



CITY OF UNALASKA
Finance Department, Information Systems Division
REQUEST FOR QUOTES - INTERNET SERVICES

The City of Unalaska, Department of Finance, Information Systems Division ("City") is requesting quotes for dedicated internet services for the City for the term July 1, 2017, through June 30, 2018, as follows:

1) SCOPE OF SERVICES:

- a) Provide a dedicated internet service: minimum acceptable speeds of 3Mbps download and 2Mbps upload with Service Level Agreement for minimum downtime, mean time for repairs, and latency;
 - b) Provide a minimum of ten (10) fixed IP addresses for City;
 - c) List cost of each additional fixed IP address requested by City;
 - d) Provide access to public DNS servers that support DNSBL queries (e.g. not Google, OpenDNS, etc.);
 - e) Itemize any and all additional costs to the City to provide the services listed in paragraphs 1.a., 1.b., 1.c and 1.d. to the City Hall building (server room), if any.
- 2) City requests that vendor provide options for increasing bandwidth up to 20 Mbps and/or discounts with a multiple year contract with annual renewal dates.
- 3) Vendor will be required to allow City to switch over to a fiber optic hook up if it becomes available for on-island data traffic; specifically a connection between City network and off-island Internet Gateway.
- 4) Vendor will submit with their response to request for quote a copy of their proposed agreement between City and vendor to provide the requested services. Include with the submittal three customer references for service evaluation purposes.
- 5) Vendors interested in responding to this request must submit their quote no later than 5:00 p.m. on Friday, May 19, 2017 (Alaska Standard Time) on the attached sheet. Any quotes received after that time may not be considered. Facsimile quotes will not be accepted. The sealed cost quotes must be in a package clearly marked **CITY INTERNET SERVICES RFQ** and addressed to the City of Unalaska, and will be received at the following location:

City Clerk
City of Unalaska
43 Raven Way
P. O. Box 610
Unalaska, Alaska 99685
Telephone: (907) 581-1251

- 6) Only one quote from any individual, firm, partnership, or corporation, under the same or different names, will be considered.

- 7) The City reserves the right to waive any and all irregularities in any or all submitted quotes. The City reserves the right to reject any or all quotes, including without limitation the rights to reject any or all nonconforming, non-responsive, unbalanced or conditional quotes, and to reject the quote of any bidder if the City believes that it would

not be in the best interest of the City to make an award to that bidder, whether because the quote is not responsive or the bidder is unqualified or of doubtful financial ability or fails to meet any other pertinent standard or criteria established by City. The City also reserves the right to waive all informalities not involving price, time, or changes in the material specifications and to negotiate terms with the successful bidder. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum. Discrepancies between words and figures will be resolved in favor of the words.

- 8) a. Vendors responding to this Request for Quotes shall be licensed to do business in the State of Alaska. The vendor shall obtain a City of Unalaska Business License prior to commencement of the scope of work, or provide existing license number if already obtained.

