



**SOUTH ALABAMA
PURCHASING ASSOCIATION**

110 Beauregard Street
Mobile, Alabama 36633

REQUEST FOR PROPOSALS - SAPA 2020-02

***Cellular Telephone Service
and Related Equipment***

**COMPETITIVE SEALED PROPOSALS WILL BE RECEIVED NO LATER THAN
January 29, 2020 at 11:00 am, LOCAL TIME,
AT THE FOLLOWING LOCATION:**

SOUTH ALABAMA PURCHASING ASSOCIATION

C/O SOUTH ALABAMA REGIONAL PLANNING COMMISSION
110 BEAUREGUARD STREET
MOBILE, ALABAMA 36633

Wayne Smith,
SAPA Coordinator

Hand deliver to:
SAPA C/O SARPC
C/O SARPC
Attn: Wayne Smith,
SAPA Coordinator
110 Beauregard Street
Mobile, Alabama 36633

Mail to:
SAPA
C/O SARPC
Attn: Wayne Smith,
SAPA Coordinator
PO Box 1665
Mobile, Alabama 36633



I.

I / We agree to furnish at the prices shown and guarantee that each offered will meet or exceed all specifications, terms and conditions, and requirements listed. I herein affirm I have not been in any agreement or collusion among any bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding or otherwise. I have read and understand all terms and conditions of this bid.

Company Name

Authorized Signature

Mailing Address Typed

Authorized Name

City, State, Zip

Title

Telephone

Email Address:



II.

1.0

The South Alabama Purchasing Association, hereinafter referred to as SAPA, was established to consolidate the procurement of equipment and supplies in order to obtain volume discounts for all members of SAPA.

**The Host Agency for SAPA is:
South Alabama Regional Planning Commission
110 Beauregard Street
Mobile, AL 36633**

1.1

The award of all Bids/Proposals will be made by the Chairman and other SAPA Members in accordance to the provisions set forth in the Intergovernmental Agreement. Each member of SAPA will be responsible for the issuing of its own Purchase Orders, delivery instructions, invoicing, insurance requirements and the issue of its own tax exemption certificates as required by vendor.

1.2

The current members of SAPA in good standing at this time are as follows:

- Baldwin County Commission
- City of Daphne
- Daphne Utilities
- City of Foley
- City of Gulf Shores
- City of Robertsdale
- Mobile Area Water and Sewer
- Mobile County Commission
- South Alabama Regional Planning Commission
- City of Bay Minette
- City of Satsuma
- City of Fairhope
- North Baldwin Utilities (NBU)
- Baldwin County Board of Education
- City of Orange Beach
- City of Saraland
- City of Semmes



1.3

It is anticipated that other agencies will be joining within Mobile, Baldwin, and Escambia Counties, Alabama. It is understood that vendors must agree to provide any additional SAPA member the same pricing as quoted in any existing SAPA contract.

2.0
Standard Terms and Conditions

2.1

Bid response envelopes must be properly identified on the front with the Request for:

- Proposal Number
- Opening Date
- Time.

Each individual Request for Proposal must be submitted in a *separate sealed envelope*. SAPA does not assume responsibility for late bid responses that occur due to the *U.S. Postal Service, UPS, Fedex* or any courier service. Sufficient lead-time should be allowed to reach SAPA prior to the “received date and time” indicated on the Request for Proposal.

2.2

Bid responses and signature page must be submitted on this form in ink or typewritten or the bid will be rejected.

2.3

For a “no bid” response, return the signature page signed and marked “no bid.” It is required that a “no bid” response be identified on the envelope as if it were a bid. A bidder will be removed from the active bidders list after three (3) consecutive no responses.

The attached specifications are being provided to potential bidders as guidelines that describe the type and quality of equipment, supply, and / or service SAPA is seeking to purchase. The bidder must indicate compliance or list exceptions to each specification item for consideration. Failure to comply with this provision could be cause for rejection of the bid.



2.4

Bid responses must be received by SAPA prior to the date and time specified. Late responses will not be accepted. SAPA will not accept facsimile transmissions or email of bid. SAPA may award this RFP to multiple vendors based on the best interest of the individual members.

