



1555 South Raisinville Road  
Monroe, MI 48161-9746

---

## **Invitation to Bid**

#6-09.25 - INTERNET SERVICE PROVIDER

September 25, 2025

Monroe County Community College (“MCCC” or “the College”) is accepting sealed bids for an INTERNET SERVICE PROVIDER located at 1555 S. Raisinville Rd. Monroe, MI 48161 in accordance with the accompanying specifications.

### **BID SCHEDULE**

**Publication of Bid:** September 25, 2025

Electronic disbursement to potential bidders via email

Posted on <http://www.monroeccc.edu/rfp>

**Bids Due:** October 9, 2025 at 3:00 P.M. EST

Monroe County Community College

1555 S. Raisinville Rd.

Monroe, MI 48161

(A bid opening will be held in the Warrick Student Services (S) Building)

**(3) Sealed Copies - Bids will be accepted by:**

Attn: Kelly Heinzerling – “INTERNET SERVICE PROVIDER”

Monroe County Community College

1555 S. Raisinville Rd.

Monroe, MI 48161

### **INSTRUCTIONS TO BIDDERS**

Bids must be made in accordance with the instructions contained herein and shall be submitted on the forms furnished by the College in a sealed envelope, plainly marked with the Bidder’s name and address.

Any questions concerning this bid may be directed to the following contacts:

For Technical Questions contact:

Rick Hubbert, 734-384-4280, [rhubbert@monroeccc.edu](mailto:rhubbert@monroeccc.edu)

For Bid Procedure contact:

Kelly Heinzerling, 734-384-4275, [kheinzerling@monroeccc.edu](mailto:kheinzerling@monroeccc.edu)

RFP responses can be delivered using either of the two methods as follows no later than

**October 9, 2025 at 3:00 PM EST.** Proposals submitted after the 3:00 PM deadline will be declined.

- Submit one (1) hard copy of all response documents to:

Monroe County Community College

1555 S. Raisinville Rd

Monroe, Michigan 48161

Attn: Purchasing Office - #06-09.25 RFP for Internet Service Provider

- Submit an electronic copy of all response documents to: [mcccrfpbid@monroeccc.edu](mailto:mcccrfpbid@monroeccc.edu)

Sealed bids will be received and publicly read aloud in Room A-153 of the Audrey Warrick Student Services/Administration Building, Monroe County Community College, 1555 S. Raisinville Rd., Monroe, MI 48161, on October 9, 2025 at 3:00 P.M. EST.

Bids received after 3:00 P.M. EST on October 9, 2025 will not be accepted and will be returned unopened. Faxed bids will not be accepted.

Notice of award will be communicated via email.

The College reserves the right to reject any or all bids and to make selections which are in the best interest of the College.

## **GENERAL TERMS AND CONDITIONS**

**AWARD CRITERIA:** Award will be based on the lowest and best (most advantageous to the College) as determined by consideration of:

1. Price offered
2. Quality of item offered
3. General reputation and performance capabilities of the bidder
4. Conformity with specifications herein
5. Delivery schedule
6. Location and availability of service and repair facilities and personnel
7. Suitability for intended use

The College reserves the right to accept, reject, modify, or negotiate any and all proposals received in conjunction with the request for proposal. It reserves the right waive any defect or informality in the proposals on the basis of what it considers to be in its best interests. Any

proposal which the College determines to be incomplete, conditional, obscure, or has irregularities may be rejected.

**FAMILIAL DISCLOSURE:** All bidders must provide disclosure in compliance with MCL 380.1267 and attach this information to the bid.

**IRAN ECONOMIC SANCTIONS ACT COMPLIANCE:** All bidders must provide a sworn and notarized statement in compliance with Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012.

This request for proposal (RFP) in no manner obligates the College to the eventual purchase of any products or services described, implied, or which may be proposed until confirmed by a written agreement, and may be terminated by the College without penalty or obligation at any time prior to the signing of an agreement or purchase order.

**INSURANCE:** Monroe County Community College, as a governmental agency, is without authority to defend/indemnify a private party. Statutory and common law theories and principles of indemnification, contribution, and equitable restitution shall govern and apply to claims, actions, causes of action, costs, expenses and losses (including attorneys' fees) resulting from or caused by the actions or omissions of the parties or their employees pursuant to this Agreement.

