

Request for Proposal

Network Rewiring

Pine Mountain Regional Library System Talbot County Library

Pine Mountain Regional Library System – RFP for Network Rewiring

REQUEST FOR PROPOSAL Network Rewiring Pine Mountain Regional Library System Talbot County Library

The Pine Mountain Regional Library System 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 library network rewiring and requests a detailed response from all prospective vendors, including pricing and service descriptions, in a specified format.

The intent of this RFP is to enter into a contract or contracts for library network rewiring for the Talbot County Library building.

Background Information

The Pine Mountain Regional Library System is headquartered in Manchester, Meriwether County, Georgia. The library system consists of 7 libraries within four (4) counties: Meriwether, Talbot, Taylor and Upson. The library system presently has approximately 100 computers in the system and all sites are presently connected to the Internet.

| Library name | Address | Square Footage |
|--------------------------------|--|-----------------------|
| Butler Public Library | 56 West Main St. Butler ,GA 31006-0508 | 3,500 |
| Greenville Area Public Library | 2323 Gilbert St. Greenville, GA 30222-071 | 3,500 |
| Hightower Memorial Library | 800 West Gordon St., Thomaston, GA 30286-0631 | 6,350 |
| Manchester Public Library | 218 Perry St. Manchester, GA 31816-0709 | 17,559 |
| Reynolds Community Library | 208 North Winston St. Reynolds, GA 31076-0467 | 2,800 |
| Talbot County Library | 75 North Jefferson St. Talbotton, GA 31827-0477 | 4,400 |
| Yatesville Public Library | 77 Childs Ave. Yatesville, GA 31097-0087 | 2,800 |

Scope of Services:

The vendor will install and terminate network cabling for the library's public area, office, wireless access points and other locations as requested at the Talbot County Library:

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Services required for this RFP

The intent of this RFP is to enter into a contract or contracts to rewire the network cabling at all seven library locations. The work will include:

- 1) Cat 6 network cabling for the Talbot County Library network.
- 2) Installation of one data drop for each library computer and required cabling and networking equipment. The vendor will be responsible for installing the wireless access points but will NOT be responsible for configuration.
- 3) The vendor will terminate all runs with Cat 6 jacks that match the cabling type at the workstation location and will similarly terminate at the MDF patch panel.
- 4) The vendor will label jacks according to the existing building scheme or as otherwise requested at time of installation by PMRLS.
- 5) The vendor will test all runs for continuity and provide verification of testing.
- 6) The vendor shall use shielded cable for runs which may experience interference from other equipment along the run's path.
- 7) The vendor will provide appropriate wire management components as requested by PMRLS.
- 8) The vendor shall utilize wiring that is appropriately fire-rated and in compliance with all fire and electrical codes.
- 9) The vendor shall ensure that the cabling are covered under warranty against defect for a minimum of one (1) year from the date of installation.
- 10) The vendor shall be responsible for obtaining all permits and appropriate inspections/approvals as required by law.

Invoicing

Pine Mountain Regional Library System will pay for the services provided under this proposal. Invoices should be broken down as directed by our Business Office Manager. Placeholder words until I get direction from Ms Cordelia

General Conditions

This RFP is not a contract offer. Acceptance of a proposal neither commits the Pine Mountain Regional Library System 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 interests. The Pine

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Mountain Regional Library System 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.

Right of Rejection

The Pine Mountain Regional Library System (PMRLS) 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 Pine Mountain Regional Library System. PMRLS reserves the right to reject any or all proposals or parts thereof, as deemed to be in the best interest of the System.

Cost of Proposals

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

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, November 15, 2019**. Proposals must be received at the Pine Mountain Regional Library System Conference Room by this date and time. No faxed or emailed copies will be accepted.

