



# PATRICK COUNTY VIRGINIA

## Patrick County, Virginia

### Request for Proposal

For:

### Expansion of Patrick County Broadband Services

Issue Date: June 17, 2019

#### **NAME OF SOLICITING BODY:**

Patrick County Economic Development Authority  
106 Rucker Street; PO Box 466; Stuart, VA 24171

**Conceptual proposals** - one (1) original and one (1) copy, in addition to one (1) electronic copy on a flash drive or compact disc - shall be clearly identified as a response to this Request for Proposal, provided in a SEALED container (Electronic submissions of supporting technical data can be accepted through pre-approved methods) and will be received until 4:00 PM local time, July 16, 2019, only at the underlined address noted, for furnishing the services described herein.

#### **ALL INQUIRIES, OR REQUESTS TO PARTICIPATE IN THIS SOLICITATION, SHOULD BE DIRECTED TO:**

Mr. Bryce M. Simmons, P.E., Economic Development Director  
Office: (276) 694-8367 Email: [bsimmons@co.patrick.va.us](mailto:bsimmons@co.patrick.va.us)

#### **SEALED, HARD-COPY PROPOSALS SHALL BE DELIVERED OR MAILED TO:**

Patrick County Economic Development Office  
Attn: Bryce Simmons, Economic Development Director  
**106 Rucker Street, 2<sup>nd</sup> Floor; Stuart, VA 24171**

Patrick County is an Equal Opportunity Employer and will not discriminate on the basis of race, creed, color, sex, national origin, age, handicap or familiar status. Local, minority and female owned firms are encouraged to participate. Patrick County is a drug-free workplace pursuant to the requirements of the Code of Virginia.

## **Request Summary**

Patrick County, Virginia (“County”) seeks a qualified private partner (“Vendor”) to construct, deploy, maintain, own and operate a “fee-for-service” broadband network to provide Internet Service to underserved areas throughout the County with the goal to serve as many as possible of the more than 5,427 unserved/underserved homes and businesses. Patrick County Board of Supervisors and the Economic Development Authority (“Authority”) seek to expand Internet access on behalf of residents who lack access to broadband at the FCC’s current definition (25 Mbps / 3Mbps), which is the majority of the County’s citizens. The County recognizes the challenges of deploying broadband in rural areas and is prepared to financially and politically support a private partner’s deployment of Internet service. The Patrick County Board of Supervisors wants to ensure internet connectivity is available for their citizens and visitors to facilitate economic growth, education, healthcare and public safety while acknowledging their leadership role in expanding access and improving utilization. This Request for Proposals (RFP) describes the requirements for services related to the desired Broadband Public/Private Partnership.

Patrick County is publishing this Request for Proposal in coordination with the Economic Development Authority and a partnership with the Town of Stuart. The County retains decision authority over the selection of a private internet service provider partner and the location of any new infrastructure to support the deployment of a broadband network in Patrick County. Patrick County also seeks to partner with the Town of Stuart to share assets for the deployment of broadband. If the proposed network has components that are a wireless based technology, any new vertical assets deployed in support of this initiative will be constructed and owned by the Economic Development Authority and the Authority will grant the County’s chosen partner exclusive access to deliver wireless Internet service to Patrick County for 5 years from those assets. There will be a renewable option to extend the agreement in 5-year increments.

Patrick County currently has very limited ‘true broadband’ (based on the FCC’s current definition of 25 Mbps download and 3 Mbps upload speeds). There is very limited last mile fiber service available to businesses and public safety throughout the County and in the Town of Stuart. Charter Communications reports cable service in a small area on the western border with Carroll County. FCC 477 data indicates Comcast service areas in the eastern portion of the County but communications with Comcast (Terry Ellis) confirmed there are no Comcast cable services available in Patrick County. Fastlink Communications (fixed wireless) provides about 40 households in Patrick County with fixed wireless services. The majority of Patrick County citizens are limited to CenturyLink DSL and phone services.

CenturyLink has reported over 2500 upgrades in Patrick County, according to the Connect America Broadband map (<https://data.usac.org/publicreports/caf-map/>); the only upgrade speeds reported are 10/1. Many of CenturyLink’s residential customers have expressed a desire for better service, with no other option for a provider. For the majority of DSL subscribers, the

service does not meet the FCC definition of broadband. Furthermore, DSL service has significant limitations due to the age, lack of maintenance and distance constraints of the copper infrastructure. Lack of maintenance to the copper infrastructure has seriously impacted landline phone service of which, according to survey results, 51% of residents depend upon. CenturyLink has stated numerous times they have completed all intended upgrades for Patrick County. CenturyLink has also made statements that after CAF upgrades, there will be no further expansion or maintenance to copper infrastructure. Patrick County understands that growth is not achievable, while depending on a limited technology that is past its service life.

