

# Warren County, Pennsylvania

Request for Proposals

For

**High Speed Internet/Broadband Services**

Date Issued 08/24/2022

**Proposal Submission Deadline:**

9/30/2022 4:30 pm

**Bid Opening Date:**

10/11/2022 12 noon  
In Commissioner Conference Room  
at the work session

**Mail or Hand Deliver Proposal  
to Primary Contact:**

Pamela Matve  
Chief Clerk  
814.728.3402

[pmatve@warrencountypa.gov](mailto:pmatve@warrencountypa.gov)

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### 1. SUMMARY

Warren County, hereinafter referred to as “County,” is requesting proposals from all interested providers of High-Speed Internet/Broadband (hereafter “Internet”) services for affordable, reliable high-speed Internet access for residential, business, and government constituents.

The term “offeror” shall refer to providers submitting proposals in response to this Request for Proposals (RFP). The term “Contractor” or “Provider” is also used to describe the successful offeror(s) in the context of providing services under a contract resulting from this RFP.

An electronic copy may be downloaded from [www.warrencountypa.gov](http://www.warrencountypa.gov)

Each proposal received in response to this RFP will be evaluated on the criteria described herein. All proposals must be sealed, clearly marked “PROPOSAL – High-Speed Internet Service” and must include all elements described in the **PROPOSAL CONTENT AND FORMAT REQUIREMENTS** section of this RFP.

One original and five (5) copies of the proposal must be delivered to the address below before the date and time listed in the **CONTRACT AWARD SCHEDULE** section of this RFP. The County will not be responsible for proposals delivered to a person or location other than that specified herein, and reliance on the postal service will not excuse late proposals.

Access to County data for the identification of demand and assets is available by request.

Any amendment or addendum to this RFP is valid only if issued in writing by the County.

### 2. CONTRACT AWARD SCHEDULE

Publish RFP	Date August 24, 2022
Proposal Submission Deadline	Date September 30, 2022
Contract Approval (tentative)	TBA
Services to Begin (tentative)	TBA

### 3. GENERAL CONDITIONS

- 3.1. Prime Responsibility: The selected provider will be required to assume full responsibility for all services and activities offered in its proposal(s), whether or not provided directly. Further, the County will consider the selected Contractor(s) to be the sole point of contact regarding contractual matters, including payment of any and all charges resulting from the contract.
- 3.2. Assurance: Any contract awarded under this RFP must be carried out in full compliance with all laws of the State of Pennsylvania. The County prohibits discrimination in employment or in the provision of services because of race, color, religion, religious creed, sex, age, marital status,

ancestry, national origin, political affiliation, physical disability or medical condition. This clause does not require the hiring of unqualified persons.

- 3.3. Independent Contractor: In performance of the work, duties and obligations assumed by the offeror, it is mutually understood that the offeror, and all of the offeror's officers, agents and employees, will at all times be acting and performing in an independent capacity and not as an officer, agent, servant, employee, joint venture, partner or associate of the County.
- 3.4. The County reserves the right to reject any and all proposals; to negotiate specific terms, conditions, compensation, and provisions on any contracts that may arise from this solicitation; to waive any informalities or irregularities in the proposals; and to accept the proposal(s) that appear(s) to be in the best interest of the County. In determining and evaluating the proposals, costs will not necessarily be the sole factor; the experience of those who will be providing services under the contract, quality, equality, efficiency, utility, suitability of the services offered, and the reputation of applicants will be considered, along with other relevant factors.
- 3.5. The County reserves the right to:
  - Request clarification of any submitted information;
  - Not enter into any agreement;
  - Not select any applicant;
  - Amend or cancel this process at any time;
  - Interview applicants prior to award and request additional information during the interview;
  - Negotiate a multi-year contract or a contract with an option to extend the duration;
  - Issue similar RFPs in the future.
- 3.6. Prior to commencement of services, the Contractor must provide evidence of the following insurance coverages in amounts satisfactory to the County: Worker's Compensation, Commercial General Liability (naming the County as additional insured), Comprehensive Business or Commercial Automobile Liability for Owned Automobiles and Non-owned /Hired Automobiles. The Contractor will be required to maintain the required coverages, at its sole cost and expense, throughout the entire term and any subsequent renewal terms of the contract.

#### **4. BACKGROUND**

- 4.1. The County has established areas of need for broadband services looking for an internet solution that will serve residents, business and governments throughout the County. Because areas of the County are currently underserved or have no internet service, the County wishes to obtain access to high-quality internet access as that term is defined by the FCC (see <https://www.fcc.gov/document/fcc-finds-us-broadband-deployment-not-keeping-pace>) for its citizens and to encourage economic development
- 4.2. The County is looking for a company to design, engineer, procure, install, operate, manage, and maintain highspeed internet to connect and serve the underserved rural areas of the County. Preference will be given to proposed solutions that provides the BEST VALUE option to the County and affected communities. Best value assessment finds a balance between the Provider, customers, and the County. This is a private, public funding venture that has provided funding sources for broadband services in the County.
- 4.3. Accessibility and Availability must meet the need for customers within identified coverage areas and provide low-link-latency capable of carrying multicast, real-time streaming and video conferencing.
- 4.4. The County is willing to provide access to its vertical assets such as the fore mentioned VFD throughout the communities for deployment of wireless services that will augment internet deployments throughout the County. The final determination is to be made by the County. A map showing vertical assets will be available upon request.

- 4.5. This is a private / public venture due to the funding source. The County will own the infrastructure for a period of three years. During this time the vendor will pay a Right of Use Agreement fee for the network. While owned by the government costs borne to operate, manage, and maintain the network will be the sole responsibility of the provider.
- 4.6. While the provider is leasing the network from the County they will provide network utilization data, outage and degraded service reports, cost expense data, profit and loss statements in relation to the serviced areas to enable the County to utilize the data for future endeavors.

## 5. STATEMENT OF WORK

### 5.1. Required Outcomes

- 5.1.1. Turn-key highspeed internet access to Garland VFD, Wrightsville VFD, Sugar Grove VFD #2, Spring Creek VFD, and Spartansburg VFD.
- 5.1.2. Commercial and Residential access to wireless or wired highspeed internet services within the Garland, Wrightsville, Sugar Grove, Spring Creek, and Spartansburg communities.
- 5.1.3. No cost service to municipal entities within the highspeed internet coverage areas to include but not limited to first responders and community/township assets.

### 5.2. Provider Project Requirements

- 5.2.1. Provide the County a Provider Single Point of Contact (SPOC), Project or Service Manager, for the duration of the project until the point in which the Right of Use ends and the Provider assumes all oversight and responsibility.
  - 5.2.1.1. SPOC shall provide daily activity reports to County leadership during the Implementation, Installation, Configuration Phase
  - 5.2.1.2. SPOC shall provide weekly reports to County leadership during all other phases of the project.
  - 5.2.1.3. SPOC shall have access to all time, quality, and cost information related to this project and will be able to answer all project questions accurately and succinctly.
  - 5.2.1.4. SPOC shall provide ad hoc reports as required by the County to ensure compliance with the Grant and oversight by the County.
- 5.2.2. Develop and provide a phased approach to achieving outcomes described above and utilizing a Master Project Schedule. The schedule will include formal meetings in each Phase for project progression approval with designated County leadership.
  - 5.2.2.1. Phased approach shall include the following
    - 5.2.2.1.1. Design and Engineering Phase
    - 5.2.2.1.2. Procurement Phase

5.2.2.1.3. Installation, Implementation, and Configuration Phase

5.2.2.1.4. Service Delivery, Operations, and Maintenance Phase

5.2.3. Develop and provide plans for fiber and/or microwave infrastructure growth, development, and utilization (including using existing infrastructure from commercial service providers).

5.2.4. Develop and provide plans for telecom closet, shelter, enclosure, and tower utilization at all County and municipal provided sites.

5.2.5. Identify and propose potential mutually beneficial in-kind services between the County and the Provider.

5.2.6. Develop and provide wireless coverage and saturation maps in (County desired format pdf or word document.)

5.2.7. Create and provide a Bill of Materials to include all hardware, software, licenses, and services at Design and Engineering Review Approval prior to Procurement Phase.

5.2.7.1. Materials items and consumables shall not be marked up by the Provider to account for profit margin, overhead, shipping & receiving, etc.

5.2.8. Provide a list of all contractors to the County that will be used during the contract prior to hiring of the contractor to complete actions associated with this contract.

5.2.9. All installation of telecommunications equipment must be in accordance with federal, state, and local code.

5.2.10. Provide as-built diagrams of the network to the County at completion of Installation, Implementation, and Configuration Phase

5.2.11. Provide a commercial internet broadband service rate table within these communities with all applicable promotional discounts.

5.2.12. Provide a residential internet broadband service rate table within these communities with all applicable promotional discounts.

5.2.13. Provide a projected internet broadband service commercial and residential customer rate table for five years starting from anticipated first network utilization.

5.2.14. Provide a current or sample customer contract.

5.2.15. Provide an analysis of anticipated customer adoption throughout the covered areas.

5.2.16. Provide service specifications for each covered area (anticipated and actual).

5.2.16.1. Availability and Accessibility Stats

5.2.16.2. Network speed tests and throughout

5.2.16.3. Jitter/Latency/Bit Error Rate

5.2.16.4. Dead Zones

5.2.17. Based on the Providers anticipated customer adoption and price model; the capital investment to build out the infrastructure by the County with the selected Provider; and the fact that the provider will benefit with a lease to own network, develop and provide a Right of Use Agreement Fee schedule recommendation.

