

**Creek County Clerk  
County Purchasing Office  
Collins Building Annex  
317 E. Lee Room 100  
Sapulpa, Ok. 74066  
918-227-4909**



**Creek County Clerk**  
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**INVITATION TO BID**

<b>BID NUMBER</b>	<b>BID CLOSING DATE &amp; HOUR</b>	<b>DESCRIPTION</b>	<b>DATE ISSUED</b>
20-8	2/10/2020 8:59 A.M.	Network Infrastructure Refresh	1/21/2020 Page 1 of 7

**Terms & Conditions**

1. Sealed bids/proposals will be opened in the Commissioner’s Conference Room, 317 E Lee Suite 103 Sapulpa, OK during the meeting of the Board of County Commissioners.
2. Late bids will not be considered. 1 hard copy & 1 electronic copy of the proposal must be received in a sealed envelope with the bid number and closing date written on the outside of the envelope. Bids must be marked “Network Infrastructure Refresh” Bid #20-8 & received in the County Clerk’s office at 317 E. Lee Room 100 Sapulpa, OK. 74066 by 8:59 am February 10, 2020.
3. All questions & answers will be addressed at the pre-bid/site visit meeting on January 29, 2020 at 10:00 a.m. Meet the designated County representatives in the County Clerk’s office at 317 E Lee Room 100 Sapulpa, OK 74066.
4. A qualification statement must be included in the proposal summarizing your firm, including the following:
  - Length of time in business & time providing proposed services
  - Areas of specialty & technical capability
  - Location of office to service account
  - Number of full-time employees & areas of involvement
  - List subcontractors that will be used to complete the project
  - Three references of similar solutions installed at customer sites with contact information
5. Unit prices will be guaranteed correct by the bidder. County reserves the right to accept or reject any or all bids and to waive informalities or minor irregularities in any bid. Successful bidders must verify workers’ compensation coverage & general liability of company & outsource. Oklahoma laws require each bidder submitting a bid to a county for goods or services to furnish a notarized sworn statement of non-collusion & business relationship affidavit as well as an affidavit for contracts & payments that total \$25,000 and above.
6. Successful bidder must provide a certified check, cashier’s check, performance bond or an irrevocable letter of credit equal to 5% of bid amount within 5 days of the contract award or be subject to disqualification. Bond shall be valid no less than 3 years.
7. The County procurement process is an open process that allows all business owners to participate regardless of race, color, natural origin or sex and we encourage minority and women-owned businesses to bid on any of the county projects.
8. Firm fixed prices will be F.O.B. destination. Bidder must provide itemized breakdown of hardware cost, labor rate for any/all implementation, and recurring cost of services for firewall management. Bidder must also provide renewal (or estimated renewal) for licensing cost upon expiration of licenses bundled with proposed hardware and detailed information pertaining to warranties on the proposed hardware.
9. Purchases by Creek County, Oklahoma, are not subject to state or federal taxes.
10. This bid is submitted as a legal offer and any bid when accepted by the County constitutes a firm contract. All work must be completed within 60 days from award of contract. Any down time that may be encountered must be during non-business hours.
11. The County reserves the right to terminate the contract with a 30 day written notice of termination for convenience.
12. The County reserves the right to terminate the contract without notice due to non-performance to any & all portions of the contract award.
13. Bids will be firm for 30 days.

Vendor: \_\_\_\_\_ Signed by: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone: \_\_\_\_\_



# Request for Proposals For Network Infrastructure Refresh

317 E Lee Ave # 103, Sapulpa, OK 74066

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## Statement of work

### **Current Infrastructure**

Creek County is preparing to do a comprehensive network infrastructure upgrade to the Creek County Complex including the following locations in the complex:

- Collins Building- 317 E Lee
- CEM Building- 10 S Oak
- Election Board Building- 230 E Hobson
- Drive-thru Bank Building- 314 E Dewey

This includes but is not limited to: cleanup of existing cabling, implementation of per-entity IDF with managed switching, implementation of centralized MDF with managed L3 core switching, and centrally managed wireless infrastructure. Current infrastructure includes no per-entity IDFs with all entities having home runs from each endpoint to the centralized MDF closet in the clerk's office. Wireless infrastructure is managed on a office-by-office basis typically utilizing consumer grade wireless routers converted to access points with no physical or logical segregation from production/internal LAN. Network topology & access is now currently shared between all entities and managed by single individual internal to the county. All endpoint support/security is selected via each office's elected official and is not applicable to this project.

### **Information Technology services required**

Creek County is seeking a firm with a proven track record of successful cabling and network infrastructure deployment to accomplish the tasks at hand. The firm must also demonstrate the ability to properly document the given infrastructure, support the MDF, and work in tandem with each entity's IT provider at the IDF level moving forward.

