



GENESEE COUNTY

OFFICE OF FISCAL SERVICES

Purchasing Department
1101 Beach Street, Rm. 361 Flint, Michigan 48502
Phone: (810) 257-3030 Fax (810) 257-3560

Chrystal Simpson
Chief Financial Officer

April 20, 2023

GENESEE COUNTY INVITATION TO BID (ITB) #23-330

Sealed bids will be received until 2:00 p.m. (EDT), **Thursday, May 11, 2023**, at the Genesee County Purchasing Department, 1101 Beach Street, Room 361, Flint, MI, 48502 for **Wireless Access Points**

This procurement is conducted in accordance with the Genesee County Purchasing Regulations, a copy of which is on file and available for inspection at the Genesee County Purchasing Department or at the www.geneseecountymi.gov.

Each offeror is responsible for labeling the exterior of the sealed envelope containing the bid response with the bid number, bid name, bid due date and time, and your firm's name. The bid request number and due date for this ITB are:

DUE DATE:	2:00 PM (EDT), Thursday, May 11, 2023
QUESTIONS DUE:	Thursday, May 4, before 5:00 PM
BID REQUEST NUMBER	#23-330

Rita Schubert, Purchasing Manager

bid2\2021\23-330
Attachments

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ITB #23-330 Wireless Access Points

SECTION 1 – INSTRUCTIONS TO BIDDERS

1. Sealed bids will be received until **2:00 p.m. (EDT), Thursday, May 11, 2023**, at the Genesee County Purchasing Department, 1101 Beach Street, Room 361, Flint, MI, 48502. The Genesee County Purchasing Department hours of operation are 8:00 a.m. to 5:00 p.m., closed holidays, check website for closed days. Label the sealed envelope containing the bid response as described on page 1. **LATE BIDS AND BIDS SENT BY FACSIMILE OR E-MAIL WILL NOT BE ACCEPTED.**
2. Please carefully review this document. It provides information necessary to aid participating vendors in formulating a thorough response. A formal, comprehensive review period will be conducted to ensure that Genesee County selects the best possible vendor that will provide the best value and service.
3. **Submit one original and one paper copy of your bid. After the bid closes you may be contacted to send the County an electronic copy of your bid via email. Submit one original, one paper copy and one electronic copy of your bid.** All bids submitted become the property of Genesee County. The original must include a signature on the Signature Page of a person authorized to make a binding offer. Additionally, the bid response must consist of one copy in electronic format on USB flash drive formatted in Adobe (.pdf), Microsoft Word, and/or Microsoft Excel. Failure to provide the required number of duplicate copies may result in rejection of your bid. Bids may not be submitted at the MITN site for this offering.
4. All submissions will be time stamped by an individual within the Office of Fiscal Service Department. The only acceptable evidence of the time of receipt of the submissions is that of the time clock that resides within said department. It is each Bidder's responsibility to ensure that its bid is time stamped by the Fiscal Services Department by the deadline. This responsibility rests entirely with the Bidder, regardless of delays resulting from postal handling or for any other reasons. Bids will be accepted at any time during the normal course of business only, said hours being 8:00 a.m. to 5:00 p.m. Local Time, Monday through Friday, legal holidays as exception.
5. Michigan Inter-governmental Trade Network– an alternate review of this bid under **ITB # 23-330 Wireless Access Points** can be done at <https://www.bidnetdirect.com/mitn>.
 - a. Genesee County has partnered with BidNet as part of the Michigan Intergovernmental Trade Network (MITN) and will post their bid opportunities to this site. As a vendor, you can register with [Michigan Intergovernmental Trade Network](#) (use hyperlink or <https://www.mitn.info/Registration.asp?ID=2340>) and be sure that you see

all available bids and opportunities. By selecting automatic bid notification, your company will receive emails once Genesee County has a bid opportunity that matches your company's business. In addition, the site handles bid opportunities, ITBs, and RFQs for other member governmental agencies. If you need help registering, please call [Michigan Inter-governmental Trade Network](#) support department toll free 1-800-8354603.