This request for proposals is based on a two-phase procurement process. The first phase will assess the Vendor's abilities, current service offerings and pricing plans, financials, and buildout capacity of the overall broadband network. The chosen Vendor(s) will be asked to move to the Detailed Design Phase where the County will fund a portion of the detailed design. Patrick County has the option to not move to the Deployment Phase if they believe the delivered Detailed Design is not going to accomplish their broadband goals. If the County decides to move forward with the design, the County and Vendor will negotiate and collaborate to refine the detailed deployment plan based on available funding (private and public) and funding opportunities before moving to the Deployment Phase.

## **1. Project Overview**

### **1.1 Overview of Scope of Service provided by Vendor**

The County desires a broadband Public/Private Partnership to provide quality internet service to its citizens at the FCC's current definition of broadband (25 Mbps / 3 Mbps) and above. The Vendor is to provide, but not limited, to the following services:

- Provide seamless and reliable broadband access that does not impose caps on a user's total upload and download data capacity and is neutral in respect to applications, websites, type of use and type of end user device
- Research and prepare all necessary FCC related forms and submittals required to provide services
- Procurement of any permits required for the distribution of Internet content or FCC licensing
- Design, implement, operate and maintain the broadband network
- Provide a coverage map showing predicted coverage and number of households estimated to be served
- Provide marketing, sales, customer billing and account billing and collections
- Perform a post-construction verification for coverage, speeds, and quality

## **1.2 Overview of Scope of Services/Assets provided by County**

The County plans the following actions to facilitate the deployment of a solution:

1. A portion of funding for procurement and construction of infrastructure (The County/Authority) has currently set aside a \$100,000 budget to be used as a match for grant funding)
2. An exclusive five-year lease for the Vendor to use in the event of a County/Authority-funded portion of the infrastructure
3. Support and assistance in permitting and navigation of other County processes
4. Support in negotiating access to bandwidth and/or vertical assets of existing infrastructure.
5. Where possible, access to County facilities for mounting wireless infrastructure and hosting equipment
6. Promotion of County library digital literacy training to increase adoption rates
7. Identifying a partner to establish a community computer refurbish program to provide devices to lower-income families.
8. Public meetings within each district to solicit committed demand, awareness and education of the broadband expansion initiative and offered services.

## **1.3 Intent of the RFP**

The intent of this RFP is to set forth the requirements, and general terms and conditions for all services for which the County is requesting bids and to solicit detailed proposals from Vendors that include pricing and service descriptions in the format specified herein. It is the County's expressed intent to include all representations provided in the Vendor's RFP response in the contract for services.

The County intends to fully participate in this project as a partner. The divisions of responsibilities in the partnership, while suggested in this document, are negotiable. Proposals shall completely describe the equipment and methods the Vendor will use to implement the system. The intent of this document is to allow Vendors to use the best equipment, technology, and methods available to provide a state-of-the-art broadband system of highest quality and performance.

The County's 2-phase procurement process will consist of a Design Phase followed by a Deployment Phase. The Design Phase would allow the vendor to gather information and design a network that the Vendor would be willing to build, subject to any conditions or requirements identified in the network design. If the County accepts the detailed network design, the Vendor would move to the Deployment Phase to build and operate the network as designed. This 2-phase process would provide the Vendor an agreed upon "design fee" from the County to offset a portion of the costs associated with designing a rural broadband network that will work effectively and be self-sustaining which the County understands requires substantial time from highly qualified and experienced individuals. The County will have the opportunity to consider the design the Vendor is committing to build and the resource implications of that design against

the County's goals, assets, budget and community demand. The County may then determine whether or not to proceed to the Deployment Phase. If the County elects not to proceed to the Deployment Phase the Vendor shall refund any portion of the Design Fee that it has not expended during the Design Phase. Such refund will be based on the Vendor's actual time and expenses allocated to development of the design.

The County reserves the right to include additional legal terms and conditions upon selection of the final Vendor. The issuance of this RFP and the acceptance of proposals (or designs) do not bind or impose legal obligation upon the County or the Vendor in any way, nor does it limit the County's right to negotiate in its best interest with any Vendor.

## **2. Patrick County Broadband**

Patrick County is economically and technologically distressed, and is technology neutral. Patrick County understands the challenge of deploying broadband networks in rural areas that are sparsely populated with mountainous terrain and is prepared to assist financially as budgeting allows. Should the chosen partner choose to deploy a fixed wireless solution or a system with wireless components, the County seeks guidance from the partner to identify the ideal locations and specifications for new vertical assets to facilitate the network. As such, the new vertical assets will be owned by the Economic Development Authority and the chosen partner will have exclusive access to deliver broadband services for five-years with up to three auto-renewals. The County desires a partner committed to providing service that meets future demand, leveraging whatever technology is economical feasible. Patrick County anticipates growth in demand as applications advance and adoption increases. The County will consider all reasonable responses to this RFP regardless of the suggested terrestrial technology.

