

Request for Proposal

Internet Access

Pine Mountain Regional Library System

E-Rate Funding Year July 1, 2023 through June 30, 2024

REQUEST FOR PROPOSAL
Internet Access
Pine Mountain Regional Library System

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 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 Pine Mountain Regional Library System.

The work proposed in these specifications is dependent upon receipt of E-Rate Funding for Internet Access for the Erate Funding Year July 1, 2023 through June 30, 2024

The intent of this RFP is to enter into a contract or contracts for Internet Access for a three (3) year period to begin July 1, 2023, and run through June 30, 2026. Extensions of the contract or contracts could be for a 4th year (July 1, 2026 through June 30, 2027) and a 5th year (July 1, 2027 through June 30, 2028) at the discretion of the Pine Mountain Regional Library System 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, 3) CIPA compliance, and 4) Managed Services of the Internet connection to each of the individual libraries.

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 utilizing fiber and copper lines.

Current Environment: Pine Mountain Regional Library System currently has internet service provided through Windstream Communications. The table below outlines current capacity at all library locations.

Library name	Address	Current Environment
Butler Public Library	56 West Main St. Butler,GA 31006-0508	50 MB

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Greenville Area Public Library	2323 Gilbert St. Greenville, GA 30222-071	50 MB
Hightower Memorial Library	800 West Gordon St., Thomaston, GA 30286-0631	100 MB
Manchester Public Library	218 W Perry St. Manchester, GA 31816-0709	100 MB
Reynolds Community Library	22 North Winston St. Reynolds, GA 31076-0467	50 MB
Talbot County Library	75 North Jefferson St. Talbotton, GA 31827-0477	50 MB
Yatesville Public Library	77 Childs Ave. Yatesville, GA 31097-0087	50 MB

Services required for this RFP

The intent of this RFP is to enter into a contract or contracts for Internet Access for a three (3) year period to begin July 1, 2023, and run through June 30, 2026. Extensions of the contract or contracts could be for a 4th year (July 1, 2026 through June 30, 2027) and a 5th year (July 1, 2027 through June 30, 2028) at the discretion of the Pine Mountain Regional Library System 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, 3) CIPA compliance, and 4) Managed Services of the Internet connection to each of the individual libraries.

Requested Bandwidth for each library:

Library name	Address	Requested Bandwidth
Butler Public Library	56 West Main St. Butler, GA 31006-0508	200 MB
Greenville Area Public Library	2323 Gilbert St. Greenville, GA 30222-071	200 MB
Hightower Memorial Library	800 West Gordon St. Thomaston, GA 30286-0631	500 MB
Manchester Public Library	218 Perry St. Manchester, GA 31816-0709	500 MB
Reynolds Community Library	22 North Winston St. Reynolds, GA 31076-0467	200 MB
Talbot County Library	75 North Jefferson St., Talbotton, GA 31827-0477	200 MB
Yatesville Public Library	77 Childs Ave. Yatesville, GA 31097-0087	200 MB

Proposals should also include bandwidth pricing for additional 100 MB increments above the requested bandwidth, up to 1 GB, at each library. Please include all costs (eligible & non-eligible) to bring service to the library.

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Invoicing

Vendors submitting responses to this Request for Proposal agree to SPI invoicing and seek reimbursement of the discount amount according to the invoicing/reimbursement guidelines of the Schools and Libraries Division of the Universal Service Fund. Vendor will only bill Pine Mountain Regional Library System for the undiscounted amount for internet services. The Pine Mountain Regional Library System will require one invoice for each facility on which all charges and fees are bundled into one price. Pine Mountain Regional Library System requests separate invoices for ineligible products and services. All invoices must be based on a first-of-the-month and end-of-the-month cycle. Errors on invoices cannot be remedied by credits on invoices. All errors must be re-paid by a check cut by the service provider within 30 days of notification of such error.

Service Provider Requirements

SPIN and FCCRN Required

It is the intention of Pine Mountain Regional Library System to apply for discounts under the Schools and Libraries (“E-rate”) 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>

E-Verify

The Service Provider is required to submit its E-Verify number as part of the Proposal. If you do not have an e-verify number, you MUST obtain one before responding to this RFP.

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

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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. Pine Mountain Regional Library System 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 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 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.

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 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.

It is important that the vendor understand that this Internet Access Proposal has been submitted on Pine Mountain Regional Library System E-Rate applications which, if approved, will entitle us to approximately 80%-90% discount through the Universal Service Fund. If you are not familiar with this process, please call Cordelia Alderman at 706-846-2186, extension 1001.

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The table below outlines E-Rate discount levels for each library.

Erate Discount Levels:

Library name	Physical Location	E-Rate Discount Level
Butler Public Library	56 West Main St. Butler,GA 31006	90%
Greenville Area Public Library	2323 Gilbert St., Greenville, GA 30222	90%
Hightower Memorial Library	800 West Gordon St., Thomaston, GA 30286-0631	90%
Manchester Public Library	218 W Perry St., Manchester, GA 31816	90%
Reynolds Community Library	22 North Winston St., Reynolds, GA 31076	90%
Talbot County Library	75 North Jefferson St., Talbotton, GA 31827	90%
Yatesville Public Library	77 Childs Ave., Yatesville, GA 31097	90%

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.

Proposals for Specific Libraries, Groups, or Regions

Bidders may submit proposals for individual libraries, for a group of libraries or for all libraries in the Pine Mountain Regional Library System, as best suits their business and Internet Service Provider capabilities.

General Information

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Terms of contract will be: For a three (3) year period to begin July 1, 2023, and run through June 30, 2026. Extensions of the contract or contracts could be for a 4th year (July 1, 2026 through June 30, 2027) and a 5th year (July 1, 2027 through June 30, 2028) at the discretion of the Pine Mountain Regional Library System (PMRLS) and the contracted vendor or vendors.

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

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

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 Pine Mountain Regional Library System.

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, TUESDAY, January 3, 2023**. 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
218 W Perry St.
Manchester, GA 31816**

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QUESTIONS

All questions pertaining to this RFP must be submitted in writing by email to calderman@pinemtnlibrary.org. Questions submitted up to Tuesday, December 27, 2022 will be answered in the form of an addendum, which will be posted to <https://www.pinemtnlibrary.org/rfp/internet-access-fy23> no later than 5:00pm, Thursday, December 29, 2022.

Bidders are responsible for information, changes, additions, etc., posted in the addenda on the library website at <https://www.pinemtnlibrary.org/rfp/internet-access-fy23>.

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 of eligible services	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 <https://www.pinemtnlibrary.org/rfp/internet-access-fy23>.

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 <https://www.pinemtnlibrary.org/rfp/internet-access-fy23> for updated information and addenda during the proposal process.

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 calderman@pinemtnlibrary.org. Questions submitted up to Tuesday, December 27, 2022 will be answered in the form of an addendum which will be posted to <https://www.pinemtnlibrary.org/rfp/internet-access-fy23> no later than 5:00 pm, Thursday, December 29, 2022. 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 the bidders that the contractual obligations of PMRLS to the bidders are effective only 1) after the execution of a contract or contracts 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 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.

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(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.

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.

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, Technology Services Coordinator, 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.

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

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.

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

and E-Rate SPIN: _____

(Print Name)

Proposal must be signed for Consideration:

(Signature)

(Date)