6. All communications, any modifications, clarifications, amendments, questions, responses or any other matters related to this ITB, shall be made by and through the purchasing contact reference in this solicitation. No contact regarding this solicitation made with other County employees is permitted. Any violation of this condition may result in immediate rejection of bid.
7. All prospective bidders shall be responsible for routinely checking the Genesee County Purchasing Department website at https://www.geneseecountymi.gov/departments/fiscal_services/purchasing_department/current_bids2023.php for issued addenda and other relevant information. Genesee County shall not be responsible for the failure of a prospective bidder to obtain addenda and other information issued at any time related to this ITB.
8. Insurance must be provided prior to the contract starting date and kept in full effect and compliance during entire contract period. Insurance requirements are provided in this document on page 13. Failure to comply with these provisions will cause termination of the agreement.

The contractor agrees to be responsible for any loss or damage to property or persons due to the performance of services herein contracted and further agrees to indemnify and defend the County of Genesee, and any local government entity being serviced under an agreement, against all claims or demands whatsoever, and to hold the County of Genesee harmless from any loss or damage resulting therefrom.

9. Bids must be submitted in the format outlined in SECTION 8 - INFORMATION REQUIRED FROM BIDDERS to be deemed responsive.

SECTION 2 – STANDARD TERMS & CONDITIONS

See Genesee County website, Purchasing Department for Standard Terms and Conditions by going to the following link:

https://cms7files.revize.com/geneseecountymi/Document_Center/Employee%20Portal/Purchasing%20Regulations/Std%20T%20%20C%20%20SECTION%202016.pdf

SECTION 3 – ADDITIONAL TERMS & CONDITIONS

1. **Purpose:** Through this ITB, Genesee County (“the County”) is soliciting bids from qualified firms/companies who can provide Wireless Access Points as requested by Genesee County Information Technology Department.
2. **Issuing Office:** This ITB is issued by the Genesee County Purchasing Department on behalf of the Genesee County Information Technology Department. The contact person is Rita Schubert, Purchasing Manager, Genesee County, 1101 Beach Street, Room 361, Flint, Michigan 48502, phone: (810) 257-3195, and rschubert@geneseecountymi.gov. Email is the preferred method of contact.
3. **Addenda:** Genesee County reserves the right to amend and provide clarification of this ITB prior to the date for bid submission. In such an event, an addendum will be posted on the Purchasing Department website (https://www.geneseecountymi.gov/departments/fiscal_services/purchasing_department/current_bids2023.php). Further, all bidders shall acknowledge having seen any and all addendums issued (1, 2, 3, etc.) on the Signature Page.
4. **Responsive Bids:** To ensure bidder consideration, all bidders are encouraged to submit a complete response to this ITB using the format outlined in Section 8, INFORMATION REQUIRED FROM BIDDERS. In addition, at least one of the paper bids must be signed with an original signature of the official authorized to bind the bidder to its provisions.
5. **Validity Period:** Any bid submitted as a result of this Request for Bid shall be binding on the bidder for 120 calendar days following the due date.
6. **Disclosure:** All information in an offeror’s bid is subject to disclosure under the provisions of Public Act N. 442 of 1976 known as the “Freedom of Information Act”. This Act also provides for the complete disclosure of contracts and attachments thereto. In the event that a bidder wishes to designate any portion of their submission as “confidential” or “proprietary,” the bidder must contact the Purchasing Manager prior to submission of the bid. All requests regarding disclosure and requests for confidentiality of a bid response to this ITB shall be submitted in writing and received no later than noon, **Monday, May 8, 2023**, to the Genesee County Purchasing Department as listed above.
7. **Statement of Exceptions:** The bidder shall furnish a statement giving a complete description of all exceptions to the terms, conditions, and specifications set forth in the bid. Failure to furnish this statement shall mean that the bidder agrees to meet all requirements set forth in this solicitation.
8. **Acceptance of Bid Content:** It is proposed that, if a contract is entered into as a result of this ITB, the ITB will serve as the basis for the contract. The contents of the bid of

the successful offeror may become contractual obligations if a contract is issued. Failure of the successful offeror to accept these obligations will result in cancellation of contract award.

9. **Questions & Inquiries**: All questions regarding this ITB shall be submitted in writing and received no later than **Thursday, May 4, 2023, before 5:00 PM (EDT)** to the Genesee County Purchasing Department as listed above. E-mail is the preferred method of contact for all inquiries concerning this ITB, and please entitle the subject line of your e-mails as follows: Question(s) for ITB # 23-330. No verbal interpretation to any respondent as to the meaning of any requirement stated in this ITB shall be binding on Genesee County. All responses to questions regarding this ITB shall be issued in writing and distributed as an addendum by Genesee County.

