

PEA Committee

From: Tiffany lida <Tiffany.lida@co.maui.hi.us>
Sent: Friday, November 09, 2018 11:35 AM
To: PEA Committee
Subject: Public Wifi
Attachments: Public wifi RFP Addendum 1.pdf; RFP 18-19 P-28 COM WIFI Add 2.pdf; RFP 18-19 P-28 COM WiFi.pdf

Please see attached from Managing Director Keith Regan.

Thank You,

Tiffany

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REQUEST FOR PROPOSALS

TO PROVIDE AND/OR INSTALL PUBLICLY ACCESSIBLE INTERNET

ACCESS AT VARIOUS COUNTY FACILITIES

COUNTY OF MAUI

RFP 18-19/P-28

**REQUEST FOR PROPOSALS
TO PROVIDE AND/OR INSTALL PUBLICLY ACCESSIBLE INTERNET
ACCESS AT VARIOUS COUNTY FACILITIES
RFP 18-19/P-28**

The County of Maui is seeking detailed proposals from interested and qualified respondents to provide and/or install publicly accessible internet access at various County facilities located throughout the County.

Registration, specifications, and an offer form may be obtained from the above named office via Public Purchase (<http://publicpurchase.com/gems/mauico.hi/buyer/public/publicInfo>), an e-procurement system.

Any inquiries may be directed to Keith Regan, Managing Director, at keith.regan@mauicounty.gov.

Detailed proposals for this project are to be submitted to the Department of Finance, Purchasing Division, 2145 Wells Street, Suite 104, Wailuku, HI 96793, Attention: Bid Receiver, no later than 4:00 p.m. HST, on **August 31, 2018**.



Mark R. Walker
Director of Finance
County of Maui

COUNTY OF MAUI OVERVIEW

The County of Maui (“County”) invites responsible parties (“Respondents”) to submit a quote to provide and/or install publicly accessible internet access at various County facilities located throughout the County.

2.0 OBJECTIVE

The County of Maui would like to offer access to the internet at its various facilities located throughout the jurisdiction. This proposed network shall provide:

- Free basic public Internet access from personal devices
- Option to purchase faster speed access
- A system that is installed, operated, and maintained at no cost to the County of Maui

This request for proposal is for the installation, management and maintenance of equipment and internet services.

3.0 SCOPE OF WORK – EQUIPMENT PROVISIONING

The selected respondent(s) will provide sufficient Wi-Fi access points at identified facilities throughout the County of Maui. The new Wi-Fi access points will have the ability to utilize the 3.5 GHz band, or equivalent.

4.0 SCOPE OF WORK – EQUIPMENT INSTALLATION

Under the general supervision of the County of Maui, Department of Management staff, the selected respondent, for equipment installation, will install sufficient Wi-Fi access points at the identified County facilities. The respondent may expand the installation to other County facilities with the approval of the County. The selected respondent will also perform a post-installation Wi-Fi site survey, with the deliverable being to sample Wi-Fi signal strength throughout each facility, and deliver to the County a report showing a “heat map” (visual depiction of the signal strength) overlaid on a floor plan or facility plan.

The County will provide the selected vendor with the following:

- Access to identified facilities in order to assess and install the appropriate equipment needed to properly deliver Wi-Fi services.
- If available, access to floor plans and/or facility site plans in jpg or pdf format.
- County staff will be present at each location during installation to provide access to the building, and provide general oversight, but will not supervise contractor’s staff. Contractor is responsible for directing and monitoring the activities of their staff.

To minimize impact on our public service, the installation of equipment in public use spaces will be performed during normal business hours with minimal interruption to normal business operations.

Installation diagrams where a WAP would be installed in or on a County facility must be reviewed and approved by the County prior to installation.

Access to power may be provided to the selected vendor at an agreed upon monthly fee that will be sufficient to cover the additional electricity costs associated with the installed equipment.

The selected installation vendor must also perform the following **Site Survey Tasks** using site survey program (may be performed during the first hour that the branch is open to the public):

- Using vendor supplied laptop, verify access to the public wifi system via each newly installed AP. This includes opening a browser, verifying that an approved splash page is presented, and free internet navigation is possible.
- Load the county facility floor plan into the vendor's copy of its site survey tool. With site survey function activated, walk the perimeter of each facility, and also the perimeter of each major room and record the signal strengths of the associated APs.
- Transmit a pdf file containing the site survey report to the County via email.
- The site surveys will be performed after the new system is installed and prior to system acceptance.

