CITY OF ALPINE

REQUEST FOR PROPOSAL

VOIP TELEPHONES AND INTERNET NETWORK MANAGEMENT

RPF 2025-06-01

CLOSING DATE & TIME:

JULY 18, 2025, AT 4:00 PM Central Standard Time

Deliver or Mail to:

CITY OF ALPINE. OFFICE

OF THE CITY SECRETARY

100 NORTH 13TH STREET

ALPINE, TEXAS 79830

(Note: Without exemption- Proposal must be time and date stamped by the City Secretary. Timely physical delivery is at the risk of the respondent.)

CITY OF ALPINE
REQUEST FOR PROPOSALS (RFP)
VOIP TELEPHONES AND INTERNET NETWORK MANAGEMENT 2025-06-01

Sealed Proposal Due: JULY 18, 2025, 4:00 PM

I. PURPOSE

The City of Alpine (City) is soliciting Request for Proposals (RFP) for VOIP Telephones and Internet Network Management. Sealed proposals are due to the Office of the City Secretary by July 18, 2025, at 4:00 PM CST. Sealed Proposals will be opened July 18, 2025, at 4:00 PM CST. To be considered, the sealed proposal must address each of the requests for information in the Summary of Qualifications section.

II. SERVICES REQUIRED

This is a request for proposal for VOIP Telephone and Internet Network Management for ten (10) buildings in City of Alpine.

PROPOSAL SUMMARY:

The City of Alpine Data is seeking bids for VOIP phones and internet service at ten City of Alpine buildings. The chosen vendor should be committed to work with City of Alpine staff during the installation and implementation to aid staff with a general understanding of the system. Users should be trained by the vendor or its agents on the proper use and basic troubleshooting of the equipment. Upon the completion of the installation, the vendor should be prepared to fully test the system to assure optimum functionality and performance is achieved. The project must be completed while the City of Alpine remains operational.

WHERE: City of Alpine Offices

1. **City Hall** — 100 N. 13th Street. Alpine, TX 79830
   - Office of the City Manager
   - Office of the City Secretary
   - Human Resources
   - Finance
   - Utility Billing / Customer Service
   - Municipal Court
   - City Council Chambers

2. **Building Services** — 309 W. Sul Ross Ave, #A. Alpine, TX 79830
   Utilities Department — 309 W. Sul Ross Ave, #B. Alpine, TX 79830
   Police Department — 309 W. Sul Ross Ave, #C. Alpine, TX 79830

3. **Municipal Airport** — 3401 N. Highway 118. Alpine, TX 79830

4. **Gas Department** — 203 N. Apple St. Alpine, TX 79830

5. **Public Works/Warehouse** — 709 S. 9th St. Alpine, TX 79830

6. **Water Treatment Plant** — Highway 118. Alpine, TX 79830

7. **Animal Services & Shelter** — 2900 Old Marathon Rd. Alpine, TX 79830

8. **Kokernot City Park/Swimming Pool** — 1502 Fighting Buck Ave. Alpine, TX 79830

9. **Visitor Center** — 106 N. 3rd Ave. Alpine, TX 79830

10. **Recycling Center** — 305 Cemetery Rd. Alpine, TX 79830

III. GENERAL INFORMATION

The City of Alpine is a home rule City located in Brewster County and has a population of approximately 6,000 residents. The City Operates under a Council-Manager form of government with a Mayor, five (5) Council Members, and a City Manager. The Council Members are elected from single member wards, with the Mayor elected at large. The City Manager is the Chief Executive Officer of the City. It is the City Manager's duty to execute an implement policy as established by the City Council.

IV. EXPLANATIONS, CLARIFICATIONS, AND INTERPRETATIONS

Any explanation, clarification, or interpretation desired by a proposer regarding any part of this RFP must be requested via email to Geoffrey R. Calderon, City Secretary at July 10, 2025 to g.calderon@cityofalpine.com, before 5:00 PM, CST on July 10, 2025. No further inquiries will be accepted after 5:00 PM, CST on July 10, 2025.

V. SUBMISSION OF RESPONSE

Delivery: Proposals must be sealed. Proposals may be mailed or hand-delivered to the City of Alpine, Office of the City Secretary. Sealed proposals for VOIP Telephones and Internet Network Management are due to the Office of the City Secretary by 4:00 PM on July 18, 2025**.**

Proposal packets are required to include six (6) copies.

Please provide responses to Questions 1- 4 in Section VI, Statement of Qualifications and provide pricing for each or all of the requested equipment and services in Exhibit "A".

Please include on the sealed bid envelope:

"SEALED RFP VOIP TELEPHONES AND INTERNET NETWORK MANAGEMENT 2025-06-01 – TO BE OPENED JULY 18, 2025, AT 4:00 PM"

Proposals received after this time will be returned unopened. The City reserves the right to reject any and all proposals, to request additional information concerning any proposals for purposes of clarification, and to waive any irregularities and informalities in the submittal and evaluation process. This RFP does not obligate the City to pay any cost incurred by respondents in the preparation of the proposals. Furthermore, this RFP does not obligate the City to accept or contract for any implied services.

