Description of Products & Services Needed:

The Spokane County Library seeks bids for purchasing and updating the cabling infrastructure at library branches. The Library intends to purchase Cat6 or higher cabling and all work must be guaranteed to be up to current safety codes and consistent with industry best practices. Three branches (currently projected to be Airway Heights, Argonne and Medical Lake, but may be changed at Library’s discretion) are planned to be updated during the 2019-20 E-rate program year, and other library branches will be updated in future years of the contract as budget and staff time allow. Note that the feet of cable entered on the 470 form has not been officially calculated and the current estimate equals the total square feet for all buildings in the library system. The library will purchase the length of cable needed according to actual vendor projections on their bids which will be based on the results of a mandatory walk through of the buildings.

Additional branch cabling projects are included as part of this contract in later years of the term depending on budget availability, staff timing, other project management, future branch openings or other unforeseen reasons. The library will request quotes for future branch cabling projects from the selected vendor at the appropriate time and these quotes will be added as amendments to the contract. Future purchases may be for upgraded cables, equipment and accessories with the same functionality, and do not require a new contract. Note that any locations or quantities included in this RFP are not a guarantee of sales and the library reserves the right to not implement the project at all branches at their discretion.

Mandatory Walk Through Tuesday, January 8th at 9 a.m.: The library will hold a MANDATORY walk through of the three buildings on Tuesday, January 8th at 9 a.m. at the Argonne branch located at 4322 N Argonne Rd, Spokane, WA 99212. Building maps will be distributed to interested vendors during the mandatory walk through and specifics on drop locations and cable runs/groupings will be discussed and questions about the project will be answered.

The library is not considering recycled or refurbished products in this bidding process and this requirement is a disqualifying factor for the evaluation of bids.

Bids should indicate if any items are not eligible or partially eligible for E-rate funding. If the item is only partially eligible for E-rate funding, provide the eligibility % with bid. If there is another comparable item that is fully eligible, please also include that item in your bid.

Requested Information & Bid Format:

1. Costs for installation services, cable and other equipment/accessories should be itemized for each building in the bid. Please include costs for both Cat6 and Cat6A cable for comparative purposes. The Library will determine the type of cable during the contract phase of this process.
2. Please describe your company’s standards of quality control for safety issues, testing, labeling, and accessibility of cables and equipment.
3. Provide your anticipated timeline for completion of every phase of the project and your compensation and remediation policies for non-completion according to schedule.
4. Explain your warranty term, conditions and exclusions and provide the guaranteed response time in the event of a needed repair covered by warranty.
5. To minimize the disruption to staff and patrons, please indicate if you can install the cabling during library closed times.

6. Bids should include an example of the billing statement that includes all estimated costs, taxes and fees for each location. Vendors shall notify SCLD in writing upon completion of the project. Vendor will test all connections and provide satisfactory results to SCLD. Library IT Manager will notify vendor in writing of acceptance of the project. Final billing and payments will occur upon the library’s acceptance of the project.

7. Provide qualifications and experience of the dedicated project manager for implementation.

8. Bids should include three (3) reference sites where your company has performed a similar service, including business name, contact name and contact information. It is preferable that at least one reference should be for a library/school district of similar size within 100 miles of Spokane County Library District.

9. Please indicate if your company has successfully installed equipment before as part of the E-rate program and your number of years of experience with the E-rate program. Vendors should include their E-Rate SPIN number in their bid and confirm that they are current on their 2019 SPAC/473 requirements. Failure to maintain E-rate SPIN eligibility requirements could result in contract termination. Vendor must be willing to do either SPI or BEAR methods of reimbursement and the Library will decide which method will be used.

10. Bidders are required to read and understand all information contained within this entire quote package. Bidder further offers to furnish materials, equipment or services in compliance with all terms, conditions, and specifications herein including all amendments. Submitting this document constitutes complete understanding and compliance with the terms and conditions and certifies that all necessary facilities and personnel are available and established at the time of bid submittal.

**Contract Term, Bidding Period & Misc Requirements:**

1. Initial contract length is approximately five (5) years, with a one-year (1) automatic extension period for a total of six (6) years. If product or service pricing decreases in the future, the library will purchase at the lowest price available at that time.

2. Bidding period will end 28 days from the posting date of the 470 form, but may be extended at the library's discretion if necessary to conduct a competitive bidding process.

3. The Library reserves the right to reject all proposals and not pursue this project.

4. This is a prevailing wage project.

**Contact, Submittal & Misc Information:**

1. Interested bidders should provide their contact information to claire@erateexpertise.com in order to receive notifications, updates and Q&A regarding this RFP.

2. Questions regarding the RFP should be submitted in writing to Claire O’Flaherty at claire@erateexpertise.com within 14 days after the 470 has been posted to ensure that information can be disseminated to all interested bidders.

3. Bids should be submitted to Claire O’Flaherty, claire@erateexpertise.com and copied to Patrick Hakes, phakes@scld.org.

4. All RFP documents, including instructions, bid formats, Q&A, updates, etc. will be uploaded to the original E-Rate 470 form and also posted at https://www.scld.org/about/request-for-proposals/

5. For library branch addresses, please see https://www.scld.org/locations/

6. Non-Appropriation Clause: Any contract that may exceed 12 months must include a specific clause which allows SCLD to terminate a contract for non-appropriation of funds, or default. Because contracts frequently span two fiscal years (i.e., the contract is entered into for a period of 12 months from July through June), this cancellation clause is standard for all SCLD contracts.
**Evaluation criteria for selecting the winning bid:**

Proposals will be judged on several criteria, including but not limited to:

1. **Price** (Most heavily weighted criteria.)
2. Quality of standards and procedures in proposal
3. Positive previous experience working with library and/or vendor’s E-rate experience
4. Completeness of bid (includes all items requested)