

Request for Proposal

Internet Access

Flint River Regional Libraries

**Erate Funding Year
July 1, 2017 through
June 30, 2018**

REQUEST FOR PROPOSAL
Internet Access
Flint River Regional Library

In anticipation of a statewide consortium beginning for E-Rate Funding Year 2018, the Flint River Regional Library System is seeking a 1 year contract or a 1 year contract with two (2) one-year extensions for Internet access to the following location(s): Griffin-Spalding County Library (current Internet speed: 60Mbps), Jackson-Butts County Public Library (50Mbps), Barnesville-Lamar County Library (50Mbps), Monroe County Library (50Mbps), Fayette County Public Library (60Mbps), Peachtree City Library (60Mbps), J. Joel Edwards Public Library (50Mbps), Tyrone Public Library (50Mbps), and Milner Community Library which is currently under construction (50Mbps). Please provide pricing for current location speed and pricing in increments of 10 Mbps- minimum of 50Mbps to 100Mbps.

The Flint River Regional Library (FRRL) 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.

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 Flint River 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, 2017 through June 30, 2018

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, 2017, and run through June 30, 2018. Extensions of the contract or contracts could be for a 2nd year (July 1, 2018 through June 30, 2019) and a 3rd year (July 1, 2019 through June 30, 2020) at the discretion of the Flint River Regional Library and the contracted vendor or vendors. Internet Service Providers should be able to deliver the following features: 1) Standard Internet service, 2) Class C IP address allocation, and 3) Managed Services of the Internet connection to each of the individual libraries. Additionally, please provide pricing for current location speed and pricing in increments of 10 Mbps – minimum of 50Mbps to 100Mbps.

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Background Information

The Flint River Regional Library is headquartered in Griffin, Spalding County, Georgia. The library system consists of 9 libraries within six (6) counties, Butts, Fayette, Lamar, Monroe, Pike, and Spalding. The library system presently has approximately 300 computers in the system and all sites are presently connected via fiber-optic lines to the Internet.

Current Environment: Flint River Regional Libraries currently have internet service provided through a local contract with AT&T using fiber-optic lines. The table below outlines current capacity at all library locations.

Library name	Address	Current Environment
Griffin-Spalding County Library	800 Memorial Drive Griffin, GA 30223	60Mbps
Jackson-Butts County Public Library	436 E College Street Jackson, GA 30233	50Mbps
Barnesville-Lamar County Library	401 Thomaston Street Barnesville, GA 30204	50Mbps
Monroe County Library	62 W Main Street Forsyth, GA 31029	50Mbps
Fayette County Public Library	1821 Heritage Park Way Fayetteville, GA 30214	60Mbps
Peachtree City Library	201 Willowbend Road Peachtree City, GA 30269	60Mbps
J. Joel Edwards Public Library	7077 Hwy 19 South Zebulon, GA 30295	50Mbps
Tyrone Public Library	143 Commerce Drive Tyrone, GA 30290	50Mbps
Milner Community Library	159 Main Street Milner, GA 30257	Library currently under construction

Services required for this RFP

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, 2017, and run through June 30, 2018. Extensions of the contract or contracts could be for a 2nd year (July 1, 2018 through June 30, 2019) and a 3rd year (July 1, 2019 through June 30, 2020) at the discretion of the Flint River Regional Library and the contracted vendor or vendors. Internet Service Providers should be able to deliver the following features: 1) Standard Internet service, 2) Class C IP address allocation, and 3) Managed Services of the Internet connection to each of the individual libraries with pricing for current location speed and pricing in increments of 10 Mbps – minimum of 50Mbps to 100Mbps.

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Requested Bandwidth for each library:

Library name	Address	Requested Bandwidth
Griffin-Spalding County Library	800 Memorial Drive Griffin, GA 30223	Minimum 60Mbps
Jackson-Butts County Public Library	436 E College Street Jackson, GA 30233	Minimum 50Mbps
Barnesville-Lamar County Library	401 Thomaston Street Barnesville, GA 30204	Minimum 50Mbps
Monroe County Library	62 W Main Street Forsyth, GA 31029	Minimum 50Mbps
Fayette County Public Library	1821 Heritage Park Way Fayetteville, GA 30214	Minimum 60Mbps
Peachtree City Library	201 Willowbend Road Peachtree City, GA 30269	Minimum 60Mbps
J. Joel Edwards Public Library	7077 Hwy 19 South Zebulon, GA 30295	Minimum 50Mbps
Tyrone Public Library	143 Commerce Drive Tyrone, GA 30290	Minimum 50Mbps
Milner Community Library (currently under construction)	159 Main Street Milner, GA 30257	Minimum 50Mbps

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

Invoicing – REQUIRE DISCOUNTED BILLING

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. Flint River 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 accounted to each library in the Flint River Regional Library System.

