



Request for Proposals

Fiber Internet Services

REQUEST FOR PROPOSALS

The City of Ritzville, Washington is seeking Request for Proposals (RFP) from qualified service providers interested in providing fiber internet services to the City of Ritzville. The service provider must have a signed and approved fiber master service provider agreement with Adams County.

SCOPE OF WORK

The City is seeking proposals for fiber internet services. Examples of the types of fiber internet services to be provided include, but are not limited to, the following: connection from the Adams County fiber to each listed City building/location, installation, splicing, maintenance, testing, equipment/router(s) and ongoing fiber services, etc. The service provider will need to provide installation and ongoing fiber internet services to 7 City owned buildings/sites located in Ritzville, WA as follows:

Building	Location	Parcel No.
City Shop	305 N. Adams	1935230524706
Burrough's Home	406 W Main Ave	1935230500108
Golf Course Clubhouse	104 E. 10 th Ave	1935230612204
Police Station	209 N. Adams St (Left side of bldg)	1935230500205
Police Station-Server Room/PW Break Room	209 N. Adams St (Right side of bldg)	1935230500205
City Hall	216 E. Main Ave	1935230500703
City Park	S Division Street	1935230571002

SUBMITTAL REQUIREMENTS

Proposals must be provided electronically and be clear and succinct. Only complete submittals will be considered for evaluation. All proposals and attachments will become part of the public record, and the content must include the following:

- **Cover letter.**
- **Company description:** Describe your company and number of years in business.
- **Project Manager:** Identify the Project Manager who will be responsible for the day-to-day management of project tasks and who will be the key point of contact with the City. Identify any sub-consultants (if proposed) and describe their role in the project.

- **Project schedule and budget:** Submit a schedule, itemized task, for completing the scope of work. Provide fiber internet service plan options, including the Gig speeds, and the following cost categories as possible:
 - Connection
 - Installation
 - Splicing
 - Maintenance
 - Testing
 - Equipment/Router(s)

Ongoing Fiber Internet Services:

- Gig speed plans and monthly cost.
 - General administrative costs. Indicate base used and basis therefore, percentage and total.
 - Applicable taxes.
- **Work samples.** Provide digital copies of two example work products that most closely match the product desired in this RFP (weblinks are preferred).
 - **Licenses.** Include State of Washington and City of Ritzville business licenses.
 - **Master Service Agreement.** Include the signed and approved fiber master service agreement with Adams County.
 - **References.** Include three references for similar projects, including current contact information.

Proposals must be submitted electronically by **5:00 p.m. (PST) on December 3, 2025** to be considered. No amendments to proposals will be accepted after this time. The City of Ritzville reserves the right to accept or reject any or all proposals. The City of Ritzville is not responsible for the time in which the proposal arrives in the inbox of Julie Flyckt.

Submit electronic proposal to:

Julie Flyckt, Clerk-Treasurer

City of Ritzville

julie.flyckt@ritzville-wa.us

SUBJECT LINE: Fiber Internet Services-RFP

All costs incurred by the consultants in the preparation of the response to this RFP, including presentations and/or participation in an interview, shall be borne solely by the respondent.

SCHEDULE

This schedule is the City's best estimate of the schedule that will be followed. If a component of this schedule is delayed, the rest of the schedule will be shifted by the same number of days.

Timeline for RFP Process	
RFP Posting/Bid Release to Providers	November 12, 2025
Receive Proposals/RFP Close Date	December 3, 2025 (three weeks after posted date)
Proposal Evaluation Committee Evaluation	December 5, 2025
Interviews (if needed)	December 18, 2025 (after initial committee evaluation)
City Council Approves Bid Award	January 6, 2025 (next council meeting after close date and evaluation is complete)
City Council Authorizes the Mayor to Sign the Contract	TBD (next council meeting after contract is received and reviewed by City Attorney and council)
Contract Signed	TBD (day after contract approved by city council)

CONTRACT

The city anticipates that the conclusion of the RFP process will be a contract between the City and the successful candidate under which the successful candidate will provide the goods and services generally described in this RFP. The provider will need to provide a contract for City of Ritzville legal's review. It is encouraged to attach a sample to this RFP, if it is available.

SELECTION AND EVALUATION PROCESS

Proposals will be evaluated and ranked based on the following criteria:

- Signed and approved Adams County fiber master service agreement to provide fiber services to City of Ritzville;
- Established State of Washington and the City of Ritzville business licenses;
- Past experience with providing fiber services;
- Demonstrated understanding of the scope of work;
- Approach to scope of work;
- Project schedule and budget;
- References.

The City reserves the right to:

- Qualify, accept, or reject any or all proposals as deemed to be in the best interest of the City.
- Accept or reject any or all proposals and to waive irregularities or technicalities in any proposals when in the best interest of the City.
- Accept or reject any exception taken by a proponent to the terms and conditions of the RFP.

- To request additional information to clarify the content of a proposal.
- To verify the information received in a proposal. If the proponent knowingly and willfully submits false information or data, the City reserves that right to reject the proposal. If it is determined that an agreement was awarded based on false statements or data submitted in response to this RFP, the City reserves the right to terminate the agreement.
- Withdraw the RFP at any time without prior notice. The City makes no representation that any contract will be awarded to any respondent to the RFP.

Interviews may be held to determine the final successful service provider. Any costs associated with interviews shall be the responsibility of the respondent. If an insufficient number of proposals are received or the proposals received are inadequate or do not meet the terms of the RFP or are not cost effective, the City may, at its sole discretion, reissue the RFP or enter into a contract with a consultant of its choice.

The City will conduct a preliminary evaluation of all proposals to determine compliance with requirements and mandatory document submissions. Minority and women-owned firms and veteran-owned firms are afforded the maximum practicable opportunity to compete for and obtain public contracts for services.

SUBMISSION REQUIREMENTS

Interested parties should submit all required information and supplemental documents via e-mail in electronic PDF format (in one document) and must be received by the City no later than **5:00 p.m. (PST) on December 3, 2025**.

All submissions must be sent to:

Julie Flyckt, Clerk-Treasurer

julie.flyckt@ritzville-wa.us

SUBJECT LINE: Fiber Internet Services-RFP

INQUIRIES

Direct questions regarding the RFP to:

Julie Flyckt, Clerk-Treasurer

City of Ritzville

216 East Main Street

Ritzville, WA 99169

(509) 659-1930

julie.flyckt@ritzville-wa.us