Insurance must be provided by the operator in the following specified amounts:

Workmen's Compensation and Employer's Liability Insurance affording protection under the Workmen's Compensation Law of the States in which the work is performed; and

1. Employer's Liability protection subject to a minimum limit of \$100,000.
2. Comprehensive General Liability Insurance in amounts not less than:  
Personal Injury: \$1,000,000 per person (including bodily injury) \$1,000,000 per occurrence  
Property Damage: \$1,000,000 per occurrence
3. Comprehensive Automobile Liability Insurance in the following minimum amounts:  
Bodily Injury \$1,000,000 per person \$1,000,000 per occurrence  
Property Damage \$1,000,000 per occurrence
4. Electronic Data Liability Insurance:  
Contractor shall maintain electronic data liability insurance, covering liability arising out of damage to, loss of, loss of use of, corruption of, inability to access, or inability to properly manipulate, electronic data, and with a limit of \$1,000,000 per occurrence

**TAX EXEMPTION:** The College is tax exempt and therefore all bid submissions or invoices for goods or products furnished to the College should not include tax.

If you believe you are subject to Michigan sales or use tax on materials acquired by your company for use in construction projects for the College, you must identify and include that in all bid submissions or proposals submitted to the College, or the College will not be responsible for payment or reimbursement of any such tax.

**SIGNATURE ON BIDS:** The College requires the signature on the Vendor Acknowledgement document to be that of an authorized representative of the bidding company and represents an understanding of the bidding documents, instructions, and specifications.

**PREVAILING WAGES:** This Project may be subject to the prevailing wage requirements applicable to the locality in which the Work is to be performed for each craft, classification or type of worker needed to perform the Work, including employer payments for health and welfare, pension, vacation, apprenticeship and similar purposes.

**STATE-FUNDED PROJECT PREVAILING WAGE REQUIREMENTS – EFFECTIVE March 1, 2022:** With the exception of lease build-outs, if a project greater than \$50,000 involves employing construction mechanics (e.g., asbestos, hazardous material handling, boilermaker, carpenter, cement mason, electrician, office reconstruction and installation, laborer including cleaning debris, scraping floors, or sweeping floors in construction areas, etc.) and is sponsored or financed in whole or in part by State funds, state contractors must pay prevailing wage.

Additional information on the requirements of prevailing wage can be found on the [Labor and Economic Opportunity - Bureau of Employment Relations - Wage and Hour Division](#) website.

1. The Contractor (and its Subcontractors) represents and warrants that it pays all mechanics and laborers employed directly on the site of the work, unconditionally and at least once a week, and without subsequent deduction or rebate on any account, the full amounts accrued at time of payment, computed at wage rates not less than those stated in the advertised specifications as prevailing wages based on locality, regardless of any

contractual relationship which may be alleged to exist between the Contractor or subcontractor and the laborers and mechanics.

2. The Contractor represents and warrants that Contractor will post the scale of wages to be paid in a prominent and easily accessible place at the site of the work.

**PROPOSAL OPENING:** Proposals are opened publicly at the date and time noted in the Bid Schedule section of the RFP. The College is not responsible for the pre-opening of, late opening of, or the failure to open, an offer not properly addressed or identified. Proposal results can be requested using the FOIA requirements located at <https://www.monroeccc.edu/freedom-of-information-act>.

**EFFECTIVE PERIOD OF PROPOSALS:** In order to allow for an adequate time for evaluation, approval, and award of a contract, the College requires a proposal in response to this RFP to be valid and irrevocable for one hundred and twenty (120) days after the proposal due date and time. Any firm who does not agree to this condition shall specifically communicate such disagreement in its proposal to the College, along with any proposed alternatives. The College may accept or reject such proposed alternatives without further notification or explanation.

**ALTERNATE OFFERS:** Offers submitted as alternates, or on the basis of exceptions to specific conditions of purchase and/or required specifications, must be submitted as an attachment referencing the specific paragraph number(s) and adequately defining the alternate or exception submitted. Detailed product brochures and/or technical literature, suitable for evaluation, must be submitted with the offer. If no exceptions are taken, the College will expect and require complete compliance with the specifications and all conditions of purchase.

