

**Request for Proposal**  
**Category 2 (Cabling Infrastructure)**  
**Sequoyah Regional Library System**  
**(Gilmer County Library)**

**Erate Funding Year**  
**July 1, 2019 – June 30, 2020**

The Sequoyah Regional Library System (SRL) invites vendors to submit proposals in accordance with the terms and conditions of this Request for Proposal (RFP). This RFP provides the requirements and evaluative criteria for Category 2 (Internal Connections) and requests a detailed response from all prospective vendors, including pricing and service descriptions, in a specified format.

Our goal is to select a vendor to update the outdated (11 year old) cabling infrastructure at the Gilmer County Public Library.

**The work proposed in these specifications are dependent upon receipt of E-rate Funding for Category 2 (Internal Connections) for the E-rate Funding Year July 1, 2019 through June 30, 2020.** The contract resulting from this RFP will be for a period of (1) year from July 1, 2019 through June 30, 2020.

### **Background Information**

The Gilmer county library is located at 268 Calvin Jackson Drive, Ellijay, Ga 30540. It has a 100 Mb Ethernet circuit with 27 computers, 7 access points and 10 VOIP connections. With the addition of a finished basement, we are taking a proactive approach to reduce problems such as data distribution, slow performance and downtime across the network. Approximately **62 data drops** will be replaced during the upgrade process. Most likely due to age, the patch panel will need replacing as well.

### **Services required for this RFP**

Services sought in a contract resulting from this RFP are as follows:

- The Vendor is expected to do an onsite visit with the System Administrator or Branch Manager to determine the best route to take in the removal and install of new cabling. Together they will design and implement a plan to avoid as little downtime as possible.
- The Vendor is expected to provide all necessary equipment to remove and reinstall cabling in the Gilmer County Library. This includes cabling, patch panels, and cable support devices throughout the library (j-hooks, cable tray, or like). The vendor will use the existing rack that is currently mounted on the wall.
- We expect the vendor to provide project management oversight for the network install. PMP certification is preferred, but not required.
- The Vendor will provide As-Built drawings of horizontal cabling as part of their deliverables.
- The Vendor will provide end-to-end testing and validation of all cabling.
- The Vendor is expected to patch all cabling into the network switch and cable manage all cables and power cables with Velcro.
- The vendor will be responsible for all service, maintenance, and support of cabling connections. Prompt response times and on-site repairs during operating hours are required. Troubleshooting service will be provided within four (4) hours of reported problem(s) during library operating hours.
- All bidders must be licensed, bonded and insured

Installation of Category 2 Services (Cabling infrastructure upgrades) can begin immediately after the FY 2019 "Funding Commitment Letter has been received."

## **Invoicing**

Services may be requested under this RFP for both E-rate eligible and non-E-rate eligible locations and/or services. Separate invoices are required for E-rate eligible locations and services from those that are not eligible. The bidder will provide a summary of all costs ordered. It is the burden of the Service Provider to reconcile, to SRLS's satisfaction, its invoices to that summary.

All invoices for the cabling infrastructure (eligible and non-eligible) cost must be submitted upon completion of the proposed cabling project.

## **Service Provider Requirements**

### **SPIN and FCCRN Required**

It is the intention of SRLS to apply for discounts under the Schools and Libraries ("Erate") program for some or all of the services that are the subject of this RFP. Services may be requested under this RFP for both E-rate eligible and non-E-rate eligible locations and/or services. Therefore, all Service Providers responding to this RFP must participate in the E-rate Program and must comply with all applicable FCC rules.

The Service Provider is required to submit its SPIN and FCCRN as part of the Proposal. If you do not have a SPIN and FCCRN, you MUST obtain them before you respond to this RFP.

\*You can obtain a SPIN by following the directions on the Schools and Libraries Division ("SLD") web site which is found at the following URL:  
<http://www.usac.org/sl/service-providers/step01/default.aspx>

\*You can obtain an FCCRN from the FCC web site which is found at the following URL:  
<https://fjallfoss.fcc.gov/coresWeb/publicHome.do>

### **Document Retention, Production of Records, and Audits**

Pursuant to 47 C.F.R. § 54.516, the Service Providers have the following obligations with respect to document retention, production of records and audits:

The Service Providers shall retain documents related to the delivery of discounted telecommunications and other supported services for at least 10 years after the last day of the delivery of discounted services. Any other document that demonstrates compliance with the statutory or regulatory requirements for the schools and libraries mechanism shall be retained as well. Comprehensive information about document retention requirements is found in the FCC's Fifth Report and Order (FCC 04-190).

