

RIO BLANCO
COUNTY
Broadband VAR/ISP
IFL Project



IMPORTANT DATES

Advertisement Dates :	June 1, 2022 - September 1, 2022
Letter of Interest (LOI) Due :	September 1, 2022
LOI Opening (Electronic) :	Upon Receipt

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SECTION 1 - INVITATION FOR LOI

LOI Due Date: September 1, 2022

Contact: Trevor Nielsen, County Communications Director
or
County Communications Staff
Rio Blanco County
555 Main Street
Meeker, Colorado 81641
(970) 878-9544
Email: communications@rbc.us

1. INTRODUCTION

Rio Blanco County, Colorado requests letters of interest (LOI) from Internet Service Providers interested in entering into a NON-EXCLUSIVE NETWORK ACCESS AND USE AGREEMENT (Exhibit B) for the purpose of providing internet service as a value added reseller (VAR) on the county's municipal broadband network. Future project awardee(s) will be required to follow all terms of the agreement which includes providing a local office and local staff for both billing and technical support as well as compete amicably with other incumbent providers on the network.

The intent of this Invitation for Letters of Interest (IFL) is to have a Business (the "Respondent") submit a written response to specifically address the services required, fee, and provide a well-considered plan of execution for those services.

The County requests the following qualification information from all prospective Respondents. The following information will be used to evaluate the qualifications of the Respondents interested in this Project and future projects. This information is not intended to restrict competition. The intent is to protect the County's interest by ensuring that the Respondents are competent, capable of quality work and financially able to complete the Project they may be awarded.

The County will consider prior performance on similar Projects in assessing the Respondent's ability to complete the proposed Project.

2. PROJECT LOCATION(S):

Rio Blanco County Broadband VAR/ISP Project
Located at: Rio Blanco County, Colorado

3. SCOPE OF WORK

Scope of Work on Exhibit A attached hereto.

4. SCHEDULE

Project Time Schedule on Cover Sheet attached hereto

5. GENERAL TERMS AND CONDITIONS

• LOI SUBMITTAL

Electronic Version Required. One (1) electronic copy of the LOI submitted via email in portable document format (PDF) to communications@rbc.us are required to be submitted. The LOI must be received no later than **September 1, 2022.**

Time is of the essence, and any LOI received after the LOI Due Date and time for submission, will not be considered. It is the sole responsibility of the Respondent to ensure that the LOI is received by the deadline indicated above; however, nothing in the IFL precludes the County from requesting additional information at any time during the procurement process.

• LOI PREPARATION

The LOI must be signed by an individual authorized to bind the Respondent. All LOIs submitted without such signature may be deemed non-responsive. The LOI will not be modified or conditioned in any manner.

Any material that is to be considered as confidential in nature must be clearly marked as such and will be treated as confidential by the County to the extent permitted by law and inherent to email and data storage systems.

Nothing herein is intended to exclude any responsible Respondent or in any way restrain or restrict competition. On the contrary, all responsible Respondents are encouraged to submit their LOI. The County reserves the right to reject any or all LOIs.

• LOI OPENING

LOIs will be opened and read upon receipt by County staff.

Withdrawal of LOI: Respondents may withdraw their LOI at any time by sending written notice to communications@rbc.us.

6. COMMUNICATIONS

Questions regarding the IFL should be directed via email exclusively to the County Communications Department at the above noted email address. All LOIs and correspondence related to this Invitation for LOI and the scope of work will be conducted in English.

All Respondents must examine the sites and become familiar with all site conditions. Any questions regarding this project are directed via email exclusively to RBC Communications Director Trevor Nielsen before **August 30, 2022** at the email address communications@rbc.us, with the following email subject: **2022 RBC Broadband VAR/ISP - LOI Question.**

7. LOI REJECTION

The County in its sole and absolute discretion, may reject any or all LOIs or cancel and withdraw this IFL or the Project at any time or for any reason, and may, in its sole and absolute discretion, waive any non-conformance or non-compliance with the requirements specified in this IFL.

The County, its employees, board, or any other person or entity assisting the County, or otherwise involved in the IFL process shall not be liable for any costs incurred by Respondent for the preparation or presentation of the LOIs and/or in participating in the competitive process contemplated in and by this IFL.

The LOIs and accompanying materials submitted by the Respondents are the sole and exclusive property of the County and may be used by the County in the interest of the Project as it is determined appropriate. No materials will be returned to Respondents.

8. INTERPRETATIONS

No interpretation of the meaning of the Scope of Work document will be made to any Respondents orally. Every request for such interpretation should be in writing addressed to the County's Communications Staff. Contact information for the County's Communications Staff is listed above.

9. MINIMUM QUALIFICATIONS

The County has set the following MINIMUM QUALIFICATIONS which a Respondent must meet. The County will be the sole judge of the LOIs and its decision shall be final. Upon selection of the preferred LOI(s) the County may request documentation of the following required Minimum Qualifications:

- The Respondent must have at least three (3) years of industry experience.
- The Respondent must have experience with Projects of similar size and complexity.
- The Respondent must have previous job references which show good past performance and workmanship.
- The Respondent must be able to procure and maintain, at Respondent's own cost, a policy or policies of insurance/bonds sufficient to insure against all obligations assumed by Respondent.
- The Respondent must show capability and willingness to meet the Project schedule.

10. REFERENCES

Respondent will provide a minimum of three (3) references for whom similar Projects have been performed, including contact person, email address, mailing address, and telephone numbers.

SECTION 2 - EXHIBIT A - SCOPE OF WORK

The work under this section must include all permitting, materials, labor and equipment necessary to achieve a finished product, including but not limited to the listed items. Work includes but is not limited to providing a letter of interest to provide an RFP response in future bids for VAR/ISP on the County's municipal broadband network.

Work by Respondent

Provide a letter of interest which includes the following:

The name of your company.

Name of the proposal contact.

The name of the IFL you're responding to.

A clear statement of your intention to submit a proposal.

A list of References (as directed in Section 1 item 10)

Offer a brief statement about why you believe you're a fit for the network. You may also highlight your relevant experience or confirm that you meet or exceed the minimum IFL requirements.

Line cards and other marketing materials related to your business may be included.

SECTION 4 - EXHIBIT B - SAMPLE AGREEMENT

Attached separately a sample [NON-EXCLUSIVE NETWORK ACCESS AND USE AGREEMENT](#).