

JOE BARNHART BEE COUNTY PUBLIC LIBRARY

Joe Barnhart Bee County Library
110 W. Corpus Christi St.
Beeville, TX 78102
Phone:(361) 362-4901 · Fax: (361) 358-8694 email: director@bclib.org

REQUEST FOR PROPOSAL - THIS IS NOT AN ORDER

RFP TITLE: Telephone Service

Bidding Company Name and Address:

Sealed Proposals will be accepted until 3pm on Febraury 6, 2012

Issued by: Joe Barnhart Bee County Library

Date of Release: January 3, 2012

Date of Closing: Feb 6, 2012

Return your proposal to:

Joe Barnhart Bee County Library
110 W. Corpus Christi St.
Beeville, TX 78102
Phone:(361) 362-4901 · Fax: (361) 358-8694 email: director@bclib.org

Attention: Director Sarah Milnarich RFP 2012-00001

PLEASE COMPLETE

FEDERAL ID NO.

Company number: ()

Signature of Officer:

PAYMENT TERMS: Net 90 days

Fax: ()

Date:

SEE STANDARD TERMS AND CONDITIONS

1.1 PURPOSE OF THE REQUEST FOR PROPOSAL

Joe Barnhart Bee County Library is a public library located in Beeville, Texas. We have one building that serves a population of approximately 25,000 in Bee County. The Library is looking for a telephone service provider who is familiar with e-rate funding. The Library desires a one year proposal with prices for two one year options.

1.2 TECHNICAL CONTACT

Any questions concerning technical specifications or Statement of Work (SOW) requirements must be directed to:

Name Sarah Milnarich, Library Director

Address Joe Barnhart Bee County Library 110 W. Corpus Christi St., Beeville Texas, 78102

Phone 361-362-4901

FAX 361-358-8694

Email director@bclib.org

1.3 CONTRACTUAL CONTACT

Any questions regarding contractual terms and conditions or proposal format must be direct to:

Sarah Milnarich Library Director director@bclib.org 361-358-4901 ext 2008

1.5 SCHEDULE OF EVENTS

1. RFP Distribution to Vendors January 3, 2012
2. Written Confirmation of Vendors intending to propose February 1, 2012
3. Proposal Due Date February 6, 2012
4. Target Date for Review of Proposals February 9, 2011
5. Anticipated decision and selection of Vendor(s) February 15, 2012
6. Anticipated date of July 1, 2012

1.6 PROPOSAL SUBMISSION

Award of the contract resulting from this RFP will be based upon the most responsive Vendor whose offer will be the most advantageous to the Library in terms of cost, functionality, and other factors as specified elsewhere in this RFP. All RFP will be accepted in a sealed envelope addressed to the following:

RFP for Telephone Services
Joe Barnhart Bee County Library
110 W. Corpus Christi
Beeville, Texas 78102
Attn: Sarah Milnarich

The outside of the envelope must be clearly marked RFP for Telephone Services.

1.6.1 The Library reserves the right to:

- Reject any or all offers and discontinue this RFP process without obligation or liability to any potential Vendor,
- Accept other than the lowest priced offer,
- Award a contract on the basis of initial offers received, without discussions or requests for best and final offers, and
- Award more than one contract.

1.7 Requirements:

The Library is seeking local and long distance telephone service for 8 phone lines located in one building located at 110 W. Corpus Christi St Beeville, TX 78102

1.8 DETAILED AND ITEMIZED PRICING

Provide a price for each model proposed and a list of options. Discuss customer experience with each option.

1.9 CRITERIA

The following elements will be the primary considerations in evaluating all submitted proposals and in the selection of a Vendor or Vendors:

1. Completion of all required responses in the correct format.

2. The extent to which Vendor's proposed solution fulfills The Library's stated requirements as set out in this RFP.
3. An assessment of the Vendor's ability to deliver the indicated service in accordance with the specifications set out in this RFP.
4. The Vendor's stability, experiences, and record of past performance in delivering such services.
5. Availability of sufficient high quality Vendor personnel with the required skills and experience for the specific approach proposed.
6. Overall cost of Vendor's proposal.

The Library may, at their discretion and without explanation to the prospective Vendors, at any time choose to discontinue this RFP without obligation to such prospective Vendors.

2.0 Weighted Factors to Determine a Successful Proposer.

- Price 50%
- Previous Experience 25%
- Compliance with request 25%

RFP REQUIREMENTS

2.1 Right to Modify, Rescind, or Revoke RFP. The Library reserves the rights to modify, rescind, or revoke this RFP, in whole or in part, at any time prior to the date on which the authorized representative of the Library executes a Contract with the Selected Proposer.

2.2 Compliance with RFP Requirements. By submission of a Proposal, a Proposer agrees to be bound by the requirements set forth in this RFP. The Library, at its sole discretion, may disqualify a Proposal from consideration, if the Library determines a Proposal is non-responsive and/or non-compliant, in whole or in part, with the requirements set forth in this RFP.