Mailing Address and Hand Delivery Address:

City of Alpine
Office of the City
Secretary
100 North 13th
Alpine, Texas 79830

Your qualifications shall be governed by the following schedule:

June 13, 2025	RFP posted to City of Alpine Website
June 19, 2025	First Publication
June 26, 2025	Second Publication
July 10, 2025, 5:00 PM CST	Explanation, Clarification, Interpretation Deadline
July 18, 2025, 4:00 PM, CST	Proposal Deadline
August 5, 2025	Award by City Council

VI. QUALIFICATION PROPOSAL INFORMATION

Statement of Qualifications

Each Statement of Qualifications (SOQ) must address, but does not need to be limited to, the following information:

Respondents shall include:

Qualifications and Experience

1. List the name and all addresses of location(s) of your firm. Which firm location will be used to provide equipment and services to the City of Alpine?
2. List all individuals and contact information for who would be providing services for this RFP.
3. List your history (if any) providing VOIP Telephones and Internet Network Management to the City of Alpine.
4. Describe your involvement with municipalities or other governmental agencies that you have provided VOIP telephones and internet network management services for. List any contact information for current/former references for the past five (5) years for governmental clients.

VII. EVALUATION PROCESS

The City of Alpine reserves the right to accept or reject any and all submissions in the best interest of the City. Proposals will remain in effect for 90 days. Proposals cannot be altered or amended after the submission deadline. Any interlineations, alterations, or erasures made before bid opening must be initialed by the signor of the proposal, guaranteeing authenticity.

Receiving Bids

Sealed bids are received by the Office of the City Secretary. The time received shall be noted on the envelope or box and initialed.

Bids received after the published deadline shall remain unopened and will be returned to vendor.

Bid Process

Sealed bids will be opened by the City Manager with the Director of Finance, City Secretary, and finance personnel. The bids shall remain on file, open for inspection in the City Secretary's Office. Bids are received, which are unmarked, shall be opened for identification purposes only and resealed. The envelope or box shall be marked accordingly.

After proposals are opened and publicly read, the proposals will be tabulated for comparison on the basis of the bid prices and quantities (lowest responsible vendor) or by the best value method shown in the bid. Until final award of the Contract, the City reserves the right to reject any or all bids, to waive technicalities, and to re-advertise for new bids.

The following items will be considered when an award is based on best value:

- The purchase price (Exhibit A), including cost of delivery.
- The reputation of the bidder and the bidder's goods and services.
- The bidder's past relationship with the municipality.
- The total long-term cost to the municipality to acquire the bidder's goods or services;

The RFP will be awarded using the following criteria:

- Pricing of requested items
- Ability to deliver product in a timely manner
- Security: ability to effectively protect the City of Alpine's network and data from unauthorized access, cyber threats, and malicious activities.
- References
- Previous relationship with the City of Alpine

VIII. BID AWARD AND PRICING

After your response to this RFP is submitted, the City will negotiate a final price which is then approved by City Council. Once this Council approval occurs, pricing will be subject to the Market Conditions terms listed above for price increases and decreases. After the bid award, vendors who have been awarded a contract and wish to propose adjusted pricing to the agreement due to changes in the marked must do so through certified mail or via e-mail to the City Secretary and City Manager. Documentation verifying the reason for the price increase must be sent as part of the request. Upon review of adjusted proposals, the City of Alpine may elect to dissolve the existing contract upon its expiration date or accept the price increase.

The Review Committee shall be responsible for preparing a tabulation sheet for all bids received that will be made available to the public upon request. The tabulation sheets will be forwarded to the City Council to make the final decision of an award.

Point of Contact

In the event clarification or additional information is needed, contact:

City of Alpine
Office of the City Secretary
100 North 13th Street
Alpine, Texas 79830 VOIP
g.calderon@ci.alpine.tx.us

Notice

Any notice provided by this RFP or required by law to be given to the respondents by the City of Alpine shall be deemed to have been given and received on the next business day after such written notice was deposited in the U.S. Postal Service mail facility in Alpine, Texas by registered or certified mail addressed to the respondent at the address provided in the sealed respondent. Any interpretation, corrections, or changes to this Request for Proposal will be made by addenda. The sole issuing authority of addenda shall be the City of Alpine City Secretary. Addenda will be mailed to all who are known to have received a copy of this Request for Proposals. Bidders shall acknowledge receipt of all addenda.

CRIMINAL BACKGROUND CHECKS

The following will apply to any contracts that will require vendors to enter sensitive security areas. These include, but are not limited to, City of Alpine Municipal Court, City of Alpine Police Department and/or City of Alpine Human Resources Department.

- The successful bidder shall provide information for each individual who will be performing work in sensitive security areas on City of Alpine property.
- Vendor personnel who perform work on City of Alpine property must submit to and pass a Police Department Criminal Background Check. That status must be maintained by all vendor personnel entering City buildings for the duration of the contract.
- Criminal Background checks conducted by your firm may or may not be acceptable to certain departments depending on their particular requirements. The City reserves the right to conduct additional Criminal Background Checks as it deems necessary.
- Award of a contract could be affected by your firm's refusal to agree to these terms. Award could also be affected if your firm is unable to supply personnel who can pass a Criminal Background Check.
- The Criminal Background Check applies to the individual and not the company.

