

Request for Proposal

Internet Access

Satilla Regional Libraries

Erate Funding Year
July 1, 2014 through
June 30, 2015

REQUEST FOR PROPOSAL
Internet Access
Satilla Regional Library

The Satilla Regional Library (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 Internet services and requests a detailed response from all prospective vendors, including pricing and service descriptions, in a specified format.

Our goal is selecting an Internet Service Provider or Internet Services Providers that can provide Internet Access with sufficient speed and bandwidth needed at each of the libraries in the Satilla Regional Library System. Responders may bid to provide services for all or either of the two counties containing member libraries in the Satilla Regional Library system.

The work proposed in these specifications are dependent upon receipt of Erate Funding for Internet Access for the Erate Funding Year July 1, 2014 through June 30, 2015

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Background Information

The Satilla Regional Library is headquartered in Douglas, Coffee County, Georgia. The library system consists of 6 libraries within two (2) counties, Atkinson and Coffee. The library system presently has approximately 50 computers in the system and all sites are presently connected through T-1 lines to the Internet.

Current Environment: Satilla Regional Libraries currently have internet service provided through a Georgia Public Library Service contract using T1 lines. The table below outlines current capacity at all library locations.

Library name	Address	Current Environment
Douglas-Coffee County Library	200 Madison Ave S. Douglas, GA 31533	2 T-1 lines, 3.0MB
Ambrose Public Library	1070 Cypress St. Ambrose, GA 31512	1 T-1 line, 1.5MB
Broxton Public Library	105 Church St. Broxton, GA 31519	1 T-1 line, 1.5MB
Nicholls Public Library	108 N. Liberty St. Nicholls, GA 31554	2 T-1 lines, 3.0MB
Pearson Public Library	56 Bullard Ave. E. Pearson, GA 31642	2 T-1 lines, 3.0MB
Willacoochee Public Library	165 East Fleetwood Ave. Willacoochee, GA 31650	1 T-1 line, 1.5MB

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The intent of this RFP is to enter into a contract or contracts for Internet Access for a One (1) year period to begin July 1, 2014, and run through June 30, 2015. Internet Service Providers should be able to deliver the following features: 1) Standard Internet service, 2) IP address allocation as needed, 3) CIPA compliance, and 4) Managed Services of the Internet connection to each of the individual libraries.

Libraries in the Satilla Regional Library System no longer needing Internet Access during the contract timeline will be disconnected at no cost to the Satilla Regional Library or the individual library or libraries in the Satilla Regional Library System.

Vendors will provide all necessary equipment, IP addresses, connections, routers, etc., needed for Internet Access at each site.

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Vendors will be responsible for all service and maintenance of Internet connections.

Troubleshooting service will be provided within four (4) hours of reported problem(s) during normal library hours. Refunds will be provided for periods of service outage lasting more than four (4) hours.

During the contract period, should lower pricing be provided to another client, the lower pricing must also be provided for contracts with the Satilla Regional Library System.

Requested Bandwidth for each library:

Library name	Address	Requested Bandwidth
Douglas-Coffee County Library	200 Madison Ave S. Douglas, GA 31533	20MB
Ambrose Public Library	1070 Cypress St. Ambrose, GA 31512	10MB
Broxton Public Library	105 Church St. Broxton, GA 31519	10MB
Nicholls Public Library	108 N. Liberty St. Nicholls, GA 31554	10MB
Pearson Public Library	56 Bullard Ave. E. Pearson, GA 31642	20MB
Willacoochee Public Library	165 East Fleetwood Ave. Willacoochee, GA 31650	10MB

Proposals should also include bandwidth pricing for additional 10MB increments above the requested bandwidth, up to 100 MB, at each library.

Invoicing

Vendors submitting responses to this Request for Proposal agree to provide discounted billing for services associated with this proposal and seek reimbursement of the discount amount according to the invoicing/reimbursement guidelines of the Schools and Libraries Division of the Universal Service Fund. Satilla Regional Library will pay for the discounted portion of services provided under this proposal. Invoices should be broken down by individual library listing the appropriate discounted charge for each contracted facility. Total costs may be listed minus the applicable discount amount to arrive at the discounted amount for each library in the Satilla Regional Library System.

General Conditions

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This RFP is not a contract offer. Acceptance of a proposal neither commits the Satilla Regional Library to award a contract to any vendor, even if all requirements stated in this RFP are not met, nor limits the library's rights to negotiate in the library's best interests. The Satilla Regional Library reserves the right to contract with a vendor or vendors for reasons other than just price.

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.

It is important that the vendor understand that this Internet Access Proposal has been submitted on Satilla Regional Library Erate applications which, if approved, will entitle us to approximately 90% discount through the Universal Service Fund. If you are not familiar with this process, please call Mark Cole at 912-384-4667 ext. 225. The table below outlines Erate discount levels for each library.

Erate Discount Levels:

Both Atkinson and Coffee Counties are eligible for 90% discount based on the most recent published guidelines used by USAC Schools and Libraries Division (SLD).

Right of Rejection

The Satilla Regional Library 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 Satilla Regional Library. SRL reserves the right to reject any or all proposals or parts thereof, as deemed to be in the best interest of the Library.

Cost of Proposals

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

Proposals for Specific Libraries, Groups, or Regionally

Bidders may submit proposals for individual counties within the two county system of the Satilla Regional Library System, as best suits their business and Internet Service Provider capabilities.