### **Current Broadband Strategies**

Patrick County has received a Community Broadband Survey from The Center for Innovative Technology (CIT) dated May 2019. The findings of the survey have identified areas within Patrick County where services are reported as less than or equal to 10 Mbps download, 1 Mbps upload. These areas are considered unserved, and likely eligible for funding opportunities. The findings of the study and recommendations from the County are identified as:

- Improve residential and public safety (fire/rescue) broadband access in unserved areas that are eligible for grant funding. The County and Authority, with CIT recommendations, has identified the Patrick Springs, Meadows of Dan, and Woolwine Communities as having the largest population densities in currently funding eligible areas.

Unserved areas of Patrick County

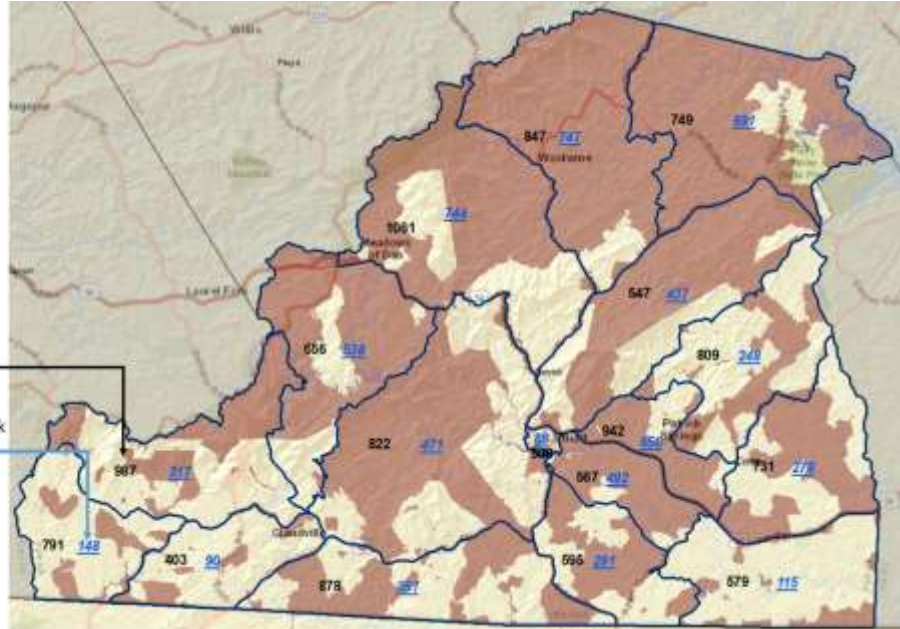
**Unserved** is defined as blocks that report coverage with **speeds less than 25 Mbps download by 3 Mbps upload**. Source FCC 477 (6/2017)

■ Unserved

Number of address points in census block group.

Number of address points in unserved area of census block groups.

6696 address points in unserved areas.

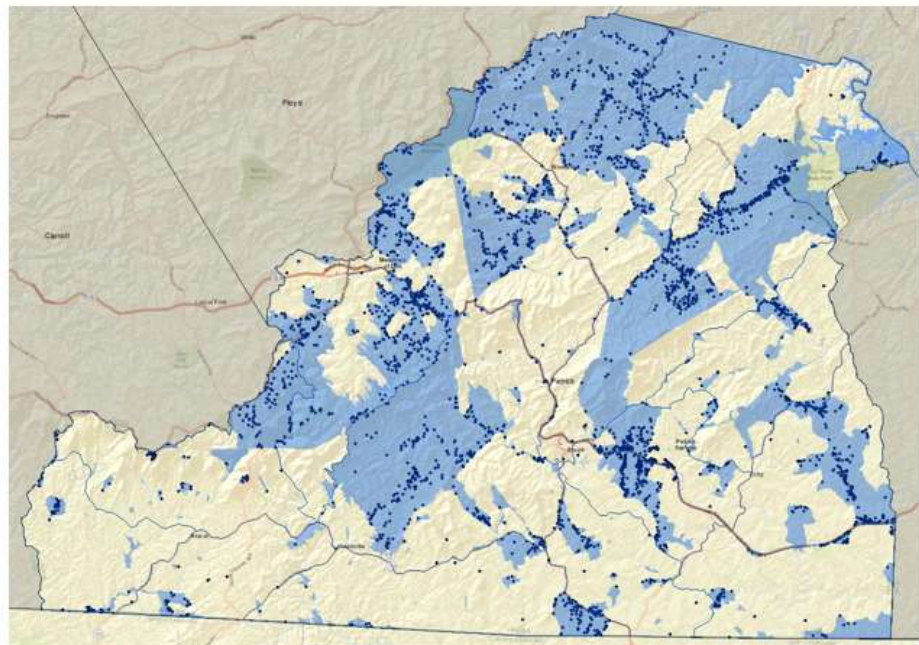


- Over 54% (> 5,427) of Patrick households do not have access to fixed broadband. This statistic is likely growing as it is understood that existing service providers are offering fewer options to residential customers.
- 27% of Patrick County address points fall in areas that may be eligible for Virginia broadband funding:

■ Patrick County areas with **speeds of 10 Mbps download by 1Mbps upload or less**. Source FCC 477

- Address points

27% of Patrick County address points are potentially eligible for Virginia funding opportunities.



- Seven (7) of Patrick fire/rescue stations are in unserved areas:
  - Woolwine, Smith River Rescue, Fairystone Vol Fire, Meadows of Dan Fire, Vesta Rescue, Patrick Springs Fire, Jeb Stuart Rescue



- Improve capacity at the library and provide additional community-based connectivity locations.
- The Patrick County School District has been served by CenturyLink for multiple years through the E-Rate program. While schools are currently understood to have adequate service, the surrounding residential areas likely do not. Multiple schools are in unserved areas:
  - Woolwine Elementary, Patrick Springs Primary, Hardin Reynolds Memorial School, Meadows of Dan Elementary
- Patrick County government facilities are central to the areas of proposed broadband expansion and may be considered as potential anchors, if economically feasible.
- Patrick County is budgeting for broadband expansion and fully understands the need for public funding to offset the capital costs of deploying a network, matching funds for grant applications etc. Patrick County in partnership with the Economic Development Authority has currently budgeted \$100,000 to be used as a match for grant funding.
- Patrick County is aware of the Commonwealth's Virginia Telecommunication Initiative (VATI), and the Tobacco Region Revitalization Commissions (TRRC) loan and grant program as well as potential federal broadband grants such as USDA's Community Connect grant and is prepared to work with the Partner on all available funding opportunities.
- Adjust local policies and identify beneficial partnerships to lower costs of deployment

### **3. Proposal Instructions**

#### **3.1 Proposal Format**

The Vendor's proposal shall be submitted in its entirety under a single cover letter and one (1) original and one (1) copy, in addition to one (1) electronic copy on a flash drive or compact disc. The proposal document shall be divided into the following two parts for organizational purposes:

Part I - Provides introductory information and should include the following:

- Transmittal Letter: Identifies the prime Vendor and any subcontractor or partnership arrangements involved in the proposal.
- Table of Contents: Reflects the three-section format described here.
- Vendor Contacts: The Vendor should provide names, addresses, telephone, mobile, and fax numbers for all key Vendor, subcontractor and partner contacts.
- References - provide a list of references of other governmental organizations who have successfully utilized the Vendor's services in designing and deploying a similar project. The references must include telephone numbers and names of contact persons. The County also reserves the right to contact undisclosed references in the course of this evaluation.
- Financials: Please provide an explanation and data to demonstrate to the County/Authority your financial capacity and capability to undertake this project. Among other documents, you may provide audited financial statements, bank statements, or

SEC filings. In addition, should you commit to obtaining a Commercial Contract Surety Bond, you will receive the maximum credit under the Financial Viability criterion for scoring of the proposals to this RFP.

- Attach a copy of your State Corporation Commission Certificate and a list of officers.
- Complete the Trade Secrets/Proprietary Information Form in Exhibit 1D.
- Copy of insurance coverage
- Copy of IRS W-9 Form

Part II - Should consist entirely and solely of the Vendor's responses to the requirements listed in Exhibit 1C. Information should be provided in exactly the same order as listed in Exhibit 1C.

### **3.2 Cost of Proposals**

Each Vendor, by submitting a proposal, agrees that any costs incurred by the Vendor in responding to this RFP, or in support of activities associated with this RFP, are to be borne solely by the Vendor. The County shall incur no obligation or liability whatsoever to anyone, by reason of the issuance of this RFP, or by action of anyone thereto.

The only exception to the cost may be an agreed upon design fee associated with a 2-phase procurement process as explained in Section 1.3 above.

### **3.3 Quality Assurance**

The County/Authority shall examine the ability of the Vendor to furnish the required equipment and services. All Vendors shall provide information describing experience and qualifications with similar projects in the proposal.

The Vendor, with the assistance of the County/Authority, shall be responsible for procurement of all permit or license applications, including any permits required for the distribution of Internet content or FCC licensing.

If there is potential for the partner to provide services to schools, libraries or other institutions eligible for e-Rate funding: The Vendor must be registered with the Universal Service Administrative Company ("USAC") and have a Service Provider Identification Number ("SPIN"). This requirement is necessary to support schools, libraries and certain other institutions that are eligible to receive financial support for Internet connectivity and other services through the federal "e-Rate" program. In order to receive this federal funding support, eligible institution must purchase services from a provider who has registered with the USAC and obtained a SPIN.