5.2.18. Provide a list of functions and services that are included in this package (i.e., 24x7x365 NOC, help desk, etc.)

## 6. PROPOSAL CONTENT AND FORMAT REQUIREMENTS

Interested offerors shall submit one original plus five (5) copies of their proposal to one of the locations listed on Page 1 of this RFP.

Proposals shall be delivered no later than the date and time listed in the CONTRACT AWARD SCHEDULE and shall contain at a minimum the following items:

### 6.1. Cover Sheet (Attachment B)

- 6.1.1. Provide the full legal name of the Contractor who will execute the contract. Provide specific information concerning the agency, including: the agency's legal name, type of entity, and Federal Tax ID #.
- 6.1.2. The cover sheet must be signed by an owner, corporate officer, or agent authorized by the Contractor.

### 6.2. Wireless Network – 40 points

- 6.2.1. Complete Attachment C – Specifications and Pricing  
Record 'N/A' in the data section of the form for any portion of the scope of service that you are NOT including in your proposal.
- 6.2.2. Provide a detailed description of the Primary Wireless Solution that you are providing.
  - a. Provide equipment specifications in adequate detail to document the performance claims reported on Attachment C.
  - b. Provide the electrical requirements for the proposed system.
  - c. Provide installation sketches or drawings showing what the vertical asset installations will look like and what connections you are proposing.
  - d. Describe any benefits that your proposed system may provide that exceed specifications or enhance performance in ways that are not otherwise documented in your proposal.
- 6.2.3. Provide details on residential access
  - a. Provide maps detailing when each underserved or unserved area will have access to Internet.
- 6.2.4. Provide a detailed description of your lease proposal for use of County-owned towers.
  1. Provide Installation sketches or drawings showing what the roof installations will look like and what connections that you are proposing to make to the building.

2. Describe any electrical requirements you may wish to include in the lease agreement.
3. Describe any other requirements you have for your proposed lease agreement.
4. Provide a copy of your standard lease agreement if you have one for the County to consider.

**6.3. Organization Information – 20 points**

6.3.1. Background and Experience

- a. Provide at least three references that substantiate your organization's experience in providing wireless solutions.

6.3.2. Provide a description of all available equipment and installation warranties provided in your proposed system(s).

- a. Provide names and qualifications of key employees assigned to this work.

**6.4. Proposed Costs – 40 points**

In addition to the customer pricing provided in Attachment B, provide any additional costs required by the County to construct the infrastructure and a timeline for implementation.

**7. SELECTION PROCEDURES**

Proposals will be evaluated on the criteria outlined in the PROPOSAL CONTENT AND FORMAT REQUIREMENTS section, with a maximum possible score of 100 points.

After an initial review and evaluation of each of the proposals, the offerors submitting the most highly rated proposals may be invited for interviews prior to final selection, to further elaborate on their proposals. The County reserves the right to award a contract without holding interviews, in the event the written proposals provide a clear preference on the basis of the criteria described.

The Contractor(s) selected for this project will be required to accept the County's contract and to comply with insurance standards as deemed acceptable to the County's Risk Manager. No agreement with the County of Nash is in effect until both parties have signed a contract.

**8. INQUIRIES**

Direct all inquiries regarding the proposal process or proposal submissions to:

Pamela Matve  
Chief Clerk  
Warren County  
204 Fourth Ave.  
Warren, PA. 16365  
814 – 728 - 3402  
[pmatve@warrencountypa.gov](mailto:pmatve@warrencountypa.gov)

**COVER SHEET**

<b>Name of Person, Business or Organization:</b>	
<b>Type of Entity:</b> (e.g. Sole-Proprietorship, Partnership, Corp., Non-Profit, Pubic Agency)	
<b>Federal Tax ID Number:</b>	
<b>Contact Person – Name</b>	
<b>Contact Person – Address</b>	
<b>Contact Person – Phone Number (s)</b>	
<b>Contact Person – e-mail address</b>	

By signing this **Cover Sheet** I hereby attest: that I have read and understood all the terms listed in the RFP; have read and understood all terms listed in this proposal; that I am authorized to bind the listed entity into this agreement; and that should this proposal be accepted, I am authorized and able to secure the resources required to deliver against all terms listed within the RFP as published by Warren County Pennsylvania, including any amendments or addenda thereto except as explicitly noted or revised in my submitted proposal.

I understand that the services described herein are subject to Prevailing Wage requirements.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Printed Name of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Title of Authorized Represent