Installation Schedule

The selected vendor is expected to complete Phase I physical installation of equipment and go live with internet access at all Phase I facilities within 3 months of issuing the Notice to Proceed. The selected vendor is expected to complete Phase II physical installation of equipment and go live with internet access at all Phase II facilities within 6 months of issuing the Notice to Proceed.

Locations

The following locations have been identified as Phase I candidates for this project:

1. Lahaina Civic Center
2. War Memorial Gymnasium
3. Mitchell Pauole Community Center (Molokai)
4. Lanai Community Center
5. Mayor Hannibal Tavares Community Center (Pukalani)
6. Kihei Community Center

The following locations have been identified as Phase II candidates for this project:

1. Iron Maehara Stadium
2. South Maui Gymnasium (under construction)
3. War Memorial Stadium
4. Velma McWayne Santos (Wailuku) Community Center

Future expansion to other public facilities may be considered depending upon the success of the Phase I and II projects. Nothing shall prohibit the vendor from moving forward with a Phase II project prior to Phase I being completed except that vendor is obligated to complete all listed Phase I projects within the Phase I schedule.

5.0 RFP TIMELINE

This section provides a schedule of the critical RFP events and dates.

Vendors should carefully examine and make certain they have a clear understanding of the requirements of the specified project milestones and the associated dates. Note that the County of Maui reserves the rights, at its sole discretion, to adjust this schedule as it deems necessary.

Event	Date
RFP Issued	August 1, 2018
Proposals Due	August 31, 2018

6.0 RFP PROCESS CONDITIONS

The vendor agrees to adhere and accept the following conditions:

- a) The County reserves the right to accept or reject any exception taken by the vendor to the terms and conditions of this RFP
- b) The County reserves the right to seek clarification, in writing, from vendors about areas of their RFP response during the evaluation process
- c) The County will not pay for any information requested herein, nor will it be liable for any costs incurred by the vendor in preparing a proposal
- d) The County requires that insurance be provided by vendor that sufficiently covers and indemnifies the County against any and all claims that may arise from the installation, maintenance, and usage of the service.
- e) All proposals become the property of the County and will not be returned to the vendor.

7.0 PROPOSAL REQUIREMENTS

Each vendor responding to this request shall submit a cover letter signed by a person with authority to bind your vendor along with a copy of this RFP document with detailed answers to all questions listed in section 7.0 – 8.0 below.

- A cover letter signed by an official authorized to commit your organization.
- Quote
- Provide any other information that might be beneficial for the County of Maui to know regarding your ability to complete the requested engagement

8.0 PROPOSAL SUBMISSION

One (1) original of the proposal along with three (3) print copies shall be enclosed in a sealed envelope that is clearly marked: “PUBLICLY ACCESSIBLE INTERNET AT VARIOUS COUNTY FACILITIES”. The proposal and copies, accompanied by your cover and transmittal letter, are due at the address specified below not later than 4:00 P.M., on August 31, 2018. No individual extension of this deadline will be granted for any reason.

The proposal and letter shall be addressed and shall be delivered or mailed to:

**County of Maui
Purchasing Division
2145 Wells Street, Suite 104
Wailuku, HI 96793**

While it is not required that you respond using a special mailing service, we recommend that you do so for your records.

Please do not send a copy of your response to any other County of Maui employee. Likewise, the information in this RFP should not be discussed or shared with any other business, firm, professional or personal contacts. Failure to comply with this request can result in the automatic termination of your invitation to submit your RFP response.

9.0 RFP SUPPLIER QUESTIONS AND ANSWERS

Please e-mail any questions pertaining to this RFP to keith.regan@mauicounty.gov

10.0 VENDOR QUESTIONS

- a) What is the legal name of your business?
- b) How is your business organized (corporation, LLC, etc.)?
- c) Which Ruckus or other Wi-Fi related certifications do your business or employees hold?
- d) Will you be subcontracting any of the proposed scope of work?
If yes, which items, and to whom?
- e) Provide three customer references for projects similar to the proposed scope of work.
Include name of customer, name/phone/email of contact at customer, brief description of the project.