EXHIBIT "A"

City of Alpine

Request for Proposal
VOIP Telephones and Internet Network Management
2025

Vendor will install and commission the following equipment:

City of Alpine is requesting Grandstream VoIP phones in the quantities and locations listed below.

70 Grandstream VoIP Phones will be needed
6 Fax lines will be needed

Multi-Point Connection Locations / 1 GIG Fiber Network:

1. City Hall
2. Police Department/Utilities/Building Services
3. Municipal Airport
4. Gas Department
5. City Park/Pool
6. Public Works/Warehouse/City Maintenance Yard
7. Water Treatment Plant

Broadband Connections / Broadband Speed:

8. Animal Shelter: 25.25
9. Municipal Airport: 25.25
10. Recycling Center 25.25
11. Visitors Center: 50.50

Telephone Lines

36
34

Miscellaneous Services / Quantity:

Static 29	2
SLA:	10 Hours

OTHER REQUIRED INFORMATION:

- Maintenance and Support:
  - Vendor shall provide City of Alpine with a complete listing of available services, support plans and price.
- These shall include the range of offered services including all levels of support plus the escalation plan broken down on an annual basis.
- All information shall in include:
  - An itemized list of services for each site
  - Ongoing Maintenance cost
  - Forecast any cost increases for the next (3) years for hardware, software maintenance, licensing needs
  - Details of local support, hours or limits of coverage for service and repairs
  - Software upgrade plans inclusive in maintenance

BID FORMS

VENDOR REFERENCES

Please list three (3) references of current customers who can verify the quality of service your company provides. The County prefers customers of similar size and scope of work to this proposal. THIS FORM MUST BE RETURNED WITH YOURPROPOSAL.

REFERENCE ONE:

COMPANY NAME:
ADDRESS/CITY/STATE/ZIP:
CONTACT NAME/TITLE:
BUSINESS PHONE/FAX:
CONTRACT PERIOD: SCOPE OF WORK:

REFERENCE TWO:

COMPANY NAME:
ADDRESS/CITY/STATE/ZIP:
CONTACT NAME/TITLE:
BUSINESS PHONE/FAX:
CONTRACT PERIOD: SCOPE OF WORK:

REFERENCE THREE:

COMPANY NAME:
ADDRESS/CITY/STATE/ZIP:
CONTACT NAME/TITLE:
BUSINESS PHONE/FAX:
CONTRACT PERIOD: SCOPE OF WORK:

CERTIFICATION OF ELIGIBILITY

By submitting a bid or proposal in response to this solicitation, the bidder/proposer certifies that at the time of submission, he/she is ***not*** on the Federal Government's list of suspended, ineligible, or debarred contractors.

In the event of placement on the list between the time of bid/proposal submission and time of award, the bidder/proposer will notify the City of Alpine Auditor. Failure to do so may result in terminating this contract for default.

Company: _____

Signature: _____

Printed Name: _____

Date: _____

CONFLICT OF INTEREST:

To: **Vendors of City of Alpine, Texas**

From: **Office of the City Manager**

Re: **Conflict of Interest Form (CIQ)**

Vendor: _____

Please find the link below to a Conflict of Interest Questionnaire. Please complete this form if you have a conflict of interest with any City of Alpine Official, Employee, or Department. The questionnaire should reflect the name of the individual with whom the conflict of interest occurs. If you have any questions regarding compliance with Chapter 176 of the Texas Local Government Code, please consult your legal representative. Compliance is the responsibility of each individual, business, agent or representative who is subject to the law's filing requirements.

https://www.ethics.state.tx.us/data/forms/conflict/CIQ.pdf

Original completed forms should be sent to the City of Alpine, Office of the City Secretary, either through bid return, or email. Please see contact information below.

City of Alpine, City Secretary

Email: g.calderon@ci.alpine.tx.us Ph: (432) 837-0119

Applicable Law

Chapter 176 of the Texas Local Government Code requires that any vendor or person considering doing business with a local government entity disclose in the Questionnaire Form CIQ, the vendor or person's affiliation or business relationship that might cause a conflict of interest with a local government entity. By law, this questionnaire must be filed with the records administrator of City of Alpine (County Clerk) no later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Texas Local Government Code.

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. *See* Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 **Name of vendor who has a business relationship with local governmental entity.**

2 ☐ **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 **Name of local government officer about whom the information is being disclosed.**

_____

Name of Officer

4 **Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.**

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

☐ Yes ☐ No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

☐ Yes ☐ No

5 **Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.**

6 ☐ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

_____ _____ _____

Name of signatory Signature Date

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

(A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;

(B) a transaction conducted at a price and subject to terms available to the public; or

(C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

***

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds $2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than $100 in the 12-month period preceding the date the officer becomes aware that:

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.