b. INSURANCE

1. Vendor agrees to furnish the City, before commencing any Physical Work related to this Agreement and as required elsewhere, the certificates of insurance as specified in these Documents. Vendor further agrees that the amount stated herein includes specific consideration for the insurance coverage's, including contractual liability, specified.
2. The Vendor shall carry and maintain throughout the life of this Agreement, at its own expense, insurance not less than the amounts and coverage herein specified, and the City of Unalaska, its employees and agents shall be named as additional insured under the insurance coverage so specified and where allowed, with respect to the performance of the work. There shall be no right of subrogation against the City or its agents performing work in connection with the work, and this waiver of subrogation shall be endorsed upon the policies. Insurance shall be placed with companies acceptable to the City of Unalaska, and these policies providing coverage thereunder shall contain provisions that no cancellation or material changes in the policy relative to this project shall become effective except upon 30 days prior written notice thereof to the City of Unalaska.
3. Prior to commencement of the work, the Vendor shall furnish certificates to the City of Unalaska, in duplicate, evidencing that the Insurance policy provisions required hereunder are in force. Acceptance by the City of Unalaska of deficient evidence does not constitute a waiver of Agreement requirements.
4. The Vendor shall furnish the City of Unalaska with certified copies of policies upon request. The minimum coverages and limits required are as follows:
 - 1) Workers' Compensation insurance in accordance with the statutory coverages required by the State of Alaska and Employers Liability insurance with limits not less than \$1,000,000 and, where applicable, insurance in compliance with any other statutory obligations, whether State or Federal, pertaining to the compensation of injured employees assigned to the work, including but not limited to Voluntary Compensation, Federal Longshoremen and Harbor Workers Act, Maritime and the Outer Continental Shelf's Land Act.
 - 2) Commercial General Liability with limits not less than \$1,000,000 per Occurrence and \$2,000,000 Aggregate for Bodily Injury and Property Damage, including coverage for Premises and Operations Liability, Products and Completed Operations Liability, Contractual Liability, Broad Form Property Damage Liability and Personal Injury Liability. Coverage shall not contain any exclusion of Explosion, Collapse, or Underground. Coverage is to be endorsed to include a per project aggregate.

Additionally, such insurance shall be considered primary to any other insurance carried by the City of Unalaska and the insurer will endorse the policy accordingly.

- 3) Commercial Automobile Liability on all owned, non-owned, hired and rented vehicles with limits of liability of not less than \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage per each accident or loss.
- 4) If applicable, Vendor's Equipment insurance covering all of the Vendor's equipment and machinery to be used in connection with the performance of the work specified in this Agreement. This coverage requirement may be waived at the discretion of the City of Unalaska if the Vendor self-insures the equipment and will waive all right of recovery against the City of Unalaska in writing.
- 5) Umbrella/Excess Liability insurance coverage of not less than \$1,000,000 per occurrence and annual aggregate providing coverage in excess of General Liability, Auto Liability, and Employers Liability.
- 6) If work involves use of aircraft, Aircraft Liability insurance covering all owned and non-owned aircraft with a per occurrence limit of not less than \$1,000,000.
- 7) If work involves use of watercraft, Protection and Indemnity insurance with limits not less than \$1,000,000 per occurrence. Hull and Machinery coverage is to be carried on the vessel for the full current market value. This coverage requirement may be waived at the discretion of the City of Unalaska if the Vendor self-insures the equipment and will waive all rights of recovery against the City of Unalaska in writing.
- 8) Where applicable, Professional Liability insurance with limits of not less than \$1,000,000 per claim and \$1,000,000 aggregate, subject to a maximum deductible of \$10,000 per claim. The City of Unalaska has the right to negotiate increase of deductibles subject to acceptable financial information of the policyholder.
- 9) Where applicable, Pollution Liability insurance with a project limit of not less than \$1,000,000 subject to a maximum deductible of \$10,000 to include coverage for Asbestos, Hazardous Materials, Lead or other related environmental hazards. The City of Unalaska has the right to negotiate increase of deductibles subject to acceptable financial information of the policyholder.

In the event Asbestos, Hazardous Materials, Lead or other related environmental hazards are transported by vehicle and/or marine vessel, the operator of such vehicles and vessels shall provide a Certificate of Insurance for the transportation of such materials (including loading and unloading) with limits of not less than \$1,000,000.

- 10) Builder's Risk Insurance: Coverage shall be provided on an "All Risk" completed value basis and protect the interests of the City, the Vendor and his sub-Vendors. Coverage shall include all materials, equipment and supplies that are intended for specific installation in the project while such materials, supplies and equipment are located at the project site and in transit from port of arrival to job site and while temporarily located away from the project site.
5. Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its officers, officials, employees and volunteers; or the Vendor shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration and defense expense.