### **3.4 Proposal Process**

#### **3.4.1 Issuing Office**

The issuing office for this RFP is:

Patrick County Economic Development Authority

106 Rucker Street; Stuart, VA 24171

— email Bryce Simmons at: [bsimmons@co.patrick.va.us](mailto:bsimmons@co.patrick.va.us)

CC: [ghazelwood@co.patrick.va.us](mailto:ghazelwood@co.patrick.va.us)

#### **3.4.2 Questions and Comments**

It is the Vendor's responsibility to inquire about and request clarification of any aspect of this RFP that is not understood. Should the Vendor discover any material ambiguity, conflict, discrepancy, omission, or other error in this RFP, the Vendor should immediately notify the County by e-mail of such discovery, with a request for modification or clarification. All questions related to this RFP should be directed to the point of contact e-mail address provided above in Section 3.4.1. All inquiries should be submitted via e-mail using the form provided in Exhibit 1B.

The County will accept questions via writing up until 5:00 pm EST, Tuesday, July 10, 2019. Vendor should use a completed Exhibit 1B as a cover letter for all questions, which should then be submitted via e-mail. At the sole discretion of the County, responses to inquiries will be provided to all Vendors without attribution to the originating Vendor. Every effort will be made to ensure that answers to clarification questions are returned promptly.

#### **3.4.3 Submitting Proposals**

Vendors must submit a total of two (2) hard copies of their proposal. The hard copies should be sent to the issuing office. All proposal copies must be received by 4:00 pm EST on July 16, 2018.

#### **3.4.4 Rules Regarding Late Proposals and Modifications**

Extension to the response date will not be granted, except at the County's sole discretion. Vendors may use any means of delivery, but it is the responsibility of the Vendor to ensure timeliness. It is the Vendor's responsibility to ensure that the package is delivered to the County by the due date and time.

#### **3.4.5 Rejection of Proposals**

The County reserves the right to reject any and all proposals, in whole or in part, to waive formalities, and to delete items prior to making the award whenever it is deemed to be in the County's best interest. The County, at its discretion may reject any proposal that is conditional or incomplete, or contains irregularities of any kind.

### **3.4.6 Evaluation of Proposals**

The County shall evaluate proposals on a number of criteria including but not limited to the following:

Criteria Evaluation Weight

RFP Compliance 15%

Estimated Coverage 15%

Financial Capability 15%

Vendor Experience 15%

Customer Plans and pricing 20%

Cost of Detailed Design 20%

Proposals will be evaluated by the following five step process.

1. The evaluation step will consist of submission of a proposal or proposals for evaluation.
2. Evaluation of the proposals will be conducted by Patrick County, with recommendations provided by the Economic Development Authority and the Broadband Committee.
3. The Vendor(s) whose proposal is/are selected for further consideration will be notified to schedule an in-person presentation and discussion.
4. The Patrick County Economic Development Authority will request the Patrick County Board of Supervisors to approve moving forward with a detailed design phase with the selected Vendor(s).
5. If approved by the Patrick Board of Supervisors and the resulting agreement is complete, we will move into the Detailed Design.

### **3.4.7 Term and Conditions**

Any proposal submitted shall be considered a binding bid for a period of no less than six (6) months from the date of receipt.

#### **3.4.7.1 Acceptance, Invoicing and Payment**

Patrick County will make payment to the Vendor, net 30 days or in accordance with discount terms, if offered, after receipt of an acceptable invoice for design work under an agreement resulting from this RFP.

Nothing herein, or in the process, shall be construed as having obligated the County to pay for any expenses incurred by respondents to this RFP, or to the selected firm prior to the Board of Supervisors' approval of a contract.

#### **3.4.7.2 Attorney's Fees**

In the event of any action brought by either party against the other to enforce any of the obligations hereunder or arising out of any dispute concerning the terms and conditions hereby created, each party shall pay their own attorney's fees, costs and expenses, except in a case of default by the Vendor, the Vendor shall be responsible for any resulting additional purchase and

administrative costs including, but not limited to fees and charges of engineers, architects, attorneys, and other professionals and all court or other dispute resolution costs.

### **3.4.7.3 Availability of Funds**

It is understood and agreed between the parties herein that the County shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this initiative.

### **3.4.7.4 Contract Award**

Patrick County has the right to award a contract to more than one Vendor, if it is in the County's best interest to provide broadband services in accordance with the criteria found in the Proposal Requirements. Should Patrick County determine in writing and in its sole discretion that only one Vendor is fully qualified, or that one Vendor is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that firm. Patrick County reserves the right to award the contract to the most qualified, responsible, and responsive Vendor, resulting in a negotiated agreement, which is most advantageous to and in the best interest of Patrick County citizens. Patrick County shall be the sole judge of the Proposal and the resulting negotiated agreement that is in the public interest, and Patrick County's decision shall be final.