**WITHDRAWAL:** Proposals may be withdrawn until the date and time of proposal opening. Proposals may not be withdrawn for one hundred twenty (120) days after proposal opening.

**CANCELLATION:** The College may cancel an RFP in whole or in part if it is determined to be in the best interest of the College.

**ACCEPTANCE OR REJECTION OF PROPOSALS:** The College reserves the right to waive any formalities and to reject any or all proposals or any part(s) thereof, and/or to accept any proposal or any part thereof and/or to cancel the request for proposal.

**OFFER AND ACCEPTANCE:** A response to the RFP is an offer to contract with the College based on the provisions contained in the RFP. An authorized signature on the cover letter accompanying the proposal documents shall constitute an irrevocable offer to sell goods or services specified and accept the terms of the subsequent contract, which shall incorporate this RFP.

**COST OF PREPARATION:** Any and all costs associated with the preparation, presentation, demonstration, or submission of responses to this Request for Proposal shall be entirely the responsibility of the contractor and does not commit Monroe County Community College to pay or reimburse any costs in any manner.

**ACCURACY:** It is the responsibility of all firms to examine the entire RFP document and seek clarification of any requirement that may not be clear and to check all responses for accuracy before submitting a proposal. Negligence in preparing a proposal confers no right of withdrawal after due date and time. Firms are responsible for errors and omissions in their proposals. Failure to include all requested information will have a negative impact on the evaluation of the firm's proposal and may result in rejection.

**CONFIDENTIALITY:** The contractor shall keep the information related to all contracts and subcontracts in strict confidence. Other than the reports submitted to the College, the contractor shall not publish, reproduce or otherwise divulge such information in whole, or in part, in any manner or form, or authorize or permit others to do so, taking such reasonable measures as are necessary to restrict access to the information, to those employees on staff who must have the information on a "need- to-know" basis, and the contractor agrees to immediately notify the College, in writing, in the event it is determined, or there is reason to suspect, a breach of

confidence has occurred. Execution of a confidentiality agreement will be required of the successful contractor.

**This Request for Proposal creates no obligation on the part of Monroe County Community College to award a contract. The College reserves the right to accept, reject, modify, or negotiate any and all proposals received in conjunction with the request for proposal in whole or part at any time. It reserves the right waive any defect or informality in the proposals on the basis of what it considers to be in its best interests. Any proposal which the College determines to be incomplete, conditional, obscure, or has irregularities may be rejected.**

**This request for proposal (RFP) in no manner obligates the College to the eventual purchase of any products or services described, implied, or which may be proposed until confirmed by a written agreement, and may be terminated by the College without penalty or obligation at any time prior to the signing of an agreement or purchase order.**

### **RFP OBJECTIVES**

Monroe County Community College (MCCC) seeks proposals for telecommunications services denoted herein.

### **SCOPE OF SERVICES**

MCCC seeks proposals that:

1. Provide cost effective, 24x7 Internet service to work in conjunction with other institutional service contracts.
2. Provide cost effective maintenance and trouble resolution support.
3. Reduce the business exposures relating to the availability of MCCC's internet systems.

### **\*\*\*Special Notes:**

**Installation should be completed no later than May 30, 2026.**



## **INTERNET CONNECTIVITY**

High speed/bandwidth that will meet the indicated requirements and cost effectively provide an increased level of service, without the need for significant hardware and/or software modifications, will be considered.

## **COMPANY/VENDOR REQUIREMENTS**

MCCC requires companies/vendors to currently have in place 24X7 customer service available to address potential service outages. Customer service must be accessible by either a local or toll-free telephone number. As it pertains to the local loop, to be responsive a bidder must have an adequate number of service technicians as well as local service (defined as within 100 miles of Monroe, Michigan), to ensure adequate response time and availability. (It is preferred the vendor to be located within 25 miles of Monroe.)

## **NON-PERFORMANCE**

Time is of the essence in this contract and failure to deliver within the time period established shall be considered a default.

In case of default, the College may procure the services from other sources and hold the contractor responsible for any excess costs occasioned thereby, and may immediately cancel the contract.