2.5

Changes or modifications of this Request for Proposal are allowed only by written authority of the Chairman. SAPA reserves the right to reject all or any portion of this Request for Proposal when the best interests of SAPA are involved.

2.6

Pursuant to the State Bid Law, the Intergovernmental Agreement and By-Laws of SAPA, members of SAPA may choose to use the state bid list; bid the same items themselves; use the SAPA bid; or use the bids of other cooperative arrangements legally available to each member. SAPA reserves the right to disregard all bid responses if the same or similar bid items are available on the state bid list for a price equal to or less than any prices in all bid responses for a particular bid. SAPA may choose to award or not award a bid taking into consideration bid items and prices on the state bid list.

2.7

The Members of SAPA are exempt from all Federal, sales and use taxes.

2.8

Any member of SAPA reserves the right to terminate any contract resulting from this bid for just and reasonable cause whereby it appears to be in the best interest of the member. There can be no required contract periods, cancellation fees, or early termination fees associated with any of the plans being bid.

2.9

The successful bidder agrees by the submittal of a response to this bid, to defend, indemnify, and hold SAPA, SARPC, or their members harmless from any and all causes of action or claims of damages arising out of or related to the bidder's performance under this contract.

2.10

A BID RESPONSE WILL BE REJECTED IF:

- Request for Proposal Number is not on the face of the envelope/packet
- Received too late / no bid
- Multiple bids in same envelope not submitted or identified properly
- Bid response not on original form
- Bid is not an original signature



- Failure to acknowledge receipt of addendum (if addendum was issued) with bid
- Failure to attend the Pre-Bid Conference if conference was held by bidder

2.11

While not required, returning these files in electronic format with your bid response will assist in evaluation and award of the contract in a timely manner. This document is available for download from <http://www.sarpc.org> website under the SAPA section that says "Open Bids".

2.12

Contract Period: 36-Months and Contingent upon the Date of Award.

NOTE: FOR THIS BID TO BE CONSIDERED RESPONSIVE, ALL INFORMATION REQUESTED SHOULD BE SUPPLIED, AS APPROPRIATE OR THE ENTIRE BID MAY BE DISQUALIFIED. BID RESPONSE MUST BE IN INK OR TYPED WITH THE ORIGINAL SIGNATURE INCLUDED.

Bidder Signature

Company

3.0 Basis of Bid Award

3.1

All purchases which are based on competitive invitations to Bids are awarded to lowest, responsive bidder subject to SAPA’s right to reject any or all bids and to waive informality and irregularity in bids and bidding. In addition to price, consideration will be given to the following to determining the bid award:

- Vendor will be determined within a particular area who has the best signal coverage within that area
- Recent historical service of the provider within the area
- The best interest of SAPA members
- The quality and performance, which includes signal strength, calls dropping out, problems with data and other technical issues arising from bad reception
- Conformity to specifications
- Quoted rates reflected on tabulation sheets
- Other unique requirements outlined in the bid request



3.2

Product Substitution

All wireless devices, telephone or radio equipment delivered during the life of the contract shall be of the same type, specifications, likeness, warranty, and manufacturer as specified and agreed on or accepted as part of the bid proposal unless specific approval is given by the SAPA member to do otherwise in writing.

4.0 General Requirements

4.1

Technology responses and Coverage must be answered in the following questions within this RFP.



4.2.1

Describe your company's technology for voice and data service in the U.S. Please attach any information that will help describe the technology to the back of this page.



4.2.2

Describe your company's voice and data coverage and provide a map showing 4G and 5G (if available) data network and data coverage in Mobile, Baldwin, and Escambia Counties, Alabama. Please include **maps** and **other visual items** showing coverage area in back of this page.



4.2.3

Provide one coverage map for voice and one coverage map for data for the entire State of Alabama and also include a separate map showing coverage in the continental U.S.. Place maps in back of this page.



4.2.4

Please describe your **preemptive priority services** and **pricing for First Responders**, allowing *first responders to receive priority service* when networks are congested. Attach information in back of this page.



4.2.5

What is your current **5G implementation plan**? Please include coverage maps for *State of Alabama* and also a map for the *continental U.S.* placing in back of this page.