11.0 SELECTION PROCESS

All proposals will be reviewed, evaluated and ranked by a duly authorized committee of qualified personnel from the County of Maui. After an initial review of all submitted proposals, the selection committee may then conduct interviews with only the top ranked offerors, usually the top two (2) or three (3) depending upon the number of proposals received, for the purpose of clarifying their proposals. The County of Maui will use a combination of factors as listed below to determine which proposal provides the services that most closely meet the County's needs.

The scope of work included in this RFP is conditioned upon receipt of approval from the County of Maui's Maui County Council. The selected respondent must comply with all applicable procurement requirements.

12.0 PROPOSAL EVALUATION CRITERIA:

RFP Evaluation

In evaluating qualified bids, the following considerations will be taken into account:

- **Cost – (Additional consideration shall be given to respondents that include a revenue sharing component to their proposal.) – 30%**

- **Experience working on similar projects, service and delivery capabilities and history - 50%**
- **Compliance with critical requirements and accuracy and quality of deliverables, adherence to schedules and relative success of program – 20%**

13.0 OTHER REQUIREMENTS

Hawaii Compliance Express (HCE)

In accordance with Section 3-122-112, as amended, of the Hawaii Administrative Rules, the successful bidder must produce the following documents:

- Tax Clearance Certificate
- DLIR Certificate of Compliance
- Certificate of Good Standing from the DCCA

The awarded vendor is encouraged to use the HCE website to assist with obtaining the above certificates. The state website is <http://vendors.ehawaii.gov>.

ADDENDUM #1
TO PROVIDE AND/OR INSTALL PUBLICLY ACCESSIBLE INTERNET ACCESS AT
VARIOUS COUNTY FACILITIES
RFP NO. 18-19/P-28

NOTICE TO ALL PROSPECTIVE BIDDERS

This addendum is hereby made a part of the Contract Documents for RFP 18-19/P-28, To Provide and/or Install Publicly Accessible Internet Access at Various County Facilities:

Responses to Vendor Questions:

1. Is there a contact name and number for each of the locations to gain access?

Yes, the contact is Mr. Baron Sumida. His contact telephone number is 808-270-7855. Please coordinate all requested site/facility visits through him.

2. Does the bid encompass both Phase 1 and Phase 2? Or are they 2 different bids?

Yes, the bid includes both Phase 1 and Phase 2.

3. What are your bandwidth expectations/requirements: broken down in Down speeds and Up speeds. Are they the same for all locations?

The minimum bandwidth expectations for the free public access are as follows:

Download: 4 to 6 Mbps

Upload: 3 Mbps

4. Are there heat maps available for each of the facilities listed in the RFP?

The County of Maui does not have heat maps available for each of the facilities.

Approval: *for* 

Issued: August 15, 2018

Mark R. Walker
Director of Finance
County of Maui

RECEIPT

Receipt is acknowledged for Addendum No. 1 of the solicitation entitled "IFB 18-19/P-28, To Provide and/or Install Publicly Accessible Internet Access at Various County Facilities."

Please acknowledge receipt of this addendum by either mailing this receipt page to the Department of Finance, Purchasing Division, 2145 Wells St. Suite 104, Wailuku, Hawaii 96793 or by emailing to jared.masuda@co.maui.hi.us.

Received by:

SIGNATURE

NAME OF FIRM

ADDRESS OF FIRM

DATE RECEIVED

ADDENDUM #2


TO PROVIDE AND/OR INSTALL PUBLICLY ACCESSIBLE INTERNET ACCESS AT
VARIOUS COUNTY FACILITIES

RFP 18-19/P-28

This addendum is hereby made a part of the Contract Documents for RFP 18-19/P-28 and amends the document as follows:

BID CLOSING DATE:

The bid closing date has been revised to September 7, 2018 at 4PM.

Approval: ^{for} 
Mark R. Walker
Director of Finance
County of Maui

Receipt is acknowledged for Addendum No. 2 of the solicitation entitled "To Provide and/or Install Publicly Accessible Internet Access at Various County Facilities", RFP 18-19/P-28.

Please acknowledge receipt of this addendum by either mailing this receipt page to the Department of Finance, Purchasing Division, 2145 Wells St. Suite 104, Wailuku, Hawaii 96793 or by emailing to jared.masuda@co.maui.hi.us.

Received by:

SIGNATURE

NAME OF FIRM

ADDRESS OF FIRM

DATE RECEIVED