### **Preliminary Scope of Hardware and Professional Services**

The proposed solution shall include, but not be limited to the following:

#### **Site planning and evaluation of current cabling infrastructure, switching, wireless, and firewall.**

Creek County has permitted an escorted walkthrough to assess current cabling and network infrastructure of the following offices, no access to individual endpoints or server infrastructure will be permitted or necessary, as all is managed by various entities of the elected official's choosing.

#### **Switching Infrastructure**

Creek County desires a design entailing a L3 core switch located in the MDF with each individual entity listed above housing PoE+ switch at their IDF with a trunked VLAN uplink to the MDF core. All switches must be managed switches supporting the following:

- Minimum of Limited Lifetime Warranty on all Switching Hardware
- VLAN Assignment (Each entity to have dedicated VLAN assignment)
- PoE+
- Minimum 100GB switching capacity
- 24 or 48 Port autosensing 1G PoE+ ports
- IPv4 capable
- SNMP enabled for per entity IT management of IDF switching
- Separate admin account created on all IDF switches for per office mgmt. access
- QoS

#### **Cabling and implementation of per-office IDF locations.**

- Commissioners & County Planning
  - Wall Mounted Rack/Cabinet
  - UPS Power
  - Patch Panel & Cable Mgmt
  - Removal of prior cabling
  - Minimum 22 Cat6 network drops w/increase as needed
  - Minimum of 1G uplink to MDF (bidder's discretion on fiber vs Cat6)

- Election Board
  - Wall Mounted Rack/Cabinet
  - Wireless P2P (currently existing) between Collins Building and Election Board
  - UPS Power
  - Patch Panel & Cable Mgmt
  - Removal of prior cabling
  - Minimum 14 Cat6 network drops w/increase as needed

#### CEM Building

- Wall Mounted Rack/Cabinet
- Wireless P2P (currently existing) between Collins Building and Election Board
- UPS Power
- Patch Panel & Cable Mgmt
- Removal of prior cabling
- Minimum 10 Cat6 network drops w/increase as needed
- 10G Multimode Fiber Run to MDF, required SFPs

#### Drive-Thru Building

- Wall Mounted Rack/Cabinet
- Wireless P2P (currently existing) between Collins Building and Election Board
- UPS Power
- Patch Panel & Cable Mgmt
- Removal of prior cabling
- Minimum 2 Cat6 network drops w/increase as needed
- 10G Multimode Fiber Run to MDF, required SFPs

#### Assessor Office

- \*\* Phone infrastructure only, currently houses own MDF/IDF
- Minimum 12 Cat6 network drops w/increase as needed
- Minimum of 1G uplink to MDF (bidder's discretion on fiber vs Cat6)

#### Clerk Office

- Wall Mounted Rack/Cabinet
- UPS Power
- Patch Panel & Cable Mgmt
- Removal of prior cabling
- Minimum 46 Cat6 network drops w/increase as needed
- Minimum of 1G uplink to IDF (bidder's discretion on fiber vs Cat6)

#### Treasurer Office

- Wall Mounted Rack/Cabinet
- UPS Power
- Patch Panel & Cable Mgmt
- Removal of prior cabling
- Minimum 36 Cat6 network drops w/increase as needed
- Minimum of 1G uplink to MDF (bidder's discretion on fiber vs Cat6)

### **Cabling and Configuration of MDF**

- Existing cabling to be removed from current MDF
- Installation of Wall Mounted Cabinet
- UPS Power for all rack mounted devices
- Patch Panel & Cable Mgmt

### **Firewall Deployment**

Firewall must support the following at minimum but not limited to:

- Web Filtering
- Application Control
- Per Device/User Logging
- Patch Panel & Cable Mgmt
- Log Retention
- SNMP enabled for per-entity network monitoring
- Change logging capabilities
- Manual & automated traffic & summary reporting
- Minimum of 36-month software license
- Minimum of 36-month vendor warranty

### **Wireless Deployment**

Wireless infrastructure must support at minimum but not limited to:

- Centralized management (cloud preferred but not required)
- Captive Portal for Guest Wireless
- Band-Steering/LB
- Per SSID VLAN Tagging
- RADIUS Login Capable

Facility map detailing location of each access point

## **Network Infrastructure Management/Co-Management with Entity IT**

The bidder must demonstrate ability to provide the following management capability:

- Firewall & Core Switch Mgmt w/Defined SLA on Response Times
- Co-Management capability of IDF switching with per-entity IT Providers
- Warranty/Vendor management in the event of hardware/software failure
- Patch Panel & Cable Mgmt

