

Abbeville  
SOUTH CAROLINA



# Request for Proposals

---

**Cellular Services for City of Abbeville**

**Bid# 100-3-2022**

Issued by the City Manager

City of Abbeville, SC

*Released*

May 5, 2021

# Table of Contents

---

1.	Description and Scope of Services .....	4
2.	Specification of Deliverables .....	5
3.	Terms of Agreement .....	5
4.	Insurance and Document Requirements .....	6
5.	Additional Requirements .....	7
6.	Bid Submittal.....	8
7.	Award of Bid.....	9
8.	Contractor Responsibilities.....	10
9.	Rejection of Proposals. ....	10
10.	Exhibit A .....	11
11.	Exhibit B.....	12

# City of Abbeville, South Carolina

## Cellular Services Bid Number 100-3-2022

---

The City of Abbeville, SC, is soliciting bids from qualified companies for sealed proposals for cellular services for the City of Abbeville's RFP.

Bid process details may be obtained from the City's website, [www.abbevillecitysc.com](http://www.abbevillecitysc.com), or by emailing the City Manager at [bstone@abbevillecitysc.com](mailto:bstone@abbevillecitysc.com).

Bids will be accepted by MAIL ONLY until 2:00 PM, June 6, 2022, in the City Manager's Office, Opera House, 100 Court Square, PO Box 40, Abbeville SC 29620, at which time they will be opened.

No electronic bids will be accepted. The City reserves the right to reject any or all bids. Bids will be awarded on the basis of the lowest and/or best bid.

All bidders must be bonded and insured.

## **1. Description and Scope of Services**

- The services will be provided for the City of Abbeville including up to forty-seven (47) lines, thirty-four (34) of which are cellular devices, and thirteen (13) of which are tablets.
- Include any costs or contractual clauses associated with upgrading of any cellular device.
- Contractor should include descriptions and any additional cost for features that may be available.
- Include costs to replace broken/lost equipment, including the costs of any insurance available.
- Include any costs and the replacement cycle plan for the device.
- Include information regarding service area and coverage.
- Provide information regarding customer service support to include: billing, technical support, real time access to order status, cellular replacements, upgrades, etc.
- Include costs for protective cases and available accessories.
- Include costs for “Hot Spot” capability and price associated per line.
- Provide information regarding implementation strategy, including point of contact.

## 2. Specification of Deliverables

- Contractor should present a plan for Unlimited Data and Text for all devices.
- Contractor should ensure that the City of Abbeville will have Online Account Management capabilities.
- Nation-wide service, roaming included, and coverage to include calling, data and text are mandatory requirements.
- Contractor should present a fixed cost for one style of protective case to fit the current model of smartphone. A protective case is defined as a case that covers the entire phone casing, less the screen itself. Current model is defined as the latest model at the point in time or one generation behind the latest model. If the device is of different shape or size than the previous generation, the cost for one case should be provided for each generation.
- Ability to deliver quality service for both voice and data.
- All equipment costs must be included and identified separately.
- All existing telephone numbers must remain the same.

3. **Term(s) of Agreement:** The term of the agreement shall commence upon final execution of the agreement by the City and continue for a period of three (3) years with an additional one-year option if agreed to by both parties. Utilization of this option must be agreed to by both parties in writing at least sixty (60) days prior in advance of the termination of the original agreement.

**Termination Clause:** The City of Abbeville may terminate any contract entered into when it is determined by the City of Abbeville in its best interest to do so, by giving at least thirty (30) days advance notice, in writing, to the Contractor. The Contractor shall be entitled to receive just and equitable compensation for any services satisfactorily performed hereunder through the date of termination.

**Terms of Payment:** Upon award of the contract, the contractor will immediately provide the City with a current W9. No payment will be issued to contractor without a W9. Bills shall be submitted each month at the end of the month. Any bills submitted for work outside of this contract require a written Purchase Order authorization from the City prior to work proceeding. Payment will not be made on such work without a written Purchase Order which must be referenced on the respective invoice.

**4. Insurance/Documents Requirements:** At the award of the bid, the selected Contractor will be required to provide proof of the following prior to commencement of any work under this agreement. Additionally, during the term of the agreement, the selected firm will be required to maintain the following insurance coverages:

- **Commercial General Liability Insurance:** Commercial general liability coverage with limits of liability of not less than \$1,000,000 per Occurrence combined single limit for bodily injury and property damage. The liability insurance shall include completed Operations and Product Liability coverages and eliminate the exclusion with respect to property under the care, custody, and control of Contractor. The General Aggregate Liability limit and the Products/Completed Operations Liability Aggregate limit shall be in the amount of \$2,000,000 each.
- **Worker's Compensation and Employer's Liability Insurance:** Worker's Compensation and employer's liability insurance, to apply for all employees for statutory limits as required by applicable City, State and Federal laws. The policy(ies) must include Employer's Liability with minimum limits of \$1,000,000 each accident.
- **Professional Liability Insurance:** Professional liability insurance in an amount of not less than \$1,000,000 per Occurrence, single limit.
- **Proof of City of Abbeville Business license.**
- **Proof that signatory on RFP is authorized to submit the proposal on behalf of the company.**
- **Attestation that proposer is NOT disqualified from doing business in South Carolina as per the Federal Government.**
- **Other Coverages:** Such additional insurance coverages as may be reasonably required by the City.