### **3.4.7.5 Contract Performance Terms**

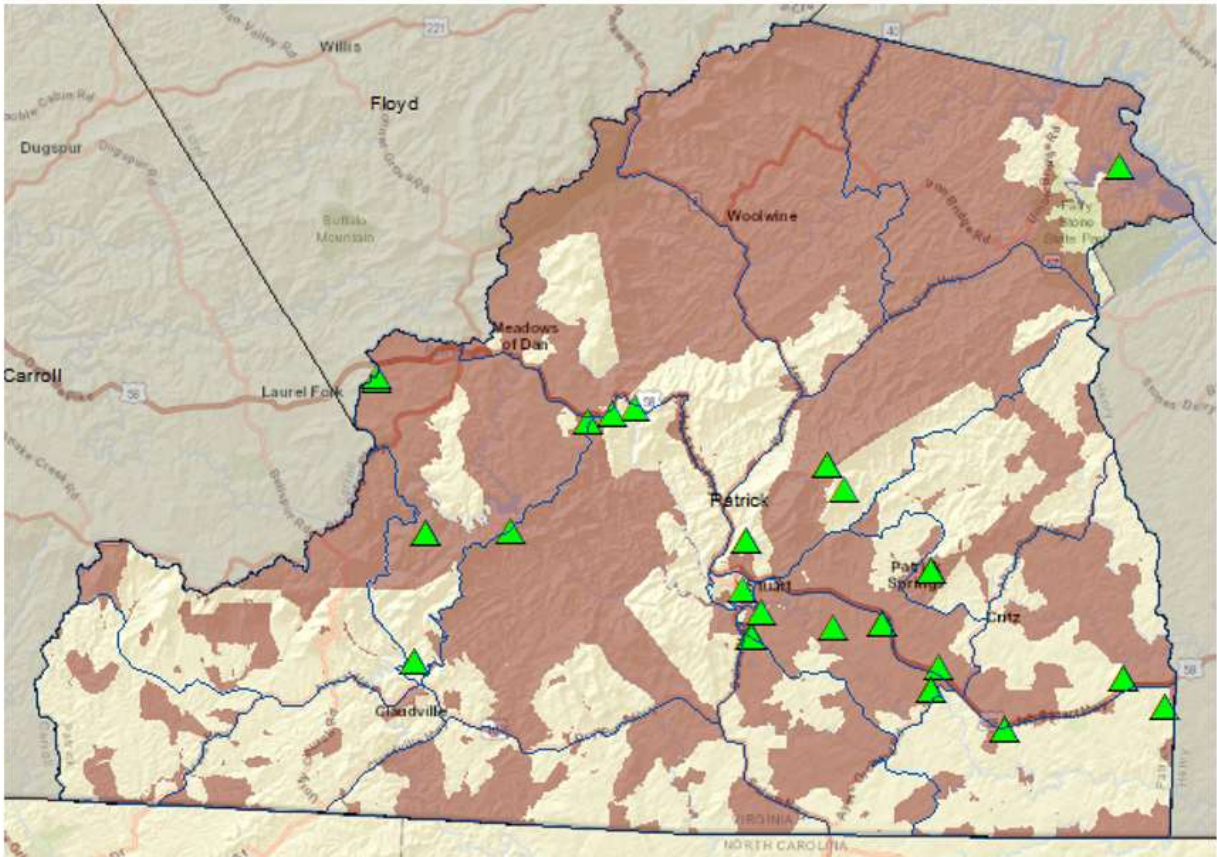
Any contract resulting from this RFP shall have a term limit of five (5) years and may be automatically renewed for one five (5) year term at the option of Patrick County. This contract may be extended during the term of the existing contract for services allowed to complete any work undertaken but not completed during the original term of the contract.

### **3.4.7.6 Definitions**

- COUNTY: Wherever the word "County" appears, it shall be understood to mean Patrick County, Virginia as represented by the Patrick County Board of Supervisors.
- AUTHORITY: Wherever the "Authority" appears, it shall be understood to mean Patrick County Economic Development Authority as represented by the Economic Development Authority Board
- VENDOR: A person or firm who makes an offer in response to this RFP.
- CONTRACTOR: A person or firm who enters into a contract with Patrick County to provide the services described herein.

# Appendix I – Patrick County Vertical Assets

Patrick County Vertical Asset Locations ▲



## Patrick Vertical Assets Information

Vertical asset data was obtained from Virginia’s Vertical Asset Tool hosted by Virginia Tech’s Geospatial Information Technology team in partnership with the Center for Innovative Technology (<https://broadband.cg.it.vt.edu/VerticalAssets/>) and combined with information from other sources.

