



Solicitation Type & Number	RFQ#2019-003
Solicitation Title	Business Internet Services
Date of Request Announcement	June 25, 2019
Questions and Bid Conference	July 9, 2019 at 2:00pm to 5:00pm (EST) Eastern Standard Time
Request Due Date Time	August 16, 2019 at 12 Noon (EST)
HAFC Operating Days/Hours (except for Holidays)	Monday through Thursday 8:30 A.M. – 6:00 P.M. Friday 8:30 to 12:30 P.M.

DIRECT INQUIRES TO:

Contact Title	Kimberly Lewis, Director of Operation
E-Mail Address	KLewis@hafc.org
	Luvell Porter Network Support Specialist
	Lporter@hafc.org

Respondents are responsible for reading this solicitation and all exhibits, in its entirety, as updates and revisions have been added. Questions are to be submitted in writing via email to KLewis@hafc.org and Lporter@hafc.org. *All inquiries must be received no later than 12:00pm local time, on July 18, 2019.* Answers to all questions will be posted to www.hafc.org as an addendum or addressed at the Bid Conference. Respondents are responsible for monitoring www.hafc.org for communications related to this Request for Proposals. *Respondents are responsible for reading this solicitation and all exhibits, in its entirety, as updates and revisions have been added.* By submitting a response to this solicitation, the Respondent acknowledges that they have read the entire document and is responding with full knowledge of all terms, conditions and requirements as set forth.

HAFC will endeavor to provide copies of addendum to all potential offerors to whom this RFQ has been sent, but it will be the responsibility of each offeror to make inquiry as to the existence and content of addenda, as the same shall become part of this RFQ and all offerors will be bound thereby, whether or not the addenda are actually received by the offeror.

I. STATEMENT OF PURPOSE

The Housing Authority of the Fulton County, Georgia is soliciting quotes from qualified vendor to provide Business Internet. The responsible vendor will provide Business Internet Service for Housing Authority of the Fulton County, Georgia.

II. SCOPE OF SERVICES

The contractor shall perform the following duties:

- 1000Mbps X 35 Mbps High Speed Internet which include Docsis 3.0 Business Wireless Gateway Modem.
- Built in Firewall in the Modem
- Connection Pro
- Basic TV Services
- 24/7 Tech Support
- Static IP
- Infrastructure Improvement
- Warranties

III. CONDITIONS

The Housing Authority will not pay any cost incurred in the preparation or submission of any quote or any cost incurred in anticipation of a contract.

The Proposer understands that the Contracting Officer of the Housing Authority shall be the sole authority to legally commit the Housing Authority to any expenditure of public funds for this procurement.

The Housing Authority reserves the right to award one contract to a single or multiple contractors after receipt of quotes, without further discussion.

The Housing Authority reserves the right to reject any and all quotes and to waive any informality whenever such rejection or waiver is in the best interest of the Housing Authority.

This Request for Quotes in no way obligates the Housing Authority to award a contract. Contractor shall have staff personnel qualified by training and experience to perform the service required. Each member shall wear markings which identify him/her as a member of Contractor's work force.

All persons employed by Contractor in the performance of any work under this agreement shall be agents and employees of Contractor only. Neither Contractor nor any employees or agents of Contractor shall be deemed employees of the Housing Authority of Fulton County for any purpose whatsoever.

The selected contractor must provide general liability in the amount of (1) \$1,000,000.00 one million dollars and provide vehicle insurance for the vehicles used on the HAFC property.

IV. PERSONNEL

Contractor(s) shall have qualified personnel by training and experience, to perform the work required. Each contractor or subcontractor shall wear markings which identify him as a member of Contractor(s)'s company. Contractor(s) is responsible for obtaining identification badges on all of his/her subcontractors/employees. Under no circumstances will a contractor/subcontractor be allowed to perform an inspection on the behalf of HAFC without his/her I.D. on his/her person at all times.

The personnel to work on this project as identified in the quote are considered to be essential to the services to be provided. Without invalidating this agreement, the Housing Authority may, at any time, order extra work, alterations, additions to, or deductions from the scope of work. Any change or extra work resulting in additional cost must be made in advance in writing by the Housing

V. LAWS AND REGULATIONS

The Contractor shall secure and pay for all fees, and licenses necessary for the proper execution and completion of services. The Contractor shall observe and comply with all federal, state, county, and city laws, codes, ordinances, rules and regulations in accomplishing the work. The service performed shall be in conformance with and meet all industry standards.

The Contractor shall agree that, in a suit and/or claim in mediation or arbitration to enforce the rights and/or obligations of a contract under this Quote, should HAFC prevail in the prosecution or defense of said suit and/or claim, HAFC shall be entitled to its reasonable attorney's fees, court costs and other reasonable litigation expenses, including, but not limited to, expert fees, costs of exhibits, staff time in preparation for and/or attendance at trial, investigation expenses, and travel expenses.

Contractor will hold harmless and indemnify HAFC and its officers, agents, representatives, and employees from all claims, loss, damage, actions, causes of action and/or expenses resulting from, brought for, or on account of any personal injury or property damage received or sustained by any persons or property, occurring or attributable to any work performed under or related to the contract, resulting, in whole or in part, from the negligent acts or omissions of the Contractor, any subcontractor, or any employee, agent or representative of the Contractor or any subcontractor.

VII. CONTRACT PERIOD

The Business Internet Services shall commence upon written agreement between HAFC and Vendor. The term of the contract shall be for (1) one year with options to renew. The contract will not bind, nor purport to bind, HAFC for any contractual commitment in excess of the original contract period.

VIII. TERMINATION FOR CONVENIENCE

H AFC's Contracting Officer may terminate the contract, in whole or in part, whenever the Contracting Officer determines that it is in the best interest of H AFC. Contractor shall be provided with reasonable notice under the circumstances. Any such termination shall be effected by delivery to the Contractor of a written notice, specifying the extent to which the service under the contract is stopped or terminated, and the date upon which such stoppage or termination becomes effective.

IX. DEADLINE FOR QUOTES

Please submit a quote to Kimberly Lewis via email klewis@hafc.org and Luvell Porter via email lporter@hafc.org. All inquiries must be received no later than 12:00pm local time, on July 18, 2019. Quote should be itemized.