

BID SPECIFICATION

Bid Ref. No:	100-2019
Description:	Request for proposal for low voltage network cabling installation (ERATE category II).
Location and contact:	Location: Ray County Library 215 E. Lexington, Richmond, MO 64085 Send proposals to: Stacy Hisle, Library Director, 215 E. Lexington St., Richmond, MO 64085 or library.director.rcl@gmail.com. Informational Meeting & Walk-through: Monday, March 11th, 2019 at 2:30pm
Date:	Issued: February 25, 2019 Proposals due by 3:00pm Tuesday, March 26, 2019

General Conditions

1. The Ray County Library (hereafter "Library") will receive sealed proposals for providing network cabling and installation qualified installers and their distribution partners (hereafter "Vendor").
2. Funding for this project is dependent upon approval by the Ray County Library Board and funding/reimbursement through the Universal Schools and Libraries (USAC) eRate Category 2 equipment program.
3. The Vendor must submit a complete proposal covering all requirements identified in this RFP package in order to be considered. All proposals will be carefully scrutinized to ensure that such requirements can be met. Proposals submitted must be the original work product of the vendor.
4. The vendor must submit one original copy and one electronic copy of the proposal in sealed envelopes plainly marked with the name: **Ray County Library Cabling 100-2019**.
5. Proposals will be received until 3:00pm, CDT, March 26, 2019. Facsimile offers will not be considered in response to this RFP.
6. Proposals may be modified or withdrawn by written notice or in person by the vendor or its authorized representative provided its identity is disclosed on the envelope containing the proposal and such person signs a receipt for the proposal, but only if the withdrawal is made prior to the deadline.
7. The information presented in the RFP is not to be construed as a commitment of any kind on the part of the library. There is no expressed or implied obligation for the library to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.
8. Any explanation or statement that the vendor wishes to make must be contained with the proposal but shall be written separately and independently of the proposal proper and attached thereto. Unless the vendor so indicates, it is understood that the vendor has proposed in strict accordance with the RFP requirements.
9. The library reserves the right to reject any or all proposals that do not adhere to these "general conditions".
10. All proposals shall be deemed final, conclusive and irrevocable and no proposal shall be subject to correction or amendment for any error or miscalculation. No proposal shall be withdrawn without the consent of the library after the scheduled closing time for the receipt of proposal.
11. Proposals, prices, terms and conditions shall remain firm for a period of ninety (90) days from the due date for proposals or until that time when the library takes official action on the proposals.
12. The vendor is responsible for its own verification of all information provided to it. The vendor must satisfy itself, upon examination of this RFP, as to the intent of the specifications. After the submission of the proposal, no complaint or claim that there was any misunderstanding will be entertained.
13. No oral interpretation will be made to any vendor as to the meaning of the RFP. Any oral communication will be considered unofficial and non-binding on the library.

Unauthorized contact by the vendor with other library employees or Board members regarding the RFP may result in disqualification.