The inclusion of any asset in the vertical asset table below is no indication that space is available on that asset or the asset is engineered to accept additional equipment. The chosen provider(s) will be responsible for determining space availability and engineering specifics during detailed design phase.

FCC_IDU	Structure_Type	Height	Elevation	Latitude	Longitude	Structure_City
1299731	Lattice Tower	59.4	596.2	36.64978	-80.1728	Patrick Springs
1280065	Lattice Tower	76.2	381.3	36.6285	-80.1978	Patrick Springs
1268852	Tower	54.8	978.9	36.69297	-80.2247	Martinsville
1280170	Monopole	58.2	322.8	36.60669	-80.0757	Spencer
1280064	Lattice Tower	76.2	338.9	36.602	-80.1731	Stuart
1279135	Tower	50.2	300.8	36.59486	-80.0545	Spencer
1272786	Unknown	83.8	337.7	36.58608	-80.1353	Stuart
1267184	Tower	82.3	964.4	36.72836	-80.4523	Meadows of Dan
1257913	Tower	85.3	493.8	36.61372	-80.4331	Claudeville
1017599	Guyed Tower	61.9	444.1	36.62381	-80.2635	STUART
13173	Pole	None	None	36.66242	-80.2658	
1303553	Monopole	45.7	868.1	36.66508	-80.4277	Meadows of Dan
	Unknown			36.6664	-80.385	
	Unknown			36.7107	-80.3462	
	Unknown			36.7137	-80.3339	Stuart
	Unknown			36.7159	-80.3223	
	Unknown			36.8131	-80.0781	Rocky Mount
	Unknown			36.6833	-80.2167	
	Unknown			36.6426	-80.2682	
	Unknown			36.6331	-80.2581	Stuart
	Unknown			36.6275	-80.2219	
	Unknown			36.6111	-80.1694	

# EXHIBIT 1A - PROPOSAL SUBMISSION FORM

**NAME OF SOLICITING BODY:**

Patrick County Economic Development Authority  
106 Rucker Street, 2<sup>nd</sup> Floor; Stuart, VA 24171

Patrick County ("County") will accept sealed proposals – one (1) original and one (1) copy, in addition to one (1) electronic copy on a flash drive or compact disc – shall be clearly identified as a response to this Request for Proposal and will be received until 4:00pm only at the underlined address noted above, for furnishing the service described herein.

All Inquiries for information should be directed to:  
Bryce Simmons, Economic Development Director

Email at: [bsimmons@co.patrick.va.us](mailto:bsimmons@co.patrick.va.us)  
CC: [ghazelwood@co.patrick.va.us](mailto:ghazelwood@co.patrick.va.us)

In Compliance with this Request for Proposals the named party hereby submits a proposal in response to the Patrick County's RFP to furnish services described in this RFP. The entire proposal, including proposal, Proposal Cover Sheet, and any supplemental materials required to be provided by the Vendor pursuant to the terms and conditions of the RFP, constitute the entire proposal. The party submitting the forgoing proposal acknowledges the provisions, terms and conditions of this RFP, including all attachments and addenda, and agrees to be bound by those provisions, terms and conditions. Further, the party certifies that all information submitted in response to this RFP is correct and true. The person signing this form shall be an authorized signatory officer of the corporation or an individual authorized by the By-Laws of the Corporation that has been given authoritative responsibility to bind the firm in a contract.

Name and Address of Offeror:

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**State of Incorporation:** \_\_\_\_\_

**State Corporation Commission #** \_\_\_\_\_

# EXHIBIT 1B Cover for Questions

## QUESTION FORM

### Expansion of Patrick County Broadband Service RFP

To: Bryce Simmons, Economic Development Director

Email: [bsimmons@co.patrick.va.us](mailto:bsimmons@co.patrick.va.us)  
CC: [ghazelwood@co.patrick.va.us](mailto:ghazelwood@co.patrick.va.us)

From \_\_\_\_\_

Contact Name \_\_\_\_\_

Vendor Name \_\_\_\_\_

E-Mail \_\_\_\_\_

Date \_\_\_\_\_

Reference to: Page \_\_\_\_\_ Section \_\_\_\_\_ Exhibit \_\_\_\_\_

**Question(s):**



# EXHIBIT 1C Statement of Work

## 1C-1: Proposal — System Deliverables and Submittals

### 1C-1.1 General

- A. The Vendor will be required to propose a partnering agreement.
- B. The Vendor will provide a detailed description of the proposed system and services to be provided.

