

**INDIAN RIVER COUNTY  
OFFICE OF MANAGEMENT AND BUDGET  
PURCHASING DIVISION**

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**DATE:** March 9, 2021

**TO:** BOARD OF COUNTY COMMISSIONERS

**THROUGH:** Jason E. Brown, County Administrator  
Kristin Daniels, Director, Office of Management and Budget

**FROM:** Jennifer Hyde, Purchasing Manager

**SUBJECT:** Ranking of Firms and Award of RFPs 2021028 (Network Infrastructure Equipment and Installation) and 2021029 (Cabling, Hardware and Installation)

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**BACKGROUND:**

Information Technology staff has identified available funding for library telecommunications, internet access and internal connection improvements through the Federal Communication Commission, which is administered by the Universal Service Administrative Company under the program name E-rate.

The program requires libraries to first identify their needs, solicit proposals and make award to the vendor offering “the most cost-effective eligible products and services using price as the primary factor.” Once award is made, a formal application for approval of the purchases is required. For eligibility for funding in the upcoming program year, which begins on July 1, 2021, award must be made and application filed by March 25, 2021.

To ensure compliance with the program, Information Systems enlisted the assistance of Janie Griffith Consulting of DeFuniak Springs to develop the request for proposal documents, make required posts to the USAC website for qualified vendors, and ultimately submit the funding application on the County’s behalf.

The improvements proposed for the upcoming year include modernization of the wired/wireless network infrastructure and firewalls for all County Libraries. This will bring the network infrastructure for the County Library System into alignment with network and cybersecurity infrastructure employed for all other County facilities.

Additionally, the improvements will facilitate social distancing by enabling the libraries to support remote video conferencing for both patrons and staff, as well as enhance virtual programming. It will also enable library staff to conduct business remotely with other County departments.

Requests for Proposals (“RFPs”) were released for the infrastructure and cabling portion separately, with the intent of increasing vendor participation. Only vendors pre-approved by the FCC were authorized to participate. RFPs were advertised on February 9, 2021 and responses received March 9, 2021.

**ANALYSIS:**

A selection committee comprised of Tracey Wehking, Director of Library Services, Dan Russell, Director, Information Technology and Randy King, Information Systems Manager independently evaluated and scored the received proposals in accordance with the RFP document and Purchasing Manual. Evaluation criteria included responsiveness, firm overview, qualifications and project approach and price. These scores were compiled by the committee and an overall initial ranking of firms developed.

The committee discussed the single respondent for RFP 2021028 (Infrastructure) and found them to be responsive and responsible. During discussions, the committee agreed a few items included in the Infrastructure RFP are unnecessary and will be removed to reduce the cost of the project.

The committee determined interviews were not necessary for either RFP and the initial rankings of firms declared final.

RFP 2021028 - Infrastructure

	<b>Proposing Firm</b>	<b>Location</b>	<b>Total Price</b>
1.	PC Solutions & Integration, Inc.	Miami	\$367,471.59
	Price of Aerohive Hardware to be removed from scope		\$ 76,404.68
	Total Award		\$291,066.91

RFP 2021029 - Cabling

	<b>Proposing Firm</b>	<b>Location</b>	<b>Total Price</b>
1.	Bazon-Cox & Associates, Inc.	Melbourne	\$ 28,428.00
2.	PC Solutions & Integration, Inc.	Miami	\$104,336.51

Award of the RFPs by the Board does not commit funds, but enables the consultant to apply for E-rate funding on our behalf. If approved, USAC will provide the County with a Funding Decision Commitment Letter, and staff will subsequently issue Purchase Orders to each vendor for the materials and work.

**FUNDING:**

The consultant anticipates our project will receive 80% funding, based on her experience with the program. An update will be provided and presented to the Board after funding amounts are awarded and prior to any final action to proceed with the project. Allocations are shown on the table below based on the anticipated funding distribution.

CONSENT

Project portion	Total cost	80% E-rate program funding	County's 20% share
Infrastructure	\$291,066.91	\$232,853.53	\$58,213.38
Cabling	\$ 28,428.00	\$ 22,742.40	\$ 5,685.60
Total	\$319,494.91	\$255,595.93	\$63,898.98

Funding in the amount of \$63,898.98 for the County's anticipated share of this project is budgeted and available in the CARES Act allocation awarded to Information Technology. These funds are to be used to support enhanced conferencing capabilities and improved connectivity with other County facilities.

Account Description	Account Number	Amount
CARES Act/IT/Other Machinery & Equipment	13924113-066190	\$63,898.98

**RECOMMENDATION:**

Staff recommends the Board approve the committee's final rankings of firms and award RFP 2021028 (Infrastructure) to PC Solutions & Integration, Inc. and RFP 2021029 (Cabling) to Bazon-Cox & Associates, Inc. Staff also recommends the Board authorize the Purchasing Manager to issue purchase orders to each vendor for the County's anticipated share of each project, conditional on approval of funding by USAC.