14. Requests for interpretation or follow up visits must be made in writing or by electronic mail to the Library Director of the Ray County Library no later than 4:00pm on March 18, 2019. Any information given to a vendor concerning the RFP will be furnished to all vendors as an addendum to the RFP, if in the library's sole discretion, such information is deemed necessary to all vendors in submitting proposals on the RFP, or the lack of such information would be prejudicial to uninformed vendors. The vendor should rely only on written statements issued by the library in the form of an addendum to the RFP.
15. The Library may accept one part, aspect or phase, or any combination thereof, of any proposal unless the vendor specifically qualifies its offer by stating that the proposal must be taken as a whole.
16. The Library may award a contract based upon the initial proposals received without discussion of such proposals. Accordingly, each initial proposal should be submitted with the most favorable price and service standpoint.
17. To facilitate consideration of the proposals, the library may, at its option, conduct interviews and evaluations after receipt of the proposal. If this is necessary, the vendor will be contacted to arrange a time for an interview and product evaluation.
18. The library reserves the right to hold negotiations in an attempt to clarify and qualify terms of any proposal.
19. The library reserves the right to negotiate final contract terms with any vendor, regardless of whether such vendor was interviewed or submitted a best and final proposal.
20. The library may accept any proposal as submitted whether or not negotiations have been conducted between the parties.
21. Neither the commencement nor cessation of negotiations shall constitute rejection of the proposal or a counteroffer on the part of the library.
22. The vendor shall not, under penalty of law and immediate disqualification of the proposal, offer or give any gratuities, favors or anything of monetary value to an officer, employee, agent, or Library Board member for the purpose of influencing favorable disposition toward a submitted proposal or for any reason while a proposal is pending or during the evaluation process.
23. No vendor shall engage in any activity or practice, by itself or with other vendors, the result of which may be to restrict or eliminate competition or otherwise restrain trade. Violation of this instruction will result in immediate rejection of the vendor's proposal.
24. In the event of a conflict between the proposal and the RFP, the library shall resolve any inconsistency in favor of the RFP. Additionally, the library shall in good faith decide all inconsistencies and/or disputes pertaining to the RFP and the proposal. The vendor agrees to abide by the decisions of the library.
25. The library, in its discretion, may terminate the Agreement in whole or in part at any time, whenever it is determined that the successful vendor has failed to comply with or breached one or more of the terms and conditions of the Agreement or specifications incorporated therein and the successful Vendor has failed to correct such failure or breach to the library's satisfaction within a period of 15 days after receiving written

notice thereof from the library. In the event of the partial or total termination of the Agreement, it is hereby agreed that the library shall only be obligated to pay in accordance with the terms of the Agreement for materials and services, which have been accepted by the library.

26. The library may terminate the Agreement without cause by notifying the successful vendor in writing 30 days prior to the effective date of termination. The successful vendor shall not incur new obligations after the effective date of termination and shall cancel as many outstanding obligations as possible.
27. In the event the Library Board fails to approve the appropriation of funds sufficient to provide for the library's obligations under the Agreement, or if the funds are not appropriated due to federal, state or local action, the library shall have the right to terminate the Agreement by providing written notice to the successful vendor and the library will thereby be relieved from all further obligations under the Agreement.
28. In the event that ERATE Category II funding is withdrawn, withheld, or otherwise not provided to library, the library shall have the right to terminate the Agreement by providing written notice to the successful vendor and the library will thereby be relieved from all further obligations under the Agreement.
29. The library may terminate the Agreement immediately without further cost or liability in the event of the occurrence of any of the following: insolvency of successful vendor; liquidation or dissolution of successful vendor; the institution of any voluntary or involuntary bankruptcy proceeding by or against the successful vendor; assignment by successful vendor for the benefit of creditors; or the appointment of a receiver or trustee to manage the property of the successful vendor.
30. Initial proposals may not be withdrawn for 90 calendar days from the due date for proposals except with the express written consent of the library. If a proposal is accepted as submitted, the negotiated final Agreement shall consist of the Agreement, this RFP, plus any addenda thereto, and the vendor's proposal.
31. In the event the Agreement initially awarded by the library is terminated for any reason within 120 days of the due date for proposals, the library reserves the right to negotiate and accept any other submitted proposal.
32. The library shall not be responsible for any pre-agreement expenses of any vendor, including the successful vendor, incurred prior to the commencement of the agreement.
33. All vendors must fully comply with all USAC Schools and Libraries ERATE rules and regulations.

Overview of Project

The Ray County Library is planning to utilize eRate Category II funding to upgrade Low Voltage Network Cabling at its facility (215 East Lexington St., Richmond, MO).

We are seeking vendors who can expand existing network infrastructure by installing new Cat 6 (minimum) Ethernet cabling and organizing existing old low voltage network cabling (Ethernet).

Schedule and Deadlines:

RFP Released 2/25/2019

Walk-through: 3/11/2019

Responses Due: 3/26/2019

Tentative Project Start Date: 08/01/2019

Additional Notes:

- This project will require adhering to Missouri law for prevailing wage
- There will be an information meeting with project walk-through. Meeting scheduled for Monday, March 11th at 2:30pm at the Ray County Library.
- All proposals shall be written with line-item detailed pricing separating labor and materials to ensure a fair and honest evaluation of proposals between vendors.