2.3 Binding Effect of Proposal. Unless otherwise agreed in writing signed by the Library Director, each Proposer agrees to and shall be bound by the information and documentation provided with the Proposal, including prices quoted for Services.

2.4 Signature, Certification of Proposer. The Proposal must be signed and dated by a representative of the Proposer who is authorized to bind the Proposer to the terms and conditions contained in this RFP and to compliance with the information submitted in the Proposal. Each Proposer submitting a Proposal certifies to both (a) the completeness, veracity, and accuracy of the information provided in the Proposal and (b) the authority of the individual whose signature appears on the Proposal to bind the Proposer to the terms and conditions set forth in this RFP. Proposals submitted without the required signature shall be disqualified.

2.5 Requirements for Submission. Each Proposer shall submit one (1) original -- which must be clearly defined as the ORIGINAL -- and one (1) copies of the Proposal. The original shall be prepared on a word processor and formatted in at least 10-point-font that is clearly readable. The copies shall be of good, readable quality. The cover shall reflect the name of the Proposer. The cover shall also reflect the subject matter of the Proposal as follows: **RFP FOR Telephone Services.**

2.6 Risk of Loss, Damage, Delay. Proposer acknowledges and agrees to release and hold harmless the Joe Barnhart Bee County Library, Board, employees, agents, and personnel, from and against any and all claims, liability, damages, and costs, including court costs and attorneys' fees, arising out of or pursuant to delivery of the Proposal or failure to deliver the Proposal to the Director of the Library as designated in Sections 2.5 of this RFP.

2.7 Ownership of Proposals. All Proposals become the physical property of the Library upon receipt.

2.8 Use, Disclosure of Information. Proposers acknowledge that the Library is an agency of the State of Texas and is, therefore, required to comply with the Texas Public Information Act. Tex. Gov't Code Ch. 552. If a Proposal includes proprietary data, trade secrets, or information the Proposer wishes to except from public disclosure, then the Proposer must specifically label such data, secrets, or information as follows: **"PRIVILEGED AND CONFIDENTIAL -- PROPRIETARY INFORMATION."** To the extent permitted by law, information labeled by the Proposer as proprietary will be used by the Library only for

purposes related to or arising out of the (a) evaluation of Proposals, (b) selection of a Proposer pursuant to the RFP process, and (c) negotiation and execution of a Contract, if any, with the Proposer selected.

2.9 Costs of Participation. The Library specifically disclaims responsibility and/or liability for any and all costs, expenses, or claims related to or arising out of the Proposers participation in this RFP process, including but not limited to costs incurred as a result of preparing, copying, shipping, presenting, and/or clarifying the Proposal and the information relevant to the Proposal.

RFP PROCEDURES

3.1 Rescission of Proposal. A Proposal can be withdrawn from consideration at any time prior to expiration of the Deadline for Proposals, as stated in Section 2.6 of this RFP, pursuant to a written request sent to the Library Director.

3.2 Request for Electronic Copy. A Proposer may request an electronic copy of the RFP from the Library Director. Electronic copies will be forwarded through email addresses only.

3.3 Request for Clarification. The Library reserves the right to request clarification of any information contained in a Proposal.

3.4 Questions by Proposers. The deadline for questions submitted by Proposers is February 6, 2012. The Library will accept no questions after this date. If the Library determines a question has been sufficiently answered in the RFP, the inquiring Proposer will be referred to the relevant section of the RFP.

3.5 Addenda to the RFP. Each Proposer will be provided with copies of Library-approved addenda, including amendments to the RFP. If and as necessary, as determined by the Library, Proposers will, in turn, be allowed time to revise or supply additional information in response to such addenda.

3.6 Communications with Library Personnel. Except as provided in this RFP and as is otherwise necessary for the conduct of ongoing Library business operations, Proposers are expressly and absolutely prohibited from engaging in communications with Library personnel who are involved in any manner in the review and/or evaluation of the Proposals; selection of an Proposer; and/or negotiations or formalization of a Contract. If any Proposer engages in conduct or communications that the Library determines are contrary to the prohibitions set forth in this Section 3.7, the Library may, at its sole discretion, disqualify the Proposer and withdraw the Proposer's Proposal from consideration.

3.7 Evaluation of Proposals. The Director will review Proposals in accordance with the procedure and criteria set forth in this RFP. Proposals that are (i) incomplete, (ii) not properly certified and signed, (iii) not in the required format, or (iv) otherwise non-compliant, in whole or in part, with any of the requirements set forth in this RFP may be disqualified by the Library.

3.8 Proposer Presentations. Proposers may be invited to the Library to present their program/service to the Director. Email is the best way to make this request for presentations.