Send Proposals to:

**Pine Mountain Regional Library System
ATTN: Internet Access Proposal
P.O. Box 709 – 218 Perry St.
Manchester, GA 31816-0709**

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QUESTIONS

All questions pertaining to this RFP must be submitted in writing by email to lsmalley@pinemtnlibrary.org. Questions submitted up to Wednesday, November 13, 2019 will be answered in the form of an addendum, which will be posted to http://www.pinemtnlibrary.org/rfp/pmrlsTCL_2019NR.html no later than 5:00pm, Thursday, November 14, 2019.

Bidders are responsible for information, changes, additions, etc., posted in the addenda on the library website at http://www.pinemtnlibrary.org/rfp/pmrlsTCL_2019NR.html.

Evaluation Criteria

Pine Mountain Regional Library System 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 Pine Mountain Regional Library System | 10% |
| Total | 100% |

INSTRUCTIONS TO BIDDERS

This RFP document and subsequent addendum pages may be viewed, printed, downloaded from the Internet at http://www.pinemtnlibrary.org/rfp/pmrlsTCL_2019NR.html.

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

Vendors should frequently check http://www.pinemtnlibrary.org/rfp/pmrlsTCL_2018NR.html for updated information and addenda during the proposal process.

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QUALIFICATIONS OF BIDDERS

The Pine Mountain Regional Library System (PMRLS) may make such investigation as they deem necessary to determine the ability of bidder to perform the work. PMRLS reserves the right to reject any proposal if investigation of such bidder fails to satisfy the PMRLS 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.

PMRLS 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 Pine Mountain Regional Library System 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 inquiries be received by PMRLS, these inquiries will be answered in the form of an addendum and posted for access by all providers. All questions pertaining to this RFP must be submitted in writing by email to lsmalley@pinemtnlibrary.org. Questions submitted up to Monday, January XX, 2018 will be answered in the form of an addendum which will be posted to http://www.pinemtnlibrary.org/rfp/pmrlsTCL_2018NR.html no later than 5:00pm, Tuesday, January XX, 2018. 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 PMRLS, 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 PMRLS within five (5) business days after acceptance of proposal or proposals. It is expressly understood and agreed by

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the bidders that the contractual obligations of PMRLS to the bidders are effective only after the execution of a contract or contracts signed by all parties.

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 Technology Services Coordinator 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 Technology Services Coordinator as not meeting these specifications shall at once be removed and replaced with acceptable equipment.

ADDITIONS OR DEDUCTIONS

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

PROTECTION BY BIDDER

All bidders agree to indemnify and hold harmless the Pine Mountain 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 Pine Mountain Regional Library System.

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GENERAL CLAUSES

RESERVATIONS

PMRLS 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 PMRLS may be considered as an unqualified source and their proposal may be rejected. PMRLS 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 PMRLS administrative staff, the Assistant Director Technology, and the Library Business Manager at the closing of the due date. Recommendations will be made and the Director may award a contract or contracts as PMRLS deems appropriate.

EXEMPTION FROM GEORGIA SALES TAXES

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

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FORM FOR PROPOSAL SUBMITTAL

STATEMENT OF VENDOR'S QUALIFICATION

To accompany proposals submitted for Internet Access for the Pine Mountain Regional Library System.

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: Pine Mountain Regional Library System

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, and 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 Pine Mountain Regional Library System 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/herself 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 Pine Mountain Regional Library System.

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

and E-Rate SPIN: _____

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(Print Name)

Proposal must be signed for Consideration:

(Signature)

(Date)

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FORM OF AGREEMENT

THIS AGREEMENT, made this ____ day of July(?) 2018 by and between _____ (vendor's name & address) (hereinafter referred to as "VENDOR") and the Pine Mountain Regional Library System.