The final decision will be made and proposals will be judged based on the following scoring rubric:

Category:	Weight:
Total Project Price	35%
Vendor ability to provide equipment, installation, and documentation	25%
Vendor library experience and references	10%
Vendor flexible invoicing to accommodate eRate funding	20%
Vendor ability to provide compatible equipment options	10%

Scope and Specifications of Project

We are accepting proposals to expand existing network infrastructure by installing new Cat 6 (minimum) Ethernet cabling and organizing existing old low voltage network cabling (Ethernet).

Location: Ray County Library (215 East Lexington St., Richmond, MO)

Details: 1 Building with approximately 8 rooms containing network cabling (main public area, special collections room, network closet, community room, 4 offices)

Key Specifications:

- 2 Ethernet drops per jack in offices
- 2-6 Ethernet drops per jack in all main public area locations
- Cat 6 Ethernet cabling (minimum)
- Existing Cat 5 cable management in ceilings, walls, and floors will need to be tested, labelled, documented, and organized with adequate cable management system that include tubing to protect cables and cable managers to organize cables.
- New cabling, jacks, patch panel and related components will need to be added to some areas of the building. Will include approximately 12 jacks.
- New cabling should also include testing, labelling, documenting, and organizing with an adequate cable management system that protects and organizes cables.

Additional Specifications:

- The vendor will terminate all runs with Cat 6 jacks that match the cabling type at the end-user location and will similarly terminate at the patch panels in network room.
- The vendor will label jacks according to the existing building scheme or as otherwise requested at time of installation by the Library.
- The vendor will test all runs for continuity and provide verification of testing.
- The vendor will use shielded cable for runs which may experience interference from other equipment along the run's path.
- The vendor will provide appropriate wire management components as approved by the Library and in some cases may be required to create new cable pathways or replace existing pathways.
- The vendor must supply all supervision, tools, equipment, hardware, material, transportation, and construction, and all other related services unless specific provisioning by the customer has been denoted.
- The vendor shall be responsible for all obtaining permits and appropriate inspections/approvals as required by law.
- The vendor will be responsible for repair of all damage to the building due to the negligence of its workers or subcontractors.
- The vendor shall utilize wiring that is appropriately fire-rated and in compliance with all fire and electrical codes.

- The vendor shall ensure that the cabling is covered under warranty against defect for a minimum of one (1) year from the date of installation. Such warranty shall fully cover all repair/replacement costs, as well as time/labor/material costs associated with executing the warranty process.
- All materials supplied must be new and manufacturers approved by the Library, no refurbished, remanufactured or remnants will be accepted.
- The vendor will provide the library with complete specifications for all materials and products to be used for this project.

Additional information will be available at the project walk-through and Q/A meeting scheduled for: Monday, March 11th, 2019 at 2:30pm – at the Ray County Library.

Please see attached floor plan document for information regarding existing cable drops.

Bidder's Qualifications and Support Capabilities

Company Name:	
Service Provider Identification Number (SPIN):	
Years in Business:	
Number of years installing/supporting systems similar to this bid:	
Contact Person:	
Full Mailing Address:	
Telephone Number:	
Email Address:	
Additional Information:	

References

To be a qualified Bidder, the Bidder must include below two (2) references with similar scope of work. Preference will be given to Bidders with references for implementations at organizations most similar to the library. References will be contacted – please verify information before submitting.

Reference 1

Organization Name:	
Address:	
Type of Business:	
Contact Person:	
Telephone Number:	
Email Address:	
Dates of Installation or Service:	
Description of Systems/Services Provided:	

Reference 2

Organization Name:	
Address:	
Type of Business:	
Contact Person:	
Telephone Number:	
Email Address:	
Dates of Installation or Service:	
Description of Systems/Services Provided:	