General Conditions

This RFP is not a contract offer. Acceptance of a proposal neither commits the Flint River Regional Library to award a contract to any vendor, even if all requirements stated in this RFP are met, nor limits the library's rights to negotiate in the library's best

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interests. The Flint River 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 Flint River Regional Library Erate Form 470 applications which, if approved, will entitle the Library to a 90% discount through the Universal Service Fund. If you are not familiar with this process, please call Scott Martin or Jim Tingen at 770-412-4770.

Erate Discount Level:

Library name	Address	Erate Discount Level
Griffin-Spalding County Library	800 Memorial Drive Griffin, GA 30223	90%

Right of Rejection

The Flint River 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 Flint River Regional Library. FRRL 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 libraries or for a group of libraries or for all libraries in the Flint River Regional Library System, as best suits their business and Internet Service Provider capabilities.

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General Information

Terms of contract will be: For a one (1) year period to begin July 1, 2017, and run through June 30, 2018, or a one (1) year contract with two (2) one-year extensions for Internet access, Erate Funding Years, 2018 and 2019.

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

Vendors will provide all necessary equipment, IP addresses, connections, routers, etc., needed for Internet Access at each site. All connections come into the libraries through existing conduit to a telephone equipment room. Backboard is available in each telephone equipment room for any necessary installations. Grounding connections are also available. The connections are then routed through existing conduit to the library network racks. Backboard is available at each library's network rack for any necessary installations.

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) on a 24/7 basis. 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 Flint River Regional Library.

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, MONDAY, MARCH 6, 2017**. Proposals must be received at the Flint River Regional Library Conference Room by this date and time. No faxed or emailed copies will be accepted.

Send Proposals to:

Flint River Regional Library
ATTN: Internet Access Proposal
800 Memorial Drive
Griffin, GA 30223-4443

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QUESTIONS

All questions pertaining to this RFP must be submitted in writing by email to Scott Martin, smartin@frrls.net. Questions submitted up to Friday, February 27, 2017 will be answered in the form of addendum which will be posted to <http://frrls.net/requests-for-bids/> no later than 5:00pm, Wednesday, March 1, 2017.

Bidders are responsible for information, changes, additions, etc., posted in addendum on the library website at <http://frrls.net/requests-for-bids/>.

A walkthrough of the Griffin-Spalding County Library, as representative of all the FRRL libraries, is available by calling Scott Martin, 770-412-4770.

Evaluation Criteria

Flint River 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 Flint River Regional Libraries	10%
Total	100%

INSTRUCTIONS TO BIDDERS

This RFP document and subsequent addendum pages may be viewed, printed, downloaded from the Internet at <http://frrls.net/requests-for-bids/>.

The Flint River Regional Library (FRRL) reserves the right to accept and award a contract and/or contracts to the lowest responsive, responsible bidders. FRRL reserves the right to reject any or all proposals or any part thereof. FRRL reserves the right to award a contract or contracts based on evaluation of specific criteria found in these specifications. Proposals on forms other than provided herewith may be rejected. FRRL also reserves the right to reject any and all proposals.

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Vendors should frequently, during the proposal process, check <http://frrls.net/requests-for-bids/> for updated information and addendum.

QUALIFICATIONS OF BIDDERS

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

FRRL 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 Flint River Regional Library 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 proposals. Should any written inquires be received by FRRL, these inquiries will be answered in the form of addendum and posted for access by all providers. All questions pertaining to this RFP must be submitted in writing by email to stmartin@frrls.net. Questions submitted up to Friday, February 27, 2017 will be answered in the form of addendum which will be posted to <http://frrls.net/requests-for-bids/> no later than 5:00pm, Wednesday, March 1, 2017. These addenda shall then be considered a part of these specifications.

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.

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 FRRL, however, a bidder may withdraw a proposal before 4:00 PM on

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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 FRRL within five (5) business days after acceptance of proposal or proposals. It is expressly understood and agreed by the bidders that the contractual obligations of FRRL 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 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 as not meeting these specifications shall at once be removed and replaced with acceptable equipment.

ADDITIONS OR DEDUCTIONS

FRRL 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 FRRL and the bidder, as shown in a written amendment to the contract.

PROTECTION BY BIDDER

All bidders agree to indemnify and hold harmless the Flint River Regional Library System and their representatives from all suits or actions of every nature and description

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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 Flint River Regional Library.

The successful bidder will provide to the Flint River Regional Library at contract signing the completed E-Verify contractor, subcontractor, and sub-subcontractor affidavit(s).

GENERAL CLAUSES

RESERVATIONS

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

PROPOSALS

All proposals must be sealed, marked, and delivered in accordance with the instructions in this RFP. Proposals will be opened and read by FRRL administrative staff, Head of 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 FRRL deems appropriate.

EXEMPTION FROM GEORGIA SALES TAXES

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