Services rendered that do not conform to specifications, statutory or constitutional provisions of the State of Michigan, or other unlawful considerations may result in vendor being found in default and violation of the contract.

## **UTILITY PROTECTION**

Particular attention and care must be shown for the location of the existing utilities. The contractor shall locate and protect all utilities through and adjacent to the project site.

- For the protection of underground utilities, the Contractor shall call MISS DIGG a minimum of 3 working days prior to start of project.
- Contact the College's Physical Plant Department for assistance in locating utilities under the College's jurisdiction.
- Excavation in the vicinity of marked utilities shall be done carefully and by hand. It shall be the contractor's responsibility to repair any damage to marked utilities within 10' of the utility marking.

If project requires digging under sidewalks or driveways, the College's Director of Planning and Facilities must be contacted to discuss prior to beginning the project.

## **DETAILS/PRICE PROPOSAL**

MCCC seeks bids for a 1 gbps connection to the Internet, a metro ethernet connection from the main campus to the Whitman campus, 5 pots (Plain Old Telephone Service” phone lines and 11 sip (session initiation protocol) phone lines. Individual bid amounts for each service should be submitted using the included bid form and each can be awarded to different vendors at MCCC’s discretion.

### **INTERNET DETAILS**

**The "minimum" services required to be responsive are:**

A minimum of 1 gbps available bandwidth.

TCP/IP routing services to the College's network.

Dedicated use of a minimum IPv4 /29 and IPv6 /125 address block that are publicly routable.

Peering of BGP for the colleges IPv4 and IPv6 address blocks

A single connection point from MCCC, room C-12 or F134 to the Internet.

Responsive proposals shall be a turnkey solution. The awarded contractor will be solely responsible for installation and support.

### **METRO ETHERNET DETAILS**

The minimum of 1 gbps available bandwidth.

A single connection point from MCCC, room C-12 or F134 to Whitman Center, room 39.

### **POTS PHONE LINE**

The minimum is 5 standard “pots” lines compatible with a standard phone.

### **SIP PHONE LINE**

The minimum is 11 SIP phone lines compatible with the blue phones the college utilizes.

## **MONITORING/SUPPORT POLICIES AND PROCEDURES**

The College will review proposals for the ability to remotely view all live line traffic statistics as well as error statistics based on the proposals meeting or exceeding the RFP preferred requirements.

### **INSTALLATION COSTS**

The College will review responsive proposals as to the net cost that MCCC may have to bear, such as; hardware (routers), fiber (local loop), copper (local loop), permitting, etc. The College

will evaluate any proposed installation costs as it relates to the solicited solution(s) and to the degree that your proposal meets or exceeds the RFP requirements.

### **ONGOING COSTS**

The College will review and analyze proposals re-occurring monthly cost to the College over a sixty (60) month period.

### **NETWORK DESIGN**

The College will evaluate proposals for network design, reliability, redundancy, security, scalability and the like.

### **ADDITIONAL REQUIREMENTS**

Ensure your submission includes required pricing proposals as defined in this RFP and responses to the following bulleted items in your reply. Respond by restating the item, then including your response in the same order they are listed here. Include diagrams, drawings and other documentation to completely address each issue.

- Describe exactly what underlying transport technology will be delivering the Internet connection.
- If your proposal includes running fiber into the MCCC site(s), explain the topology and redundancy features designed into the local loop. Also list any vendor provided customer premises equipment that may be included or used.
- Where applicable, describe the network configuration of your site and how MCCC traffic will pass through it. Include network WAN technologies as well as your local configuration. State the redundancy features of your network.
- List the names of all vendors/sub-contractors (if any) which you will depend upon for MCCC's connection to function properly, (i.e. local loop provider, your provider, long distance carrier, etc).
- Describe the role they will play in the total solution you propose to provide.
- Describe how connections are monitored and how the College will be alerted if problems are detected.
- Describe your company's service and support policy, hours of operation, response times, functions performed, as well as any additional costs for additional or enhanced services. What services are available beyond your base proposal and what are the incremental costs involved?
- Describe the process of problem escalation should MCCC encounter problems with the connection.
- State your target availability times. Describe your policy for handling extended outages. The College minimum requirement is 99.98% availability and one day cost refunds (for fixed price services) for every 15 minutes of service outage after 4 hours without service after official notification.