## **Option A: New Phone System & Installation**

- Reference of 3 clients who currently utilize the proposed system & support agreement.
- Statement of Work & Project Management of deployment & porting of existing numbers required
- Forecast of any increases in hardware, software maintenance, & licensing needs exceeding the term of the initial project.
- Vendor/Provider support with established SLAs
- Both on premise PBX or Cloud based solutions accepted on vendor recommendations/presentation.
- 60 number of extensions/handsets
  - 1 GB switching Uplink preferred not required
  - VLAN tag capable
- Call Forward Busy / No Answer / All Calls
- Call Redirect
- Call Hold / Release
- Call Park / Pickup/ Queuing
- Call Transfer
- Call Waiting
- Calling Line ID Name and Number
- Paging & Group Paging
- Programmable Buttons w/ paperless labels
- Direct Inward Dial (DID)
- Voice Mail
- Voice Mail forward to Email (optional, not required)
- Auto Attendant/Night/ After Hours Service
- Soft phone features (optional not required)
- Mobile app (optional not required)
- Conference bridging for internal and external
- Employee training on use of system
- Equipment operation manuals (minimum 10)
- Warranty information

**Business Relationships Affidavit**

Network Infrastructure Refresh

State of Oklahoma )  
 ) SS  
County of \_\_\_\_\_)

\_\_\_\_\_, of lawful age, being duly sworn, on oath says that he or she is the agent authorized by the bidder to submit the attached bid. Affiant further states that the nature of any partnership, or other business relationship presently in effect, of which existed within one (1) year prior to the date of this statement with the architect, engineer, or other party to the project is as follows:

\_\_\_\_\_  
Affiant further states that any such business relationship presently in effect of which existed within one (1) year prior to the date of this statement between any officer or director of the bidding company and any officer or director of the architectural or engineering firm or other party to the project is as follows:

\_\_\_\_\_  
Affiant further states that the names of all persons having any such business relationships and the positions they hold with their respective companies or firms are as follows:

(If none of the business relationships herein above mentioned exist, affiant should so state.)

Signature of Affiant \_\_\_\_\_

**S.A. &I. 425 (2000)**

**Affidavit for filing with competitive bid**

State of Oklahoma )  
 ) SS  
County of \_\_\_\_\_)

\_\_\_\_\_, of lawful age, being first duly sworn, on oath says, that (s)he is the agent authorized by bidder to submit the attached bid. Affiant further states that the bidder has not been a party to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any county official or employee as to quantity, quality or price in the prospective contract, or any other terms of said prospective contract; or in any discussions between bidders and any county official concerning exchange of money or other thing of value for special consideration in the letting of a contract.

Bidder: \_\_\_\_\_

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

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

Commission # \_\_\_\_\_  
Notary Public (or Clerk or Judge)

Expires \_\_\_\_\_

S. A. & I. 1-4001 (2005)

AFFIDAVIT FOR CONTRACTS AND PAYMENTS

STATE OF OKLAHOMA )  
 ) ss  
COUNTY OF \_\_\_\_\_ )

THE UNDERSIGNED (ARCHITECT, CONTRACTOR, SUPPLIER OR ENGINEER), OF LAWFUL AGE, BEING FIRST DULY SWORN, ON OATH SAYS THAT THIS INVOICE OR CLAIM IS TRUE AND CORRECT. AFFIANT FURTHER STATES THAT THE (WORK, SERVICES OR MATERIALS) AS SHOWN BY THIS INVOICE OR CLAIM HAVE BEEN (COMPLETED OR SUPPLIED) IN ACCORDANCE WITH THE PLANS, SPECIFICATIONS, ORDERS OR REQUESTS FURNISHED THE AFFIANT. AFFIANT FURTHER STATES THAT (S)HE HAS MADE NO PAYMENT DIRECTLY OR INDIRECTLY TO ANY ELECTED OFFICIAL, OFFICER OR EMPLOYEE OF THE STATE OF OKLAHOMA, ANY COUNTY OR LOCAL SUBDIVISION OF THE STATE, OF MONEY OR ANY OTHER THING OF VALUE TO OBTAIN PAYMENT OF THE INVOICE OR PROCURE THE CONTRACT OR PURCHASE ORDER PURSUANT TO WHICH AN INVOICE IS REQUIRED.

\_\_\_\_\_  
BUSINESS NAME

By \_\_\_\_\_

SUBSCRIBED AND SWORN TO BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC (OR CLERK OR JUDGE)

NOTE: 62 OKL.ST.ANN. § 310.9 (B), AUTHORIZES COUNTIES EXECUTING MORE THAN ONE CONTRACT, EXCEEDING \$ 25,000.00 DURING THE FISCAL YEAR, WITH AN ARCHITECT, CONTRACTOR, ENGINEER OR SUPPLIER OF CONSTRUCTION MATERIALS TO ACCEPT ONE AFFIDAVIT APPLYING TO ALL WORK, SERVICES OR MATERIALS COMPLETED OR SUPPLIED UNDER THE TERMS OF AWARDED CONTRACTS, OR WHICH ARE NEEDED ON A CONTINUAL BASIS; SUCH AFFIDAVIT TO BE IN LIEU OF ALL INDIVIDUAL AFFIDAVITS FOR EACH INVOICE SUBMITTED IN RELATION TO SUCH CONTRACT.