WITNESSETH

1. In accordance with the scope of services set forth in the Notice to Bidders, specifications related thereto, VENDOR'S executed proposal and in accordance with the request for proposals posted to the Universal Service Fund website as Form 470, all of which are incorporated herein by reference as though fully set forth at length.
2. The contract sum shall be the monthly cost (awarded amount) as indicated in the VENDOR'S executed proposal.
3. In accordance with the various laws affecting the contract and the legal advertisement for sealed proposals made by Pine Mountain Regional Library System, the VENDOR agrees to provide all bonds in the amounts and types as are set forth in the above mentioned specifications and notices, all of which are made a part hereof. All bonds related herein shall be solely for the protection of the Pine Mountain Regional Library System.
4. VENDOR further agrees to indemnify and hold harmless Pine Mountain Regional Library System from any and all actions, claims and demands whatsoever that may result from VENDOR'S use of any facilities owned by the Pine Mountain Regional Libraries System, their specific counties, library boards, and/or cities and does further agree to repair any damage to the Pine Mountain Regional Libraries System, their specific counties, library boards, and/or city owned property caused by VENDOR'S negligence or willful actions and the VENDOR shall further supply the necessary insurance's as set forth in the subject specifications:
 - A. Commercial General Liability - (policy to include premises and operations, products/completed operations and blanket contractual liability - the contractual section of the coverage must cover this agreement).
General Aggregate Limit \$2,000,000.
Products and Completed Operations Aggregate Limit \$2,000,000.
Each Occurrence Limit \$1,000,000.
 - B. Automobile Liability - to Include owned, non-owned and hired vehicles:
Combined Single Limit \$ 500,000 or Bodily Injury \$ 250,000. each person
Bodily Injury \$ 500,000. each accident
And Property Damage \$ 100,000.
 - C. Workers Compensation Statutory and Employer's Liability

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- Bodily Injury by Accident \$ 100,000 each accident
- D. Additional Insured – must read: The Pine Mountain Regional Library System shall be included as additional insured with respect to the work performed for the Internet Access Contract.
 - E. Cancellation Clause: Should any of the above described policies be cancelled before the expiration date thereof, the issuing company **shall mail** 30 days prior **written** notice to the certificate holder.
 - F. Certificate Holder – Pine Mountain Regional Library System, ATTN: Business Manager, P.O. Box 709 – 218 Perry Street, Manchester, GA 31816-0709.
5. The parties hereto do hereby agree that they shall comply with all conditions and provisions of the specifications whenever such specifications are not inconsistent with the terms and provisions of this Agreement, and do hereby agree to execute all documents, agreements, and other papers related hereto and in form satisfactory to Pine Mountain Regional Library System.
6. **HOLD HARMLESS CLAUSE** In the event that any of the insurance hereinbefore provided shall not, by reason of any act, omission or negligence of the **VENDOR** be procured or kept in full force and effect, the **VENDOR** shall indemnify and hold harmless Pine Mountain Regional Library System against losses, claims and demands to the same extent as Pine Mountain Regional Library System would have been indemnified by each insurance if it had been in full force and effect. The **VENDOR** shall also indemnify and hold harmless Pine Mountain Regional Library System against any and all losses, claims and demands to the extent that they are not recoverable under each insurance policy solely because of a deductible franchise or average provision therein and to the extent that the proceeds of insurance collections from underwriters are reduced by any customary brokers commissions.
7. **SUITS AND CLAIMS** The **VENDOR** agrees to indemnify, defend, and hold harmless Pine Mountain Regional Library System, and all the officers and subordinates, from all suits and actions of any name, nature, and description brought against them or any of them for or on account of any damages or loss sustained by any party by reason of the conduct or omissions of the **VENDOR** or his agents, servants, or employees in the performance of this Agreement or subsequent to the completion of the work under this Agreement whether such injury or damages be due to negligence, willful misconduct or the inherent nature of the work. It is not the intention of this Section or anything herein provided to confer in a third party beneficiary a right of action upon any person whatsoever and nothing hereinbefore or hereinafter set forth shall be construed so as to confer upon any person other than Pine Mountain Regional Library System a right of action either under this contract or in any manner whatsoever.

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IN WITNESS WHEREOF, the parties hereto intending to be legally bound execute this Agreement the day and year first above written.

VENDOR: _____

BY:

SS # or FEDERAL I.D. # _____

Pine Mountain Regional Library System

BY:

Cynthia S. Kilby
Director

Date