- What is the time required for implementation, of service, upon receipt of a College purchase order?
- Following the initial contract term, the contract will transition to a month-to-month agreement at the initial contract term monthly rate.
- Completely fill out the pricing table at the end of this document.
- Telecommunication service on site?
- How would your company propose the College transition into a contract with your company, if awarded?
- How many technical telecommunication employees does your company have in SE Michigan? \_\_\_\_\_
- In Ohio? \_\_\_\_\_ In the USA? \_\_\_\_\_
- How many miles from Monroe, Michigan is your telecommunication staff currently located? \_\_\_\_\_ Miles.
- Does your proposal fully comply with this RFP's requirements? Yes \_\_\_\_ No \_\_\_\_ (If no, please describe):
- Does your proposal "exceed" the requirements of this RFP? Yes \_\_\_\_ No \_\_\_\_ (If yes, please describe):

**CONTRACTOR'S BID:**

I/We have read and understand the bidding requirements. All labor, materials, services and equipment necessary for completion of the work shown on the drawings and in the specifications.

Date: \_\_\_\_\_

**60 Month Term Internet Service**

Committed Data Rate	Internet Access Charge	Local Loop Charge	Total	Installation Costs
1 gbps				

**60 Month Term Metro Ethernet Service**

Committed Data Rate	Data Access Charge	Local Loop Charge	Total	Installation Costs
1 gbps				

**60 Month Term POTS lines**

Line Charge	Local Loop Charge	Cost per call minute	Total	Installation Costs

**60 Month Term SIP Lines**

Line Charge	Local Loop Charge	Cost per call minute	Total	Installation Costs

Representative Name (please print): \_\_\_\_\_

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

Company Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Location in SE Michigan of Sales Office: \_\_\_\_\_

Location in SE Michigan of Technical Service Offices: \_\_\_\_\_

Year bidder business started: \_\_\_\_\_

To be responsive, bidders shall list below related references of your company providing similar services under current company name as defined in this RFP:

Client	Contact Name	Phone Number	# Years of Contractual Relationship

--	--	--	--

Please list below the name of the company that will be providing equipment: \_\_\_\_\_

Name of company providing installation, if needed: \_\_\_\_\_

**CERTIFICATION OF COMPLIANCE  
IRAN ECONOMIC SANCTIONS ACT Michigan Public Act No. 517 of 2012**

The undersigned, the owner, or authorized officer of the below-named company (the “Company”), pursuant to the compliance certification requirement provided in the Monroe County Community College’s Request For Proposal (the “RFP”), hereby certifies, represents, and warrants that the Company (which includes its officers, directors and employees) is not an “Iran Linked Business” within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the “Act”), and that in the event the Company is awarded a contract by the Monroe County Community College as a result of the aforementioned RFP, the Company is not and will not become an “Iran Linked Business” at any time during the course of performing any services under the contract.

The Company further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000.00 or two (2) times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of the Monroe County Community College’s investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a request for proposal for three (3) years from the date the it is determined that the person has submitted the false certification.

---

Name of Company

---

Name and Title of Authorized Representative

---

Signature

---

Date



### **Familial Relationship Disclosure Statement**

As required by Public Act 232 of 2005, all bids shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the Monroe County Community College System or any member of the Monroe County Community College System Board of Trustees. Monroe County Community College shall not accept a bid that does not include this sworn and notarized disclosure statement.

The undersigned, the owner or authorized officer of \_\_\_\_\_  
(the "Bidder"), pursuant to the familial disclosure requirements, hereby represent and warrant, except as provided below, that no familial relationship exist between the owner(s) or any employee of the company and any member of the Monroe County Community College System or any member of the Monroe County Community College System Board of Trustees. If such a relationship exists, please explain:

---

---

---

---

Attach additional pages if necessary

By: \_\_\_\_\_ (Bidder Signature)

Title: \_\_\_\_\_ (type or print)

Date: \_\_\_\_\_

Subscribed and Sworn to Before Me:

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ A.D., in and for the  
County of \_\_\_\_\_, Michigan.

My Commission expires \_\_\_\_\_.

---

Signature of Notary