SECTION 4 – QUALIFICATIONS OF BIDDERS

To qualify for award, a vendor shall have the ability to provide the requested items, which will assure good faith performance. This requirement shall include, but is not limited to, the availability of the requested items.

A vendor must have the capability, qualifications, and the necessary experience to provide services of a character similar to that required in this solicitation. If an offeror does not convince Genesee County that it possesses the above minimum qualifications with the bid submission, Genesee County shall not consider its bid for award.

SECTION 5 – BACKGROUND INFORMATION & SCOPE OF WORK

INFORMATION

Genesee County is Michigan's fifth largest county. The County has an outstanding transportation infrastructure, and a great network of higher education institutions to help drive innovation and support workforce development. Our quality-of-life amenities include having Michigan's largest county park system, a national-caliber arts and culture district, and many great neighborhoods. Additional information can be found on Genesee County's website at [Genesee County Michigan](#).

Genesee County Information Technology (GCIT) is a centralized service bureau that provides IT services to all County Departments. This department is where People, Process and Technology combine to serve our citizens by delivering an exceptional and secure IT service experience for all technology consumers. While Information Technology is not a profit center, nearly all County business is completed through the use of Information Technology systems. GCIT is organized in the following focus areas:

- Cybersecurity and Technical Architecture
- Network and Telecommunications Administration
- Data Center Technology Administration
- End User Computing
- Service Desk and Customer Support

- Enterprise Application Support

OBJECTIVE

The County is issuing this Invitation to Bid (ITB) to invite interested, qualified vendor to submit bids for the following:

- QTY 105, Cisco Meraki MR46 - wireless access point - Wi-Fi 6 - cloud-managed, Mfg. Part#: MR46-HW or approved equivalent
- QTY 117, Cisco Meraki Enterprise Cloud Controller - subscription license (3 years) - Mfg. Part#: LIC-ENT-3YR or approved equivalent
- QTY 12, Cisco Meraki MR76 Wi-Fi 6 Outdoor AP Mfg. Part# MR76-HW or approved equivalent
- QTY 24, Cisco Meraki Dual Band Omni Antennas Mfg. Part# MA-ANT-20 or approved equivalent

SECTION 6 – INSURANCE

Should your bid be successful, the County may require insurances according to the specifications in this ITB and may be provided prior to any Award as a result of this ITB. See insurance checklist forms for requirements. Genesee County must be listed as an additional insured on any insurance certificate issued due to any award subsequent to this ITB.

Insurance requirements vary from one ITB to another, due to distinct and different Scopes of Services. Each checklist is labeled with a corresponding ITB Number and Title and, therefore, must be executed separately for each ITB.

SECTION 7 – EVALUATION PROCESS AND SELECTION

It is the intent of Genesee County to conduct a comprehensive, fair, and impartial evaluation of bids received. The ITB will be awarded to the offeror who submitted the lowest responsive bid that is most advantageous to Genesee County.

SECTION 8 – INFORMATION REQUIRED FROM BIDDERS

All bids are firm, binding, and irrevocable for one hundred-twenty (120) days after the opening of the bid. No bids will be considered that fail to contain fully completed documents or any other documentation required by the instructions and materials herein. The successful Bidder will be required to submit:

1. Signed Signature Page (Page 10)
2. Fully executed Insurance Checklist (Page 11).

3. Reference Form (Page 12): Prior experience with similar requests is essential for any firm to provide the services required in this solicitation. This section shall consist of a minimum of three (3) references with requested services. In addition, contact information for each reference shall be provided with the name, address, phone number and email address. The contacts for each reference must be knowledgeable of the offeror's performance on the referenced project and the scope of services performed by the bidder.
4. Statement of Exceptions: Furnish a statement on company letterhead giving a complete description of all exceptions to the terms, conditions, and specifications set forth in the Standard Proposed Contract and this ITB.
5. Completed Cost Bid Form (Page 9)
6. Litigation: Please describe any lawsuits that were filed against your company in the last five (5) years and the results of those lawsuits. Please describe any mediation or arbitrations your company has been involved with in the last five (5) years and the results of those arbitrations/mediations.