The Service Providers shall produce such records at the request of any representative (including any auditor) appointed by a state education department, the Administrator, the FCC or any local, state or federal agency with jurisdiction over the entity.

The Service Providers shall be subject to audits and other investigations to evaluate their compliance with the statutory and regulatory requirements for the schools and libraries universal service support program including those requirements pertaining to what services and products are purchased, what services and products are delivered, and how services and products are being used. The vendor must provide written consent before a Service Provider releases information to the auditor, reviewer, or other representative.

The Service Provider shall assume responsibility for its subcontractors' compliance with **SPIN and FCCRN Required**

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The Service Provider shall assume responsibility for its subcontractors' compliance with the FCC requirements on document retention, production of records, and auditing.

### **Lowest Corresponding Price**

Pursuant to 47 C.F.R. § 54.511, Service Providers shall not submit bids for or charge SRLS libraries a price above the lowest corresponding price for supported services, unless the FCC, with respect to interstate services or the state commission with respect to intrastate services, finds that the lowest corresponding price is not compensatory. Promotional rates offered by a Service Provider for a period of more than 90 days must be included among the comparable rates upon which the lowest corresponding price is determined.

### **Pricing Transparency**

Pursuant to the FCC's E-rate Modernization Order (FCC14-99) released July 23, 2014, the Commission provided notice to all Service Providers that the receipt of E-rate support will be conditioned on disclosure of pricing information beginning in Funding Year 2015. The Commission states in the Order that contracts executed after the effective date of the Report and Order may not contain restrictions barring publication of purchasing price data, and that any such restrictions shall have no effect.

### **Contract Terms & Conditions**

The following Terms & Conditions are to be included in contract resulting from this RFP:

- **SRLS** will not sign a vendor contract (We reserve the right to negotiate the terms and conditions with the winning bidder).
- Should the Service Provider, its principals, agents or employees act in violation of the FCC's policy regarding gifts, and should SRLS be denied funding on a funding request or be subject to a commitment adjustment as a result of the aforementioned action, the Service Provider shall be liable for liquidated damages in the amount of the library system's discounted portion on each of the funding requests so denied.
- The Service Provider shall comply with all applicable FCC rules, Orders, and guidance which govern the E-rate program. Notwithstanding any other remedies at law or equity, in the event the Service Provider acts or fails to act in such a way that causes SRLS to lose E-rate funding, the Service Provider shall be liable to SRLS for the amount of denied, reduced or adjusted funding. Additionally, the Service Provider shall be liable to SRLS for legal or

consulting fees SRLS incurs to: ensure compliance with the Erate program; to respond to the FCC or USAC directives; and/or to pursue an appeal.

### **Right of Rejection**

**SRLS** reserves the right to accept or reject any or all responses to this RFP and to enter into discussion and/or negotiations with one or more qualified vendors at the same time, if such actions are in the best interest of the library system. The library system reserves the right to reject any or all bids or parts thereof, as deemed to be in the best interest of the Library.

Failure to answer any questions in this RFP may subject the proposal to disqualification. Failure to meet qualifications and requirements will not necessarily subject a proposal to disqualification.

### **Cost of Proposals**

Expenses incurred in the preparation of proposals to this RFP are the sole responsibility of the vendor.

## **PROPOSAL DELIVERY**

### **RFP Submission**

RFPs should be submitted in a sealed envelope addressed to the following by mail, delivery service, or hand delivery, no later than 5:00 pm on Monday, January 28, 2019. No faxed copies will be accepted.

#### **Mail RFPs to:**

Sequoyah Regional Library System  
ATTN: Gilmer, Cabling Infrastructure Bid  
I/C Anita Summers  
116 Brown Industrial Pkwy  
Canton Ga, 30114

### **Questions**

**Note: For your convenience, an FAQ page will be added on **January 4, 2019**, to address all vendor questions or concerns. Until then, you can send all questions or concerns to [rfp@seqlib.org](mailto:rfp@seqlib.org) . Once the page is up and running, I will send an updated link showing all questions and concerns to keep the bidding process open and fair.**

All questions pertaining to this bid must be submitted through the FAQ by completing the form on the Library Systems webpage. <http://www.sequoyahregionallibrary.org/vendors/>

To make sure all bidders receive the same information to keep the process fair and open, all questions submitted will be answered and posted on our FAQ page. <http://www.sequoyahregionallibrary.org/vendors/>

Vendors are responsible for checking updated information, changes, additions, etc., on the library's webpage.

See USAC's, E-Rate Productivity Center/ Service Provider Process for additional rules and restrictions.  
<https://www.usac.org/si/service-providers/default.aspx>

**Evaluation Criteria**

<b>Evaluation Criteria</b>	<b>Weight</b>
Cost and upkeep of eligible Products and Services	30%
Prior experience with the vendor	20%
Experience –Network & E-RATE	15%
Prices for ineligible services, products, and fees	10%
Flexible invoicing: FCC Form 472 or FCC Form 474	15%
Local or in-state vendor	10%
Total	100%

## **INSTRUCTIONS TO BIDDERS**

This RFP document and subsequent addendum pages may be viewed, printed, downloaded from the Internet at <http://www.sequoyahregionallibrary.org/vendors/>

Vendors should frequently, during the bid process, check <http://www.sequoyahregionallibrary.org/vendors/> for updated information and clarifications.

## **QUALIFICATIONS OF BIDDERS**

The Sequoyah Regional Library system may make such investigation as they deem necessary to determine the ability of bidder to perform the work. SRLS reserves the right to reject any bid if investigation of such bidder fails to satisfy SRLS that such bidder is properly qualified to carry out the obligations of the contract, and to complete the work contemplated therein.

Bidders may be required to submit the names and addresses of the officers or principals of the Corporation, firm or partnership submitting a bid. Failure to comply could result in the rejection of such proposal as non-responsive.

All bidders must be prepared to present suitable evidence of their financial standing.

Sequoyah Regional Library System has the right to reject any and all bids from any bidder that is in or contemplates bankruptcy of any chapter or nature. Said bidder must notify the SRLS in writing of any existing condition or knowledge of same.

No verbal instructions or information to bidders will be binding. The specifications will be considered clear and complete unless written attention is called to any apparent discrepancies or incompleteness thereof, before the opening of bids. Should any written inquiries be received by SRLS, these inquiries will be answered in the question and answer portion of our webpage and posted for access by all providers.

The submission of a bid will be considered as conclusive evidence of complete examination of all instructions and specifications.

A Bid Form - Signature Page is provided in these specifications. This form must be used in submitting a bid, and all pages of the form must be completely filled out, and the whole signed by the bidder.

No bid may be withdrawn later than 3:00 PM on the day of the opening of bids. No modifications of any bid will be allowed after the same is sealed and delivered to SRLS, however, a bidder may withdraw a proposal before 3:00 PM on the day of the opening of bids and submit another bid before the closing date and time.

## **FORM OF CONTRACT**

The successful bidder will be required to execute a written contract with Sequoyah Regional Library System (SRL) within ten (10) business days after acceptance of bid. It is expressly understood and

agreed by the bidders that the contractual obligations of Sequoyah Regional Library to the bidders are effective after the execution of a contract signed by all parties and 2) E-Rate funding is secured from the School and Libraries Division of the Universal Service Fund.

## **SPECIFICATIONS**

These specifications are intended to cover the furnishing of all materials and the performance of all work that may be required or necessary for the complete performance of the contract, and the bidder will be required to do all things that may be necessary to fully complete the work within the purview of these specifications.

Equipment and/or material to be furnished shall meet with the approval of the Library Director or designated representative.

All equipment and/or material shall conform to the requirements of these specifications, and any equipment and/or material condemned by the IT Manager as not meeting these specifications shall at once be removed and replaced with acceptable equipment. If the vendor requires a testing period before services start on July 1, 2019, the library system will not be billed during this time. All billing must be for services beginning July 1, 2019.

## **ADDITIONS OR DEDUCTIONS**

Sequoyah Regional Library System shall have the right, without invalidating the contract, to make additions to or deductions from the work covered by these specifications, and in case such deductions or additions are made, an equitable adjustment of the addition to or deduction in cost shall be made between Sequoyah Regional Library System and the bidder, as shown in a written amendment to the contract.

## **PROTECTION BY BIDDER**

The bidder agrees to indemnify and hold harmless Sequoyah Regional Library System and their representatives from all suits or actions of every nature and description brought against them or any of them, on account of the use of patented or copyrighted appliances, materials, products or processes, and from all legal expenses and costs of suits regarding the same.

The bidder shall obey all Federal, State, County, and City laws or ordinances in any way pertaining to the work, and shall obtain all permits that may be necessary for its performance if required. (a) That in the hiring of employees for the performance of such contract, no bidder, sub-contractor, nor any person acting on behalf of such bidder or sub-contractor shall by reason of race, creed or color discriminate against any citizen of the United States who is qualified and able to perform the work to which the employment relates; (b) Nor shall they in any manner discriminate against or intimidate any employees hired for the performance of the work on account of race, creed or color. House Bill 87, Section 3, E-verify Form.

All bidders shall not assign, transfer, convey, sublet or otherwise dispose of the contract or any part thereof to anyone without the written consent of Sequoyah Regional Library System.

## **RESERVATIONS**

Sequoyah Regional Library System reserves the right to reject any or all proposals and also reserves the right to waive any informality in the proposals received.

Any bidder who has demonstrated poor performance during either a current or previous agreement with SRLS may be considered as an unqualified source and their proposal may be rejected. SRLS reserves the right to exercise this option as is deemed proper and/or necessary.

## **BID FORM**

Attached to these specifications is "Proposal Form-Signature Page" which must be completely filled out and signed by each bidder and included in their RFP submission.

All proposals must be sealed, marked, and delivered in accordance with the instructions in this RFP. Proposals will be opened and read by Sequoyah Regional Library System' Director at the closing of the due date. The Library Director may award a contract or contracts as deemed appropriate.

## **EXEMPTION FROM GEORGIA SALES TAXES**

Sequoyah Regional Library System is exempt from Georgia State Sales Tax. Net prices as shown in the proposal shall exclude said State tax amounts. Bidders shall inform all prospective subcontractors and suppliers from whom they expect to obtain services or supplies of the tax exempt status of the Sequoyah Regional Library System. Following a contract award, an exemption certificate will be furnished by Sequoyah Regional Library System.

**FORM FOR PROPOSAL SUBMITTAL**

**STATEMENT OF VENDOR'S QUALIFICATION**

To accompany proposals submitted for Category 2 Service for the **Sequoyah Regional Library System**.

Name of Vendor's Firm: \_\_\_\_\_

Name of Company Representative: \_\_\_\_\_

Business Address: \_\_\_\_\_

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

When / Where Organized? \_\_\_\_\_

Partnership \_\_\_\_\_ Corporation \_\_\_\_\_

Vendor must provide a Service Provider Information Number assigned by the Schools and Libraries Division (SLD):

SPIN Number:

How many years have you been engaged in this business under the present firm name?

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Please attach to this statement at least three references, including: (name, address, title, phone number and brief description of work performed, including dates of work).

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

Firm Name: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

**BID FORM - SIGNATURE PAGE**

Date \_\_\_\_\_

TO: **Sequoyah Regional Library System**

This bid is submitted in accordance with your RFP inviting bids to be received for the project identified as "Cabling Infrastructure." Having carefully examined the RFP, all Instructions, Specifications, all addenda, and being familiar with the various conditions affecting the work, the undersigned, hereby agrees to furnish all material, perform all labor, and do all else necessary to complete the work in strict accordance with the specifications for price as contained herein.

In the event this bid is accepted the undersigned is hereby bound to commence and complete all of the work included under this contract in such time and such manner as designated for the various items he has contracted to supply or perform.

In submitting this bid, it is understood that the unrestricted right is reserved by the **Sequoyah Regional Library System** in making the award to reject any and all bids or parts thereof, or to waive any informalities or technicalities in said bids.

The undersigned hereby certifies that this bid is genuine and made in the interest or in behalf of any person, firm or corporation not herein named; that the undersigned has not directly or indirectly induced or solicited any bidder to refrain from bidding, and that the undersigned has not, in any manner, sought by collusion to secure for himself an advantage over any other bidder.

**TOTAL AMOUNT BID OPTION:**

Evidence of a Performance Bond is required if your company is selected:

\_\_\_\_ I will provide a Performance Bond from

Bonding Company \_\_\_\_\_

Name of Agent \_\_\_\_\_

Address \_\_\_\_\_

Bidder **MUST** provide Federal EIN \_\_\_\_\_

and E-Rate SPIN \_\_\_\_\_

\_\_\_\_\_  
(Print Name)

**Bid must be signed for Consideration:**

\_\_\_\_\_  
(Signature)