

INTERNET

The Agency currently utilizes two lines for internet connectivity; a Spectrum 100/10mb line and a 6/6Mb line connected to a Cisco RV320 and a Cisco ASA5510.

OBJECTIVE

- Increased speed and reliability for internet usage.
- Static IP addresses for VPN and web usage.

EQUIPMENT

- Replace or upgrade ALL associated network related hardware i.e replace exiting switches with GB POE switches at all locations.

OPTIONAL

CO-LOCATION

The Agency will consider proposals which include co-location of Agency hardware. If quoting, proposer must include any and all fees associated i.e. monthly charges, data charges and additional equipment. The Agency prefers co-location to be an optional service of the proposal, rather than a mandatory component. Additionally, the Agency will consider a co-location option that may be exercised during the service period, preferably upon 30 days notice.

ADDITIONAL

- Vendor will provide Service Level Agreements.
- Vendor will be able to fully implement any recommended network solutions.

The project proposal should include all required hardware, parts and pieces as well as software licensing. Proposals including installation, configuration and training are preferred. Proposals should be turnkey.

Any recurring support, licensing and software assurance costs beyond the initial installation must be identified, with cost estimated and included in the proposal.

If the proposal includes additional requirements (SIP, voice access lines or bandwidth), these changes should be explicitly stated in the proposal along with initial and recurring changes.

PRICING

- Pricing will be quoted for options on 36 month, 48 month and 60 month contract terms, with contracted and operational service starting August 1, 2017 and termination date of July 30, 2020, July 30, 2021, and July 30, 2022 respectively.
- Pricing will show monthly recurring costs, one time installation costs and any service charges associated with Agency requested changes to service provided within the terms of the contract.
- Pricing may include more than one payment schedule, selectable at Agency option.
- Pricing may include renewable terms to extend the contract beyond the initial contract period. Contract renewal will be accepted at Agency discretion. Contract renewal terms will not require renegotiation. Vendor response may include three additional 12-month voluntary extensions. These terms will not preclude the option of Agency to renegotiate contract extensions.
- Agency may change Internet and WAN bandwidth rate at any time during the period of contract at the quoted prices without penalty.
- Agency may add and remove sites for local and long distance service at any time during the period of contract at the quoted prices without penalty.
- Agency may add and remove WAN sites and services at any time during the period of contract at the quoted prices without penalty.

SECTION 5 **EVALUATION PROCESS**

GENERAL

The qualifications and evaluation process will be based on a thorough review of all submittals, possible interviews, and the use of independent sources of information. OCRRA specifically reserves the right to reject any and all requests at its sole discretion or to waive any informality in the requests received. OCRRA also reserves the right to issue addenda to this Request for Proposals, which may include a request for additional information.

EVALUATION CRITERIA

OCRRA intends to select a vendor, who is deemed most advantageous to OCRRA in its sole discretion. In reaching that determination, OCRRA shall consider without limitations such factors as experience, list of references, customer services to be provided, reliability record, responsiveness, and service price. Proposers should be aware that while experience and service will be significant factors in such determination, OCRRA specifically reserves the right to select one or more vendors, if necessary, on the basis of all factors considered.

Proposals shall be evaluated based on the Proposer's ability to demonstrate:

- The ability to provide aggressive competition among vendors to reduce Agency monthly recurring costs.
- The usefulness to OCRRA of proposed deliverables.
- Ability of vendor to that provide placement of lines for OCRRA's various sites.
- Innovative approaches to installation and service as well as future endeavors.
- Experience, reliability and qualifications.

REQUIRED FORMS AND ATTACHMENTS

A cover letter and other materials that the Proposer desires as supporting documentation shall be included. The cover letter and materials should summarize the services to be provided and should include as a minimum the following:

- Commitment of Proposer to carry out all provisions of the Request if selected by OCRRA.
- Signature of an officer, principal or partner empowered to sign such materials and commit to the obligations contained in the Request response.
- Statement that all information in the entire submittal including any forms and supplemental submittals are included and are accurate and factual.
- References - Give name, address, telephone number, and e-mail address.
- Designation of the individual authorized to negotiate a contract with OCRRA.
- Complete Conflict of Interest Affidavit (Form A - Attached)
- Complete Non-Collusion Certification (Form B - Attached)
- Business Information Form (Form C - Attached)
- State Finance Law Disclosure Form (Form D - Attached)

CONFIDENTIALITY

All submittals to OCRRA will be subject to the New York State Freedom of Information Law (Public Officer's Law, Article 6, and Section 84-90). OCRRA will make every effort to maintain the confidentiality of proprietary materials that are in writing and marked "Confidential".

FINAL SELECTION

The OCRRA Board of Directors will make the final decision regarding selection.