**C, D, E & F are only required for the detailed design (Phase 2 of procurement) and not initial proposal:**

- C. Vendors are required to provide:
  - 1. Maps showing proposed locations for equipment – which vertical assets (existing and proposed) and any relevant engineering drawings.
  - 2. Predicted RF propagation maps showing coverage and anticipated signal strength (broadband speeds in coverage locations).
  - 3. Proposed methods to address limited coverage areas.
- D. Vendor shall submit an Acceptance Test Plan outlining test to be performed with demonstrated proof of performance and final system acceptance by the County including:
  - 1. Field test reports
  - 2. Coverage testing reports
- E. The Vendor will provide a phased project plan outlining the tasks performed by the Vendor to provide the services in this RFP. This plan should include, at a minimum:
  - 1. Physical site assessment for the site(s)
  - 2. Timeframe to perform installation and commission of equipment.
  - 3. Permitting activities.
  - 4. Antenna and line installation.
- F. During the Deployment Phase the selected Vendor will attend a monthly deployment meeting and provide monthly status reports of the progress of the deployment.
- G. The Vendor must describe the roles, responsibilities and resources required of the County including required public funding per phase.
  - Identify any local, state or federal resources that the Vendor contemplates requesting for the project. Describe the total commitment, if any, expected from governmental sources and the timing of any anticipated commitment

### 1C-1.2 Operational Deliverables and Submittals

- A. Provide Service Level Agreements for subscribers for the County's review.
- B. Vendor will be required to provide operations and maintenance of site equipment.

- C. Vendor will be required to provide tiered severity level response times for subscriber service and outages.
- D. Vendor will be required to provide billing and accounting systems for subscribers.
- E. Vendor will be required to provide all sales and marketing of proposed service. The County may assist in marketing by providing marketing information in direct mailings to citizens and/or provide minimal information with contacts on the County's website.

### **1C-2: General Vendor Information**

Please provide the following information:

1. Name of company
2. Length of time in business
3. Length of time in business providing proposed services
4. Gross revenue for the prior fiscal year (in US dollars)
5. Estimated percentage of gross revenue generated by proposed services
6. Total number of current customers
7. Number of public sector customers
8. Number of full-time personnel available to perform the work expeditiously
9. Proof of Vendor being registered and licensed in the Commonwealth of Virginia to design, provide and maintain a broadband network
10. Where is the Vendor's headquarters located?
11. Where does the Vendor have field offices located?
12. Which office would serve this County?
13. If the Vendor has had a contract terminated for default during the past 5 years, all such incidents must be described.

### **1C-3: Service Schedules and Cost of Services**

1. Do you offer month to month or minimum contract term for data service?
2. Cost to the customer for: Broadband access full time plan(s)
3. Cost to the customer for: Shipping, normal for placed orders
4. Cost to the customer for: Overnight or expedite shipping
5. Cost to the customer for: Broadband customer premise equipment /Modem device
6. Cost to the customer for: Installation at customer premise
7. Cost to the customer to cancel service: after one month, 1 year, 2 years
8. Cost to the customer for activation/implementation
9. Do you support direct customer service & vendor relations without 3rd party involvement?
10. What are your typical customer service response times?
11. Do you guarantee a particular response time to your customers?
12. Proposed monthly tower rent commencing after the **5th** year?
13. Proposed yearly tower rent escalator after **5th** year (in percentage)?

# EXHIBIT 1D

## Trade Secrets/Proprietary Information Form

IF NO PROTECTION IS NEEDED STATE "N/A" ON THE TABLE BELOW AND SIGN

Trade secrets or proprietary information submitted by any Proposer/Vendor in connection with a procurement transaction shall not be subject to public disclosure under the Virginia Freedom of Information Act, however, the Proposer/Vendor must invoke the protection of §2.2-4342(F) of the Code of Virginia, in writing, prior to or upon submission of the data or other materials, and must clearly and specifically identify the data or other materials to be protected, and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by the Proposer/Vendor on the table below. If the Proposer/Vendor fails to identify any protected information on the table below, the Proposer/Vendor by return of this form, hereby releases the County and all of its employees from any and all claims, damages, demands or liabilities associated with the County's release of such information, and agrees to indemnify it for all costs, expenses and attorney's fees incurred by the County as a result of any claims made by Proposer/Vendor regarding the release of such information. By submitting its bid or proposal, Proposer/Vendor understands and agrees that any language seeking protection from public disclosure, any specific documents or information, unless identified on the table below, are null and void and of no legal or binding effect on the Proposer/Vendor. The classification of line item prices, and/or total bid prices as proprietary or trade secrets is not acceptable. If, after being given reasonable time, the Proposer/Vendor refuses to withdraw such a classification designation, the bid/proposal will be rejected.

SECTION / TITLE	PAGE NUMBER(S)	REASON(S) FOR WITHHOLDING FROM DISCLOSURE

**COMPANY NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_