5.0
Rate Plan Information

5.1

Please provide a price plan with unlimited 4G data (or 5G if available) for air card usage with nationwide coverage. Please attach details and extra pages behind this page and maps already requested so information will be in order.



5.2

Please describe your PTT plan and rate structure of that plan. Please attach any information describing the plan, how equipment will be secured, if equipment is included within the plan at no cost or if there is a charge for the equipment. Place all information in back of this page.



*Note:

On *additional pages*, please include the following as designated by the numbers proceeding each request. Please keep all questions in order as shown below. If 5G is available, please include same information.

5.3

Provide a list of bundled rate plans for data only, voice only, and voice with data for wireless devices.

5.4

Provide pricing to add Text Messaging, Multi Media Service, and Push to Talk and other additional features.

5.5

Include a price plan that is to be used only for push to talk service (if available) on this page or in back of this page if more room is needed.



6.0 Phone and Air Card Information

6.1

Provide a list of standard cell phones and other equipment that will be available to SAPA along with pricing of each model. Include a list of detailed features for each phone behind this page.

Example: Military Spec phone with push to talk capability, etc.



6.2

Provide a list of the latest devices that will be made available to SAPA and the pricing. Include a list of detailed features for each phone.



6.3

Describe your company's upgrade policy for equipment replacement.

Example: How often are users eligible to upgrade their phones at the discounted price?



6.4

Provide a list of air card devices and also of the latest technology include PCMCIA, USB, etc. and Intelligent Mobile Hotspot options (or additional options) that will be available to SAPA along with the pricing. Include a list of features for each air card device in back of this page. (Please attach additional pages in back of this page if needed.)



7.0 Experience

7.1

Provide a list of at least three government agencies that currently use your service.

Include:

- Contact Person's Name
- Phone Number
- Email address for each reference
- Physical Address



7.2

Describe your company's disaster recovery plan. Include any information based on past experiences along the Gulf Coast.



7.3
Value Propositions



7.3.1

Vendors are encouraged to include additional value propositions which will be in SAPA's best interest. These value propositions will be remitted directly to SAPA. *Examples of these value propositions include but are not limited to a Signing Bonus, a Conversion Bonus, Volume Rebates, New Line Activation Incentives, and other Discount Terms.*



8.0 Invoicing

8.1

Each member agency is responsible for its individual charges. The purchase orders required will be generated by the members. The equipment date of purchase, product description, and unit price will be listed.

8.2

For each Wireless Number a **Call Detail** and/or a **separate Data Detail** will be required.

8.3

Multiple departments within one (1) town, city, county government, or school system exist within the membership. The capability to adjust the invoicing requirements for each member's accounting departments must be available.

8.4

The availability to securely access and make changes to the member's account via phone, fax and/or the internet is preferred.

8.5

Test Equipment and **Services** will be provided by the vendor at no additional charge.



Target Sheet

Section 1: Cellular Minute Plans and Pricing

Provide pricing data for each of the listed minute amounts below. If you do not offer the exact minute amount list the closest amount in the blank lines below each minute amount.

MINUTES INCLUDED	SAPA PRICE	ADDITIONAL MINUTES RATE AFTER ALLOWANCE (CENTS/MINUTE)
300		
600		
1000		
2000		
4000		

All of the above plans should include the ability to pool minutes, nationwide long distance (if charged), nationwide roaming, unlimited mobile to mobile minutes, free nights and weekends, caller ID, and voicemail.

(We realize that some of these plans are no longer used because of technological changes made.)



Section 2: Wireless Device Cellular Minute Plans and Pricing

Provide pricing data for each of the listed minute amounts below. These plans should include voice minutes as well as unlimited Blackberry, PDA, and iPhone data use and unlimited text messaging. If you do not offer the exact minute amount list, the closest amount in the blank lines below each minute amount.

MINUTES INCLUDED	SAPA PRICE	ADDITIONAL MINUTES RATE AFTER ALLOWANCE (CENTS/MINUTE)
300		
600		
1000		
2000		
4000		

All of the above plans should include the ability to pool minutes, nationwide long distance, nationwide roaming, unlimited mobile to mobile minutes, free nights and weekends, caller ID, and voicemail.