FORM B

CERTIFICATE OF NON-COLLUSION

Non-collusive Certifications required of all bidders/proposers/vendors under Section 103-d of the General Municipal Law as amended by Chapter 751 of the Laws of 1965 and Chapter 675 of the Laws of 1966 effective September 1, 1966, is as follows:

By submission of this bid/proposal/quote, the bidder/proposer/vendor and each person signing on behalf of the bidder/proposer/vendor certifies, and in the case of a joint bid/proposal/quote each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

(1) The prices in this bid/proposal/quote have been arrived at independently without collusion, consultation, communications, or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other bidder/proposer/vendor or with any competitor.

(2) Unless otherwise required by law, the prices which have been quoted in this bid/proposal/quote have not been knowingly disclosed by the bidder/proposer/vendor and will not knowingly be disclosed by the bidder/proposer/vendor prior to opening, directly or indirectly, to any other bidder/proposer/vendor or to any competitor; and

(3) No attempt has been made or will be made by the bidder/proposer/vendor to induce any other person, partnership, or corporation to submit or not to submit a bid/proposal/quote for the purpose of restricting competition.

Legal Name of Bidder/Proposer/Vendor (Typed)

Address (Typed)

City State Zip

BY: _____
Signature

Name (Typed)

Dated _____, 20__

Title (Typed)

FORM C

BUSINESS INFORMATION

1.	Name Of Firm:	
2.	Address:	
3.	Contact Person:	
4.	Phone Number:	
5.	Email Address:	
6.	Check All Appropriate: Municipally Owned and Operated Closely Held Corporation - State of Incorporation: _____ Publicly Held Corporation- State of Incorporation: _____ Proprietorship - Name of Proprietor: _____ Partnership - List of Principal Partners: _____ _____ _____ _____	
7.	Years in Business:	_____ _____ _____
8.	Describe the Firm's Experience:	_____ _____ _____ _____
9.	Chief Executive/Operating Officer:	
	Name:	_____
	Address:	_____
	Phone Number:	_____

FORM D
Disclosure to OCRRA during Procurement Process of
Prior Non-Responsibility Determinations

OCRRA Procurement Regarding: Data Communications

OCRRA Designated Procurement Contact Person: Maura Farrell

OCRRA conducts its procurements to maximize competition and provide all vendors with an opportunity to compete fairly. New York law now provides that, for any procurement over \$15,000.00, all potential vendors must disclose whether a governmental entity in New York has made a finding of "Non-Responsibility." "Non-Responsibility" is defined in State Finance Law Section 139-j and can include failure of a potential bidder/proposer/vendor to timely disclose truthful, accurate, or complete information that may allow OCRRA to make a determination as to its "responsibility" relative to this procurement as well as unauthorized procurement contacts (including contacts to someone other than the designated procurement contact) and ethics code violations. In order to qualify for consideration on this procurement, the bidder/proposer/vendor must complete and sign the form below.

(For Vendor Use)

Name and Address of Bidder/Proposer/Vendor Seeking to Enter into the Procurement Contract with OCRRA: _____

Name, Title, and Phone Number of Person Submitting this Form: _____

Has any Governmental Entity in New York made a finding of Non-Responsibility regarding the bidder/proposer/vendor seeking to enter into the Procurement Contract in the previous four years? (Please circle):

No

Yes

If you answered yes to the above question, please provide details regarding the finding of Non-Responsibility below.

New York Governmental Entity: _____

Date of Finding of Non-Responsibility: _____

Basis of Finding of Non-Responsibility: _____

Has any Governmental Entity or other governmental agency terminated or withheld a Procurement Contract with the above-named bidders/proposers/vendors after a finding of intentional provision of false or incomplete information? (Please circle):

No

Yes

If yes, please provide details below:

New York Governmental Entity: _____

Date of Termination or Withholding of Contract: _____

Basis of Termination or Withholding: _____

Bidder/proposer/vendor certifies that all information provided to OCRRA above with respect to State Finance Law §139-k is complete, true, and accurate.

By: _____ Date: _____

Signature _____

PERMISSIBLE CONTACTS AFFIRMATION

As a potential bidder/proposer/vendor on an OCRRA solicitation where the contract amount may exceed \$15,000.00, I recognize that once the solicitation issues, New York law requires that all contacts with OCRRA regarding that procurement must be through the designated OCRRA Procurement Contact Person and no one else. On behalf of my client as a potential bidder/proposer/vendor, I affirm that my client understands and agrees to comply with the procedures of the Onondaga County Resource Recovery Agency relative to permissible contacts as required by New York State Finance Law §139-j (3) and §139-j (6) (b). This form must be submitted with the bid, proposal, or quote.

OCRRA Designated Procurement Contact Person: Maura Farrell

Vendor Signature

Print Signer's Name

Vendor Title: _____

Date: _____

Vendor Name: _____

Vendor Address: _____