**5. Additional Requirements:** The following information must be included as part of the proposal:

- References: All qualified firms must submit a list of at least three firms, organizations, or major customers to whom they have provided services within the past five years. Along with this information should be supplied the name, address and phone number of each reference listed.
- Letters of recommendation and references from other municipalities or public agencies are preferred.
- Information on any pending litigation against the firm or any of its principals as it relates to the services provided by the firm.
- Any other information you feel is appropriate to assist in the selection process.

## 6. Bid Submittal

- The Conflict of Interest and Bid Submittal Form in Exhibit A & B respectively, must be completed and submitted with detailed proposal.
- Bids must be submitted BY MAIL in a 9x12 manila envelope addressed as follows: City of Abbeville, Bid Submittal –Mobile Device Management Services (Bid No. 100-3-2022), 100 Court Square, PO Box 40, Abbeville, SC 29620 or in person by appointment.
- Other Charges - Bid prices shall include as separate line items all additional charges, applicable taxes and any other charges rendering the bid price as the total price to be paid.
- The City reserves the right to modify, alter or change the scope, size or other aspects of this project. Prospective firms shall submit all questions and requests for clarification of this RFP to R. Blake Stone, City Manager, via email at [bstone@abbevillecitysc.com](mailto:bstone@abbevillecitysc.com). Telephone inquiries will not be accepted.
- The City will not respond to questions submitted less than 5 business days prior to the proposals due date or after bids have been opened.
- This RFP does not commit the City to the award of a contract or to pay any costs incurred in the preparation for a response to this RFP. The City reserves the right to accept or reject any, all or any part of proposals received as a result of this request. A professional service agreement will be negotiated with the selected firm.



## 7. Award of Bid

- Bid proposals will be opened publicly. Final bids will not be awarded until the City has had ample time to review each bid proposal and the bid has been approved by City Council. Award will be made, however, at the earliest possible date. No bid proposal may be withdrawn for a period of thirty (30) days after opening date.
- The City will make an award of the bid by June 10, 2022, subject to confirmation by the Members of the City Council.
- Bids received after the date and hour set for bid opening, will not be considered.
- Bid Proposal Criteria:  
Award of bid shall be made to the responsible bidder meeting the specifications and having the lowest cost consistent with the quality and service needed for effective use; the following criteria will be used in making this determination:
  - Contractor Experience
  - Price proposal
  - Proposed Equipment
  - Capability to Provide Scope of Services & Deliverables

## **8. Contractor Responsibilities**

- Failure of the contractor to provide services or otherwise perform pursuant to the awarded bid shall be a breach of contract. Contractor will submit invoices to the City on a monthly basis to: City of Abbeville, Accounts Payable, PO Box 40, Abbeville, SC 29620

## **9. Rejection of Proposals**

- Proposals not consistent with this request will be rejected.

**EXHIBIT A - CONFLICT OF INTEREST DISCLOSURE**

Conflict of Interest Disclosure Form

Note: A potential or actual conflict of interest exists when commitments and obligations are likely to be compromised by the nominator(s)' other material interests, or relationships (especially economic), particularly if those interests or commitments are not disclosed.

This Conflict of Interest Form should indicate whether the nominator(s) has an economic interest in, or acts as an officer or a director of, any outside entity whose financial interests would reasonably appear to be affected by the contract. The nominator(s) should also disclose any personal, business, or volunteer affiliations that may give rise to a real or apparent conflict of interest. Relevant Federally and organizationally established regulations and guidelines in financial conflicts must be abided by. Individuals with a conflict of interest should refrain from bidding and/or contracting.

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

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

Position: \_\_\_\_\_

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest:

\_\_\_\_\_ I have no conflict of interest to report.

\_\_\_\_\_ I have the following conflict of interest to report (please specify other nonprofit and for-profit boards you (and your spouse) sit on, any for-profit businesses for which you or an immediate family member are an officer or director, or a majority shareholder, and the name of your employer and any businesses you or a family member own):


- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

I hereby certify that the information set forth above is true and complete to the best of my knowledge.

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

Company: \_\_\_\_\_

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

	<b>City of Abbeville</b> <b>Request for Proposals</b> <b>Cover Submittal Form</b> <b>Exhibit B</b>	<b>Bid Number</b>  <b>100-3-2022</b>	<b>Cellular Services for City of Abbeville</b>
---	---	--	--

<b>Instructions</b>
<p>Submit one (1) original signed Submittal Form with detailed proposal to:</p> <p>City of Abbeville  Bid Submittal – Cellular Services for City of Abbeville Bid No. 100-3-2022  100 Court Square  PO Box 40  Abbeville, SC 29620</p>

<b>Bidder Information</b>	
<b>NAME AND ADDRESS:</b>   	<b>OTHER CONTACT INFORMATION:</b>   

<b>Proposal</b>
<p>I hereby certify that my proposal amount includes cost for personnel, supervision, labor, and equipment required for the herein named project in accordance with all terms and conditions contained in this solicitation.</p>
<b>PRINTED NAME</b> <hr/>
<b>SIGNATURE</b>   <hr/>