PROPOSAL CONTENTS

4.1 Provision of Information. Each Proposer must provide current, accurate, complete information about all of the following in support of its Proposal (please coordinate numbers with responses):

A. Business, Financial Information.

1. Name, address, telephone number, and title of the person(s) whom the Library can contact about the Proposal;

2. State of Texas corporate filings, DBA name, registration and tax identification number;

3. Name(s) of owner(s) or partners or directors, as applicable;

4. Names, titles, and resumes of Proposer officials who will serve as primary Proposer contacts;

5. Length of time and years during which the Proposer has provided the Services contemplated by this RFP;

6. List of three (3) references, preferably public libraries in south Texas, for whom the the Proposer currently provides Services; and

7. Insurance carrier(s), types, and amounts of coverage currently maintained by the Proposer, and claims/loss reports for the three (3) preceding calendar/fiscal years.

B. Services, Plans, Reports, Billing.

1. Description of Services and/or Equipment the Proposer is able to provide;

2. Detailed Plan, with projected time lines and itemized costs, for provision of Services and /or Equipment;

3. Names, titles, contact point of Proposer officials who will serve as primary Proposer contacts and/or perform various services in support of the agreement, plus supporting credentials demonstrating the education, training, and experience of these personnel.
5. Procedures followed when contacted by a Library employee about issues related to the rendition of Services;
6. Historically Underutilized Business (HUB) status, if any, of the Proposer;
7. If applicable, the Proposers plan for utilizing goods or Services provided by subcontractors certified by the Texas Building and Procurement Commission as Historically-Underutilized Businesses;
8. Methods, procedures, and processes to ensure quality control; and
9. Billing procedures and processes utilized by the Proposer.

4.2 Proposer Affirmation Clauses. Each Proposer must affirm and incorporate in its Proposal all of the Affirmations set forth in this Section 4.2. If the College determines a Proposer has submitted a false statement, in whole or in part, in regard to any of these affirmations, then the Library will disqualify the Proposer from consideration and report the false statement as such to the Texas General Services Commission. In turn, the TBPC can remove the Proposer from the Centralized Master Bidders List (CMBL). Accordingly, the Proposer affirms all of the following, without limitation

- A. The Proposer has not conferred or offered to confer, either directly or indirectly, any benefit whatsoever on a public servant in connection with the submitted Proposal or the subject matter of the Proposal;
- B. Bidder/proposer affirms that no affiliation exist between owners, officers, administrators and employees of the bidder/proposer and Joe Barnhart Bee County Library which could be construed as a conflict of interest;
- C. The Proposer either is not subject to the payment of franchise taxes to the State of Texas or is not currently delinquent in regard to the payment of franchise tax wed to the State of Texas;
- D. The Proposer, individually or acting by and through its officers, principals, employees, contractors, subcontractors, agents, or personnel, has neither (i) violated state or federal antitrust laws nor (ii) communicated any of the contents of the Proposal to its competitors or any other person or entity engaged in such line of business;
- E. The Proposer did not participate in or receive compensation for preparation of the RFP;
- F. As required by section 231.006 of the Texas Family Code (relating to payment of child support), the Proposer certifies that the individual or business entity named in this Proposal is not ineligible to receive payments from the ensuing contract, if any, and acknowledges that the ensuing contract can be terminated and/or payment can be withheld if this Child Support certification is inaccurate;
- G. The Proposal must include the name and Social Security Number of each person maintaining an ownership interest of 25 percent or more of the business entity submitting the Proposal. Proposers that have pre-registered this information on the Texas General Services Commission Centralized Master Bidders' List will be deemed to have satisfied this requirement; Name SSN
- H. Pursuant to section 2155.004 of the Texas Government Code (relating to the collection of state and local sales and use taxes), the Proposer certifies that the individual or business entity named in the Proposal is not ineligible to enter into a resulting contract, if any. If this certification is inaccurate, then the resulting contract can be terminated and/or payment can be withheld;
- I. Proposer understands that acceptance of funds under this contract acts as acceptance of the authority of the State Auditor's Office, or any successor agency, to conduct an audit or investigation in connection with those funds. Proposer further agrees to cooperate fully with the State Auditor's Office or its successor in the conduct of the audit or investigation, including providing all records requested. Bidder/Proposer will ensure that this clause concerning the authority to audit funds received indirectly by subcontractors through Bidder/Proposer and the requirement to cooperate is included in any subcontract awards;
- J. The Proposer shall defend, indemnify, and hold harmless the State of Texas, all of its officers, agents and employees from and against all claims, actions, suits, demands, proceedings costs, damages, and liabilities, arising out of, connected with, or resulting from any acts or omissions of the Proposer or any agent, employee, subcontractor, or supplier of contractor in the execution or performance of the resulting contract;
- K. By signing the Proposal, the Proposer certifies that if a Texas address is shown as the address of the proposer, the proposer qualifies as a Texas Resident Bidder, as defined in TBPC Rule 1 Texas Administrative Code, section 111.2.