6. All insurance policies as described above except Professional Liability and Worker's Compensation, are required to be written on an "occurrence" basis. In the event occurrence coverage is not available, the Vendor agrees to maintain "claims made" coverage for a minimum of two years after project completion.
 7. If the Vendor employs sub-Vendors to perform any work hereunder, the Vendor agrees to require such sub-Vendors to obtain, carry, maintain, and keep in force during the time in which they are engaged in performing any work hereunder, policies of insurance which comply with the requirements as set forth in this section. This requirement is applicable to sub-Vendors of any tier.
 8. The Vendor is required to maintain all certificates of insurance during the course of the project. It is further agreed, that upon request by the City of Unalaska, the Vendor will provide copies of any and all sub-Vendor certificates of insurance for review of compliance.
 9. Failure by the Vendor to maintain the required insurance coverage or to comply with the above, may, at the option of the City of Unalaska, be deemed Defective Work and remedied in accordance with the Agreement.
- 9) A local review committee under the direction of the City of Unalaska, Department of Finance, Information Systems Supervisor, will review the quotes based on the following criteria:
- a) The experience of the vendor and technical qualifications with a demonstration of the ability to perform the Scope of Services (maximum 50 points); and
 - b) Total cost presented (maximum 50 points).
- 10) QUESTIONS: Direct any questions related to this request for quotes to the Information Systems Division Supervisor, Bryan Stafford:

Mail: City of Unalaska
Information Systems Division
P. O. Box 610
Unalaska, AK 99685

Telephone: (907) 581.1251 ext. 3303

Email: info2@ci.unalaska.ak.us

RESPONSE TO REQUEST QUOTE - INTERNET SERVICES
Submitted to the City of Unalaska

Vendor Name: _____

Address: _____

Contact Person: _____ Email: _____

Telephone: _____ Fax: _____

1. QUOTE

- a. Provide a dedicated internet service: minimum acceptable speeds of 3Mbps download and 2Mbps upload with Service Level Agreement for minimum downtime, mean time for repairs, and latency, for the term July 1, 2017, through June 30, 2018:

QUOTE: \$ _____

- b. Ten (10) fixed IP addresses for the term July 1, 2017, through June 30, 2018:

QUOTE: \$ _____

- c. Cost of each additional fixed IP address:

QUOTE: \$ _____

- d. Provide access to public DNS servers that support DNSBL queries:

QUOTE: \$ _____

- e. Itemize any and all additional costs to the City to provide the services listed in paragraphs 1.a., 1.b., 1.c and 1.d., if any (attach additional sheet if necessary)

DESCRIPTION: _____ QUOTE: \$ _____

DESCRIPTION: _____ QUOTE: \$ _____

DESCRIPTION: _____ QUOTE: \$ _____

DESCRIPTION: _____ QUOTE: \$ _____

DESCRIPTION: _____ QUOTE: \$ _____

2. Provide options for increasing bandwidth and/or discounts with a multiple year contract.

(Attach additional sheet if necessary)

3. By signing below and submitting this quote, and in the event vendor is the winning bidder, vendor acknowledges that if a fiber optic hook up becomes available, vendor will allow City to switch over to such fiber optic hook up if it becomes available for on-island data traffic, specifically a connection between City network and off-island Internet Gateway, with no penalty or additional cost to City from vendor.
4. Attached is a copy of vendor's proposed agreement between City and vendor to provide the requested services.

Quotes must be submitted no later than 5:00 p.m. on Friday, May 19, 2017 (Alaska Standard Time). Any quotes received after that time may not be considered. Facsimile quotes will not be accepted. The sealed cost quotes must be in a package clearly marked **CITY INTERNET SERVICES RFQ** and addressed to the City of Unalaska, and will be received at the following location:

City Clerk
City of Unalaska
43 Raven Way
P. O. Box 610
Unalaska, Alaska 99685
Telephone: (907) 581-1251

VENDOR:

Printed Name

Signature

Title

Date