Section 3: Air Card Rate Plan or other plans available

This plan should include unlimited data with nationwide coverage for use with *Laptop Computers, iPhones and/or iPads.*

AIR CARD PLAN	SAPA PRICE	DATA INCLUDED



Our bid form must be filled out completely.

- All pages of this Bid Response Form, and additional requested pages, if any, or Addendums, if any, must be returned.
- Acknowledgement must be made where a blank (_____) appears.
- Any attachments hereto are made and become a part of this inquiry and must be signed by bidder.

Awarded vendor must hold bid pricing for a *minimum* of sixty (60) days.

Bid must give the full business address of the bidder and must be signed by him/her with their usual signature. Bids by partnerships must furnish the full names of all partners and must be signed with their partnership name by one of the members of the partnership, or by an authorized representative, followed by the signature and designation of the person signing. Bids by corporations must be signed with the legal name of the corporation followed by the name of the State of Incorporation and by the signature and designation of the president, secretary, or other person authorized to bind it in the matter. The name of each person shall also be typed or printed below the signature. A bid by a person who affixes to this signature the word “president,” “secretary,” “agent,” or other designation without disclosing his principal, may be held to be the bid of the individual signing. When requested by the *South Alabama Purchasing Association, (SAPA)* satisfactory evidence of the authority of the officer signing in behalf of the corporation shall be furnished.

The undersigned agrees to furnish the goods/services as requested by you for the members wishing to use this RFB and a contract which will be drawn up by the *South Alabama Purchasing Association (SAPA)*. The undersigned has read all information pertaining to this bid and has resolved all questions. It is also understood and agreed that all prices quoted are F.O.B. Destination described in the bid documents and specifications. The undersigned also affirms he/she has not been in any agreement or collusion among bidders or prospective bidders in restraint of freedom of competition, by agreement to bid at a fixed price or to refrain from bidding or otherwise.

Witness our hands and seals this _____ day of _____, 2020.



If Individual

(Name of Individual or Partnership) (Name of Partner Print)

(Print Name of Representative Authorized to sign Bids and Contracts for the firm) (Name of Partner Print)

(Signature of Representative Authorized to sign Bids and Contracts for the firm)

(Address)

(Address)

Phone Number _____ Fax Number _____

Primary e-mail address _____

Alabama Contractor's License No. _____ Foreign Corporation Entity ID _____

If Corporation or LLC

Company _____

State of Incorporation _____

Company Representative _____
(Print Name of Representative Authorized to sign Bids and Contracts for the firm)

Company Representative _____
(Signature of Representative Authorized to sign Bids and Contracts for the firm)

Address _____



Phone Number _____

Fax Number _____

Primary e-mail address

Alabama Contractor's License No. _____ Foreign Corporation Entity ID _____

THIS MUST BE NOTARIZED!

STATE OF _____ }

COUNTY OF _____ }

I, the undersigned authority in and for said State and County, hereby certify that _____

_____, as _____

(Type name of bid signer here)

(Type bid signers Title here)

respectively, of _____

(Type company name here)



whose name is signed to the foregoing document and who is known to me, acknowledged before me on this day, that, being informed of the contents of the document they executed the same voluntarily on the day the same bears date.

Given under my hand and Notary Seal on this _____ of _____, 2020.

Notary Public
My Commission Expires: _____



This contract will be available to all current SAPA members and any new members upon approval by SAPA Chairman.

Current Members:

Baldwin County Commission	Wanda Gautney
Mobile County Commission	Susan Holland
City of Daphne	Suzanne Henson
City of Foley	Rachel Keith
City of Orange Beach	Renee Eberly (SAPA Chairperson)
City of Gulf Shores	Temple Smith
City of Robertsdale	Rustee Karolyi
Daphne Utilities	Earl Bolden
Mobile Area Water & Sewer Service	Lisa Russell
South Alabama Regional Planning Commission	Kathryn Saucier
City of Fairhope	Dee Dee Brandt
City of Bay Minette	Tammy Smith
City of Saraland	Paige Walding
City of Satsuma	Vicki Miller
Baldwin County Board of Education	Thomas Waters
North Baldwin Utilities	Tracy L. Rogers
Town of Summerdale	Tiffany Lynn
City of Semmes	Jason Franklin