COST BID FORM

PROJECT: ITB #23-330 Wireless Access Points

Quantity	Product	Mfg. Part #	Total Cost
105	Cisco Meraki MR46 wireless access Point – Wi-Fi 6 cloud managed	MR46-HW	\$
117	Cisco Meraki Enterprise Cloud Controller – subscription license (3 years)	LIC-ENT-3YR	\$
12	Cisco Meraki MR76 Wi-Fi 6 Outdoor AP	MR76-HW	\$
24	Cisco Meraki Dual-band Omni Antennas	MA-ANT-20	\$

BIDDER SIGNATURE:

Name (Print): _____

Signature: _____

Title: _____

Company: _____

Date: _____

SIGNATURE PAGE

**GENESEE COUNTY ITB #23-330
WIRELESS ACCESS POINTS**

The undersigned represents that he or she:

1. is duly authorized to make binding offers on behalf of the company,
2. has read and understands all information, terms, and conditions in the ITB,
3. has not engaged in any collusive actions with any other potential bidders for this IT,
4. hereby offers to enter into a binding contract with Genesee County for the products and services herein offered, if selected by Genesee County within 120 days from bid due date,
5. certify that it, its principals, and its key employees are not "Iran linked businesses," as that term is described in the Iran Economic Sanctions Act, P.A. 2012, No. 517, codified as MCL 129.311, et seq.
6. acknowledges the following addenda _____ issued as part of the ITB:

Conflict of Interest:

____ To the best of our knowledge, the undersigned firm has no potential conflict of interest due to any other County contracts, or property interest for this bid.

OR
____ The undersigned firm by attachment to this form, submits information which may be a potential conflict of interest due to other County contracts, or property interest for this bid.

Exceptions to Solicitation and/or Standard Contract: NO _____ YES _____ (include attached statement)

Name (typed): _____

Signature: _____ Title: _____

Date: _____

Company: _____

Federal Employee Identification Number (FEIN): _____

DUNS Number: _____

Contact Person of company representative for matters regarding this ITB

CONTACT NAME POSITION

MAILING ADDRESS CITY STATE ZIP CODE

PHONE FAX E-MAIL

PHONE FAX E-MAIL

GENESEE COUNTY INSURANCE CHECKLIST

Professional Service Contract: ITB:23-330 – WIRELESS ACCESS POINTS

Coverage Required	Limits (Figures denote minimums)
	1. Workers Compensation Statutory limits of Michigan
X	2. Employers' Liability \$100,000 accidental/disease \$500,000 policy limit, disease
X	3. General Liability \$1,000,000 per occurrence with \$2,000,000 aggregate Including Products/Completed Operations and Contractual Liability Liability and Premises/operations
	4. Professional Liability \$1,000,000 per occurrence with \$2,000,000 aggregate Including errors and omissions
	5. Medical Malpractice \$200,000 per occurrence \$800,000 in aggregate
X	6. Automobile liability \$1,000,000 combined single limit each accident – Owned, Hired, Non-owned
	7. Umbrella liability/Excess Coverage \$2,000,000 BI & PD and PI
X	8. A copy of the specific additional insured endorsement naming Genesee County or a blanket additional insured endorsement must be attached to the certificate
	9. Other Insurance Required:
	10. A 30-day notice of cancellation or non-renewal is required for all policies
	11. Builders Risk "All Risk" for all materials and equipment of this contract
X	12. Best's rating: A VIII or better, or its equivalent (Retention Group Financial Statements)
X	13. The Certificate must state bid number and title ITB #23-330
	**Additional coverage including excess liability, pollution and errors of omissions may be required Depending on the conditions of the building and processes to be utilized. Each NSP project is to be bid Separately, and each will require evaluation for possible risk exposure and additional insurance requirements

Insurance Agent's Statement

I have reviewed the requirements with the bidder named below. In addition:

_____ The above required policies carry the following deductibles:

_____ Liability policies are **occurrence** _____ **claims made** _____

Insurance Agent

Signature

Prospective Contractor's Statement

I understand the insurance requirements and will comply in full if awarded the contract.

Contractor

Signature

Required general insurance provisions are provided in the checklist above. These are based on the contract and exposures of the work to be completed under the contract. Modifications to this checklist may occur at any time prior to signing of the contract. Any changes will require approval by the vendor/contractor, the department, and County Risk Manager. To the degree possible, all changes will be made as soon as feasible.

REFERENCES

List 3 references of similar projects

Submitted by: _____

Company/Client:	Contacts:
	Name:
	Title:
	Phone:
Dates of Service:	Email:
	Address:
	City, State:

Company/Client:	Contacts:
	Name:
	Title:
	Phone:
Dates of Service:	Email:
	Address:
	City, State:

Company/Client:	Contacts:
	Name:
	Title:
	Phone:
Dates of Service:	Email:
	Address: