Information Technology Request for Proposal
Madison County Agriculture and Event Center WIFI Expansion

The County of Madison (the County) is requesting proposals from Vendors regarding WIFI expansion at the Madison County Agriculture and Event Center.

The requirements for submitting proposals are stated in the attached Request for Proposal (the RFP). Please review them carefully.

This request for proposals is being issued on October 21, 2026. Responses are due to the Madison County Managers' Office, either by hand delivery or via mail, to PO BOX 579/107 Elizabeth Lane, Marshall, NC 28753 on November 18, 2026 by 2:00pm and will be immediately opened at said time and place. Three (3) hard copies must be submitted in a sealed opaque envelope or box plainly marked as follows:

Request for Proposal
Madison County Agriculture and Event Center WIFI Expansion
ATTN: Projects Coordinator
Name of Company Submitting Response

Questions regarding this RFP should be directed in writing (via email only) to Jaime Lunsford, IT Director at jlunsford@madisoncountync.gov and copied to Hannah Shelton at hshelton@madisoncountync.gov, per the enclosed instructions in Section 2.2.

Table of Contents

1. INTRODUCTION 3
   1.1. Background and Intent 3
   1.2. Accuracy of RFP and Related Documents 3
   1.3. County Rights and Options 3
   1.4. Expense of Submittal Preparation 4
   1.5. Trade Secrets/Confidentiality 4
   1.6. Equal Opportunity 4
   1.7. Clarification of Ambiguities 5
   1.8. Availability of Funds 5
2. DESCRIPTION OF RFP PROCESS 5
   2.1. Procurement Timeline 5
   2.2. Interpretation and Addenda 5
   2.3. Submission of Responses 6
   2.4. Pre-Proposal Meeting 6
   2.5. Acceptance and Rejection of Proposals 6
   2.6. Preliminary Review of Proposals 7
   2.7. Evaluation of Proposals 7
3. SCOPE OF WORK 7
4. PROPOSAL FORMAT AND CONTENT 8
   Section 1. Cover Letter 8
   Section 2. Company Information 8
   Section 3. Firm Experience and Personnel 8
   Section 4. Project Approach 8
   Section 5. Cost Submittal 9
   Section 6. Exceptions 9
   Section 7. Signed Forms and Certifications 9
5. AWARD OF PROPOSAL 9
6. SPECIAL TERMS AND CONDITIONS 10

Attachment A 13

Exhibit A 14

1. INTRODUCTION

1.1. Background and Intent

The County of Madison (the County) is requesting proposals from experienced, qualified, and properly licensed vendors for WIFI expansion at the Madison County Agriculture and Event Cener. The overall goal is to extend existing WIFI services across the entire Madison County Agriculture and Event Center property in an effort to make it more reliable and accessible to visitors. Once complete, there should be strong WIFI service at all locations on the property which will allow for reliable WIFI use.

Madison County Agriculture and Event Center is located at 258 Carolina Lane, Marshall, NC 28753. The property is roughly 8 acres and has an existing fiber backbone provided by a local internet service provider (ISP). WIFI equipment associated with this project must support 802.11g/n/ac/ax/be. It is important to note that the property has two metal buildings located on the property which may impact WIFI availability in some areas of the property. Services must be planned accordingly to accommodate for this factor. Please see Exhibit A for more information on the project site.

The purpose of this document is to provide general and specific information for use by Vendor(s) in submitting a proposal to supply Madison County Government with information technology goods and services as listed above in accordance with **N.C.G.S. 143-129.8.** The County will select a qualified Vendor(s) with whom the County will develop a mutually beneficial contractual relationship. The decision to award will be based on the determination of the proposal that offers the best overall benefit to Madison County, taking into account pricing, maintenance and support, and any value-added services and other factors specified herein. The County reserves the right to reject any or all proposals.

Vendors are being asked to submit a proposal in a sealed envelope in accordance with the attached specifications and within the terms and conditions herein set forth.

1.2. Accuracy of RFP and Related Documents

The County assumes no responsibility for conclusions or interpretations derived from technical and background information presented in this RFP, or otherwise distributed or made available during the procurement process. In addition, the County will not be bound by or be responsible for any explanation, interpretation or conclusions of this RFP or any documents provided by the County other than those given in writing by the County through the issuance of addenda. In no event may a Vendor rely on any oral statement by the County or its agents, advisors or consultants.

1.3. County Rights and Options

The County, at its sole discretion, reserves the following rights:

- To supplement, amend, substitute or otherwise modify the RFP at any time;
- To cancel this RFP with or without the substitution of another RFP;
- To reject any or all proposals produced in response to this RFP;
- To take any action affecting this RFP, this RFP process, or the Services or facilities subject to the RFP that would be in the best interests of the County;

- To issue additional requests for information, and/or;
- To require one or more Vendors to supplement, clarify or provide additional information in order for the County to evaluate the responses submitted.

1.4. Expense of Submittal Preparation

The County accepts no liability for the cost and expenses incurred by the Vendor(s) in response to this RFP, including preparing requests for clarification. Each Vendor that prepares a response shall do so at its own expense and with the express understanding that they cannot make any claims whatsoever for reimbursement from the County for the costs and expenses associated with the response.

1.5. Trade Secrets/Confidentiality

Upon receipt by the County, a response is considered a public record, except for material which qualifies as "Trade Secret" information under NC G.S. 66-152(3). Your response will be reviewed by County staff and members of the general public who submit public record requests.

> *THE RESPONDER IS REQUIRED TO IDENTIFY ALL CONTENT DESIGNATED AS A TRADE SECRET AS DEFINED PURSUANT TO N.C.G.S. 66-152(3) AND WHICH MEETS THE CRITERIA FOR CONFIDENTIALITY PURSUANT TO N.C.G.S. 132-1.2(1). ALL NOTED TRADE SECRETS MUST FOLLOW PROCEDURES NOTED BELOW AND REQUIRE ATTACHED DOCUMENTATION SPECIFYING HOW THE CONTENT QUALIFIES AS A TRADE SECRET UNDER NORTH CAROLINA LAW. IF AN ENTIRE RESPONSE IS MARKED CONFIDENTIAL OR TRADE SECRET, IT WILL BE DISQUALIFIED FROM CONSIDERATION.*

To properly designate material as a "trade secret" under these circumstances, each Vendor must take the following precautions: (a) any trade secrets submitted by a Vendor should be submitted separately in a sealed envelope marked **"Trade Secret – Confidential and Proprietary Information – Do Not Disclose Except for the Purpose of Evaluating this Response," (b) offer documentation specifying how the content qualifies as a trade secret under North Carolina law,** and **(c) the "trade secret" should be stamped on each page of the trade secret materials contained in the envelope.**

In submitting a response, each Vendor agrees that the County may reveal trade secret materials contained in such response to all County staff and officials involved in the selection process, and to any outside consultant or other third parties who serve on an Evaluation Committee or who are hired by the County to assist in development of specifications. Furthermore, each Vendor agrees to indemnify and hold harmless the County and each of its officers, employees and agents from all costs, damages and expenses incurred in connection with refusing to disclose any material, which the Vendor has designated as a trade secret. **Any Vendor that designates its entire response as a Trade Secret will be disqualified.**

1.6. Equal Opportunity

The County has an equal opportunity purchasing policy. The County seeks to ensure that all segments of the business community have access to supplying the goods and services needed by County programs. The County affirmatively works to encourage utilization of small and minority

business enterprises in our procurement activities. The County provides opportunities for all businesses and does not discriminate against any Vendor regardless of race, color, religion, age, sex, national origin or disability.

1.7. Clarification of Ambiguities

Any Vendor believing that there is any ambiguity, inconsistency or error in this RFP shall promptly notify the County as outlined in Section 2.2, via email, of such apparent discrepancy. Failure to notify will constitute a waiver of claim of ambiguity, inconsistency or error.

1.8. Availability of Funds

This RFP is conditional upon the availability of federal, state or local funds which are appropriated or allocated for payment of the proposed purchase. If, during any stage of this RFP process, funds are not allocated and available for the proposed purchase, the RFP process will be canceled. The County will notify all known Vendors at the earliest possible time if this occurs.

2. DESCRIPTION OF RFP PROCESS

2.1. Procurement Timeline

RFP Publication	October 21, 2026
Deadline for written questions	November 4, 2026 at 2:00pm
Proposals Due	November 18, 2026 at 2:00pm
Bid Opening	November 18, 2026 at 2:00pm
Site Visits	By appointment only
Contract Award	TBD

2.2. Interpretation and Addenda

If the responder needs to submit questions, changes, or addenda, such shall be submitted via email and cross-referenced clearly to the relevant bid section no later than November 4, 2026 at 2:00pm. No significant interpretation or clarification of the meaning of any part of this RFP will be made orally to any Vendor. All inquiries and changes must be addressed to the County representatives listed below.

E-mail: jlunsford@madisoncountync.gov
cc: hshelton@madisoncountync.gov

Any written addenda issued by the County to questions and requests for information associated with this RFP will be provided to all Vendors that have requested an RFP and will be posted on the County website. Any and all such interpretations and supplemental instructions will be made in the form of written addenda and shall become a part of this RFP.

If the responder chooses to withdraw the RFP response; the withdrawal notice shall be submitted via email and received **prior** to the RFP opening.

2.3. Submission of Responses

Three (3) hard copies shall be submitted no later than November 18, 2026 at 2:00pm, to:

Madison County Government
Request for Proposal
Madison County Agriculture and
Event Center WIFI Expansion
ATTN: Project Coordinator
PO BOX 579/107 Elizabeth Lane
Marshall, NC 28753

When received, Responses and supporting materials, as well as correspondence relating to this RFP, shall become the property of the County.

Responses to this RFP sent by facsimile (fax) or email will not be accepted. Responses will not be made available to inspect or copy until any trade secret issues have been resolved.

2.4. Pre-Proposal Meeting

A pre-proposal meeting is not planned at this time. Madison County reserves the right to hold such a meeting should it be determined to be necessary and will make the date, time, and location of such meeting available.

2.5. Acceptance and Rejection of Proposals

The County reserves the right to:

- Award a proposal received on the basis of individual items, or on the entire list of items;
- Reject any or all proposals, or any part thereof;
- Waive any informality in the proposals.

The contract for this entire project will be awarded to the respondent deemed to have the best overall proposal as determined by the evaluation criteria and process outlined in section 2.7 of this RFP as a lump-sum award. The County reserves the following rights (in addition to those accorded to Madison County by policy and statutory laws):

- The right to negotiate with one or more vendors to arrive at a final selection.
- The right to negotiate all Proposal elements to ensure the best possible consideration be afforded to all parties concerned (this includes the right to approve or disapprove subcontractors proposed after the award).
- The right to reject any and all Proposals, to consider alternatives, to waive any minor irregularities and technicalities, and to re-solicit Proposals.
- The right to award the contract to a vendor who submits the best overall Proposal (N.C.G.S. 143-129.8)

The decision of the County shall be final. The waiver of an immaterial defect shall in no way modify the RFP documents or excuse vendors from full compliance with its specifications if the Vendor is awarded the contract.

2.6. Preliminary Review of Proposals

Proposals which fail to meet the following standards of completeness will be considered **"NON-QUALIFIED"** and will **NOT** be reviewed:

- Timely submission of the proposal (on or before deadline for submission);
- Required number of copies;
- Signed Cover Sheet and Execution of Proposal Documentation;
- All designated attachments;
- Other requirements provided herein.

2.7. Evaluation of Proposals

All qualified proposals will be reviewed and evaluated. At any time during the review, the County may request additional information from the Vendor. Such information request and Vendor's response must be in writing via email. Information may be requested from sources other than the submitted proposal to evaluate the Vendor. Evaluation will include, but will not be limited to:

- Strength and stability of the Vendor to provide the requested goods and/or services;
- Ability to meet the project timeline;
- Overall responsiveness, viability and completeness, as well as the likelihood that, in the County's opinion and at the County's discretion, the bid best meets or exceeds the County's specifications;
- Scope of goods/services being proposed;
- Information in the executive summary;
- Personnel qualifications;
- Distinguishing characteristics;
- Cost of proposed goods/services;
- Any other facts considered relevant by the County;
- Experience with similar projects of comparable size and scope.

3. SCOPE OF WORK

Necessary features that are essential to this proposal include the following:

- All equipment included in the proposal must support, and be certified for, 802.11g/n/ac/ax/be
- Each access point associated with WIFI expansion must have the ability to switch radios from the 2.4GHz spectrum to the 5GHz spectrum
    - Access points must be marked on the provided map found in Exhibit A and returned as part of this RFP
- The equipment must be able to support a variety of ISP

***NOTE:** All system equipment listed as part of the submitted proposal must be new. Madison County will not accept refurbished or reconditioned equipment.

4. PROPOSAL FORMAT AND CONTENT

Proposals should be prepared simply and economically, providing a straightforward and concise description of qualifications and capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content. Each copy of the proposal along with the required Forms and Certifications contained in this RFP shall be bound and contained in a single volume (e.g., one PDF file). There must be ***3 copies*** of each complete proposal submitted by the deadline listed along with a digital copy (USB Drive) of all proposal documents submitted.

The Proposal must contain the following sections, in the order presented, numbered and titled as they appear below.

Section 1. Cover Letter

Submit a cover letter containing the below information:

- Legal name and address of company
- Website URL of the provider
- Signature of individual who is authorized to bind the company contractually
- Name, title, address, phone number, and email address of the individual to whom correspondence and other contacts should be directed during the solicitation and selection process.

Section 2. Company Information

A profile of the Vendors company, including size, corporate hierarchy, history of the firm including when the firm was organized and how (e.g. corporation, partnership), length of time in the industry, a list of services the firm provides, and location of the office from which the work will be provided. The profile should illustrate that the firm possesses the resources and capabilities to successfully perform the work required for the project. If the firm plans to utilize subcontractors for this contract, provide the above for all subcontractors included in the submittal team; identify the specific responsibilities of each project firm and describe how the prime contractor will ensure subcontractor performance.

Section 3. Firm Experience and Personnel

List at least 3 and up to 5 references that have contracted with your organization for projects of similar size, scope and complexity. Include the following for each:

- Name and address of organization and point of contact information, including name, title, email address, phone number
- Dates and description of services provided
- Name of team members who worked on this project with their job title and brief description of their responsibilities
- Provide a staffing plan that lists the key personnel involved in the completion of the services and describes roles and responsibilities of each, number of years employed with your firm, number of total years working in the industry, and any relevant licenses or certifications.

Section 4. Project Approach

- Describe your plan and methodology for providing the services as described in the Scope of

Work

- Propose a realistic schedule for ordering, delivery, and final installation
- Include specifications/diagrams for the proposed WIFI equipment
- Offerors may propose various units and configuration that they feel may meet the Unit's needs
- Please note that Exhibit A must be returned as part of this bid with access points marked on the area maps
- All proposals must, at minimum, meet the requirements listed in the above project specifications (Section II. A. Specifications)
- Provide a copy of your firm's standard agreements/terms and conditions, including but not limited to all warranties and guarantees of operation

Section 5. Cost Submittal

Prepare a Price Proposal that includes pricing for all labor, delivery, supervision, equipment, material and supplies necessary to perform the services described in this RFP, including but not limited to:

- Delivery and Installation
- Itemized purchase price per unit with total lump sum price for all listed services and units
- Annual fees associated with this equipment

Section 6. Exceptions

If offerors have any exceptions to the RFP or additional provisions that they would like the Unit to consider, they should first seek clarification through the question-and-answer process. Any exceptions or additional provisions still remaining at the time of submission must be submitted with the proposal and cross-referenced with the RFP, including the offeror's rationale for making them. The Unit reserves the right to reject any and all vendor-proposed exceptions or additional provisions to the RFP without comment.

Section 7. Signed Forms and Certifications

Include all signed forms and certifications in Attachment A, in this section of your proposal. Forms may be signed and scanned for submission of your proposal. If an award is made to your firm, original copies may be requested.

All responses shall be on 8 ½" x 11" format with all standard text no smaller than 11 points. Please provide three (3) copies of the response.

5. AWARD OF PROPOSAL

Upon award notification, the successful Vendor shall submit to the County's representative all required insurance certificates and such other documentation as may be requested or required hereunder. Please see below for insurance requirements. Upon their receipt and subsequent approval by the County, the County will request a contract from the successful Vendor. Work shall not be started until the successful Bidder receives a fully executed contract. If the successful Bidder fails to execute the contract within ten (10) calendar days after receipt, and submit the required insurance certificates, the County may, at its option, determine that the Vendor has abandoned the contract and thereupon, the proposal and acceptance may be determined null and void. The County may also seek all available remedies at law and equity.

All proposal information from each bidder, except that specifically meeting the trade secret

requirements set forth in this RFP, become public record upon contract award pursuant to NC G.S. 143-129.8, NC G.S. 132 and other applicable North Carolina laws. It is Madison County's policy to advise all bidders as to whom the award was given and at what amount once the contract has been awarded.

6. SPECIAL TERMS AND CONDITIONS

The following terms and conditions apply to this Request for Proposal, and by submitting its proposal, the offeror agrees to them without exception:

1. **Confidentiality of Documents**

   North Carolina General Statute Chapter 132, Public Records, governs the accessibility of records compiled by NC Governmental Entities. In general, all documents submitted in response to this Request for Proposal are subject to public disclosure unless specifically excepted by North Carolina General Statute §132-1.2 and §66-152 which provide definitions and protection of certain documents and information from public disclosure that constitute a "trade secret," provided it meets the specific conditions as outlined in §132-1.2(1)a-d.

   Madison County will attempt to withhold from public disclosure, or redact documents or information, designated "confidential trade secret" that clearly meet the conditions of NC G.S. §132-1.2(1)a-d to the extent that it is entitled or required to do so by applicable law. Regardless, Madison County shall not be held responsible for any information that is released nor shall Madison County be held responsible for nor pay any penalty or expense in relation to information so released.

   Any submission marked "confidential" or "trade secret" in its entirety may be rejected at the sole discretion of Madison County.

2. **Conflict of Interest**

   The Vendor must disclose in writing any potential conflict of interest to the County of Madison or pass through entity in accordance with federal policy.

3. **Access to Records and Reports (applies to all contracts regardless of contract amount)**

   The Vendor must maintain an acceptable cost accounting system. The Vendor agrees to provide the County or any of their authorized representatives access to any technical specifications, books, documents, papers, and records which are directly pertinent to this contract for the purpose of making audits, examinations, excerpts, and transcriptions.

   The Vendor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.

   The Vendor agrees to provide the County or authorized representatives, access to construction or other work sites pertaining to the work being completed under the

contract. All Vendors and their successors, transferees, assignees, and subcontractors acknowledge and agree to comply with applicable provisions governing State and Local procurement guidelines including access to records, accounts, documents, information, facilities, and staff.

4. <u>Insurance</u>

The Vendor shall be responsible for its work and every part thereof. The Vendor assumes all risks of direct and indirect damage or injury to the property of persons used or damage or injury to the property of persons used or employed on or in connection with the work contracted for and all damage or injury to any person or property wherever located, resulted from any action, omission, commission or operation under the contract, or in connection in any way whatsoever with the contracted work.

The selected Vendor shall purchase and maintain in force, with an insurance company licensed to do business in the State of North Carolina, at its own expense. Insurance that will protect the Vendor from claims which may arise out of or result from the Vendor execution of the work, whether such execution be by himself, the employees, agents, or by anyone for whose acts any of them may be liable. If any such work coverage by the contract is to be performed on County owned or leased premises, the Vendor agrees to carry liability and workman's compensation insurance, satisfactory to the County, and to indemnify the County against all liability, loss, and damage arising out of any injuries to persons and property caused by the Vendor, his subcontractors, employees, or agents. The insurance coverage shall be such as to fully protect the County and the general public from any and all claims for injury and damage resulting by any actions on the part of the Vendor or its forces as enumerated above.

I. Workers Compensation

Statutory limits covering all employees, including Employer's Liability with limits of:

$500,000 Each Accident
$500,000 Disease- Each Employee
$500,000 Disease- Policy Limit

II. Commercial General Liability

Covering all operations involvement in this Agreement.

$2,000,000 General Aggregate
$1,000,000 Each Occurrence

III. Commercial Automobile Liability

$1,000,000 Per Occurrence

IV. Professional Liability *(If Applicable)*

$1,000,000 Claims-Made

5. <u>Indemnification</u>

The Vendor agrees to protect, defend, indemnify, and hold harmless Madison County, it's officers, employees, and agents free from and against any and all

losses, penalties, damages, settlements, costs, charges, professional fees, or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, and proceedings, or causes of action of every kind in connection with or arising out of this agreement and or the performance hereof that are due, in whole or in part, to the negligence of the Vendor, it's officers, employees, subcontractors, or agents. The Vendor further agrees to investigate, handle, respond to, provide defense for, and defend the same at its sole expense and agrees to bear other costs and expenses related thereto.

6. E-Verify

Effective September 4, 2013 North Carolina Local Government units are prohibited from entering into certain contracts unless the Vendor and the Vendors subcontractors, if any, comply with the requirements of North Carolina General Statutes (N.C.G.S) § 64-26(a). Prior to providing any services hereunder, Vendor and Vendors subcontractors, if any, are subject to the provisions of N.C.G.S §64-26(a). The Vendor agrees to fully comply with such statute and require Vendor's subcontractors, if any, to fully comply with such statute.

7. Additional Contract Provisions

All of the following clauses shall be included in any contract awarded as a result of this proposal.

Attachment A

SIGNATURE FORM

In compliance with this Request for Proposal and subject to all the conditions thereof, the undersigned offers to furnish the goods/services requested and certifies he/she has read, understands, and agrees to all terms, conditions and requirements of this solicitation and is authorized to contract on behalf of the firm named below.

My signature on this solicitation constitutes certification that I or my designated representative have inspected the job site/project requirements and am aware of the conditions under which the work must be accomplished. Claims, as a result of failure to inspect the job site/project requirements, will not be considered by the Unit. By my signature on this solicitation, I certify that this firm/individual is properly licensed for providing the goods/services specified.

The Undersigned certifies that he/she (they) are the only person (persons) interested in said project and that it is made without connection with other persons submitting a proposal on the same scope of services; that the proposal is made without collusion, fraud, or reservation; that no official or employee of the Owner is directly or indirectly interested in said proposal, or any portion thereof.

PROPRIETARY INFORMATION?

( ) YES

( ) NO

Trade secrets or proprietary information is hereby submitted and identified. The offeror must provide the reasons for protection and exclusion based on North Carolina's public records law (**G.S. 132-1.2**) are set forth below. (Additional sheet may be needed as necessary)

Offerors should indicate on the line above or attached document the portions of their proposal that are proprietary. Please list the page numbers and the reason(s). **Do not mark the whole proposal proprietary. If Proprietary Information is asserted, Offerors shall submit One (1) Original and One (1) redacted copy** (**removing any proprietary data or material)**. Clearly identify on the Cover Sheet the **"Original" and "Redacted" copy**."

Official Name of Company:_____

UEI (Unique Entity Identifier for SAM.gov) #:_____

North Carolina Secretary of State ID#: _____

Address:_____

Telephone: _____Email: _____

Federal Tax ID: _____

Signature of Authorized Representative for Firm, certifying that the proposal as submitted complies with all Terms and Conditions as set forth in the RFP.

Print Name: _____Title: _____

Signature: _____Date: _____

ACKNOWLEDGE RECEIPT OF ADDENDUM: #1 #2 #3 #4 (Please Initial)

Exhibit A

Project Area Map