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PROPOSAL DELIVERY

Proposal Submission

Proposals should be submitted in a sealed envelope addressed to the following by mail, delivery service, or hand delivery, no later than **5:00 PM EST, Friday, December 20, 2013**. Proposals must be received at the Satilla Regional Library Conference Room by this date and time. No faxed or emailed copies will be accepted.

Send Proposals to:

Satilla Regional Library
ATTN: Internet Access Proposal
200 Madison Ave S.
Douglas, GA 31533

QUESTIONS

All questions pertaining to this RFP must be submitted in writing by email to colem@srlsys.org. Questions submitted up to Friday, November 29, 2013 will be answered in the form of addendum which will be posted to <http://www.srlsys.org/> no later than 5:00pm, Tuesday, December 3, 2013.

Bidders are responsible for information, changes, additions, etc., posted in addendum on the library website at <http://www.srlsys.org/>. These addenda shall then be considered a part of the specifications.

Evaluation Criteria

Satilla Regional Library will be evaluating and weighing the following criteria when considering the various Internet Access proposals. These standards are listed in descending order of importance.

Evaluation Criteria	Weight
Cost effectiveness of service	50%
Comprehensive implementation designed to minimize disruption of current library Internet activities	25%
Experience and capabilities of account support group	15%
Locality to Satilla Regional Libraries	10%

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Total	100%
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INSTRUCTIONS TO BIDDERS

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

The Satilla Regional Library reserves the right to accept and award a contract and/or contracts based on evaluation of specific criteria found in these specifications and the evaluation criteria displayed above. The Satilla Regional Library also reserves the right to reject any or all proposals or any part thereof

Vendors should frequently, during the proposal process, check <http://www.srlsys.org/> for updated information and addendum.

QUALIFICATIONS OF BIDDERS

The Satilla Regional Library may make such investigation as they deem necessary to determine the ability of bidder to perform the work. SRL reserves the right to reject any proposal if investigation of such bidder fails to satisfy the SRL 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 proposal. 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.

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

No verbal instructions or information to bidders will be binding.

The submission of a proposal will be considered as conclusive evidence of complete examination by a bidder of all instructions, specifications, and addenda.

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

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No proposal may be withdrawn later than 4:00 PM on the day of the opening of proposals. No modifications of any proposals will be allowed after the same is sealed and delivered to SRL, however, a bidder may withdraw a proposal before 4:00 PM on the day of the opening of proposals and submit another proposal before the closing date and time. A bidder may submit as many proposals as they desire.

FORM OF CONTRACT

The successful bidder will be required to execute a written contract with SRL within twenty (20) business days after acceptance of proposal or proposals. It is expressly understood and agreed by the bidders that the contractual obligations of SRL to the bidders are effective only 1) after the execution of a contract or contracts signed by all parties and 2) Erate 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 Head of Information Technology Services 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 Head of Information Technology Services as not meeting these specifications shall at once be removed and replaced with acceptable equipment.

ADDITIONS OR DEDUCTIONS

SRL shall have the right, without invalidating this RFP or any and/or all contracts, 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 SRL and the bidder, as shown in a written amendment to the contract.

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PROTECTION BY BIDDER

All bidders agree to indemnify and hold harmless the Satilla 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.

Bidders 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 the Satilla Regional Library.

GENERAL CLAUSES

RESERVATIONS

SRL 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 SRL may be considered as an unqualified source and their proposal may be rejected. SRL reserves the right to exercise this option as is deemed proper and/or necessary.

PROPOSAL 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 SRL administrative staff, Head of

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Information Technology Services, and the Library Business Manager at the closing of the due date. Recommendations will be made and the Executive Director may award a contract or contracts as SRL deems appropriate.

EXEMPTION FROM GEORGIA SALES TAXES

The Satilla Regional Library 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 Satilla Regional Library. Following a contract award, an exemption certificate will be furnished by Satilla Regional Library.

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FORM FOR PROPOSAL SUBMITTAL

STATEMENT OF VENDOR'S QUALIFICATION

To accompany proposals submitted for Internet Access for the Satilla Regional Library.

Name of Vendor's Firm: _____

Name of Company Representative: _____

Business Address: _____

Phone Number: _____

When Organized? _____

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?

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

Date: _____

Firm Name: _____

By: _____

Title: _____

PROPOSAL FORM - SIGNATURE PAGE

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Date _____

TO: Satilla Regional Library

This proposal is submitted in accordance with your RFP inviting proposals to be received for the project identified as "Internet Access." 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 proposal 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 the bidder has contracted to supply or perform.

In submitting this proposal, it is understood that the unrestricted right is reserved by the Satilla Regional Library in making the award to reject any and all proposals or parts thereof, or to waive any informalities or technicalities in said proposals.

The undersigned hereby certifies that this proposal 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 submitting proposals, and that the undersigned has not, in any manner, sought by collusion to secure for himself an advantage over any other bidder.

TOTAL AMOUNT PROPOSAL OPTION:

Should the contract require a Performance Bond:

____ I will provide a Performance Bond from

Bonding Company _____

Name of Agent _____

Address _____

____ Or I will provide an equal form of surety which is acceptable to SRL.

Bidder **MUST** provide Federal EIN or SSN: _____

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and ERate SPIN: _____

(Print Name)

Proposal must be signed for Consideration:

(Signature)

(Date)