

Request for Proposal (RFP) 1 - 2025

NETWORK SERVICES AND HARDWARE FOR ALL SITES

Issued by: Clearview Library District
1194 W. Ash St.
Windsor, CO 80550

Date of Issue: January 13, 2025

Proposal Submittal Due Date: February 14, 2025, no later than 5:00 PM MDT

Notice of Award: On or around March 3, 2025

Effective Delivery Date: July 1, 2025 (unless otherwise noted)

Submission Instructions

- Submit all proposals via email to Beth Gallinger at **beth@clearviewlibrary.org**.
- The email's timestamp will act as the official time of submission.
- Late proposals will not be accepted.
- The vendor's name and contact information must be included in the email body.

Schedule of Activities

- **Deadline for Questions:** January 25, 2025, by 5:00 PM MDT. Questions must be submitted via email to beth@clearviewlibrary.org.
- **Answers to Questions Posted:** January 31, 2025, by 5:00 PM MDT. Answers will be available on the District's website.
- **Proposal Deadline:** February 14, 2025, by 5:00 PM MDT. Proposals submitted after this time may be rejected.

Proposal Requirements

1. All questions and proposals must be submitted to **beth@clearviewlibrary.org**. Submissions in any other manner will be disqualified.
2. Include all support materials, documentation, and relevant details required to evaluate the proposal. Marketing or advertising materials should not be included.
3. Bidders must:
 - Participate in the USF Program (E-rate) for the agreement's duration.
 - Provide a valid Service Provider Identification Number (SPIN).
 - Comply with USAC E-rate rules and ensure no red-light status during the evaluation or agreement period. Non-compliance may result in rejection or termination of agreements.
 - Provide the lowest corresponding price per E-rate rules.

- Allow for SPIN changes and offer discount methods (SPI or BEAR).

Contract Terms

- All awarded contracts are contingent upon E-rate funding and final board approval.
- Contracts awarded under this RFP may be renewed annually for up to five consecutive one-year terms, with written notice to the provider. (Not applicable for Category 2 hardware procurement.)
- Pricing and services must comply with E-rate cost-allocation rules for eligible and ineligible components.
- Installation charges and applicable fees must be detailed in the proposal.
- Pricing must remain valid for 90 days from the proposal date.

Evaluation Criteria

Proposals will be evaluated using the following criteria:

- **Cost (30 points):** Calculated as months × monthly price + construction costs + early termination fees.
- **Service History and Support (25 points):** Based on the vendor's past performance and support.
- **Compatibility (25 points):** Includes alignment with existing infrastructure, management tools, and software.
- **Technical Merits (20 points):** Based on the technical specifications and overall quality of the proposal.
- **Local Vendor Preference (5%):** Local providers within the District's serving area will receive a price benefit.

Services and Equipment

The District seeks bids for:

- Equipment and licensing for network services, including internet and private network connectivity for all sites.
- Detailed requirements are outlined in the attached spreadsheet (Attachment B), which includes:
 - Category 1: Internet for library buildings, mobile hotspots for library patrons.
 - Category 2: Meraki hardware and licensing for Clearview Library District network.
- Equipment must meet or exceed the specifications provided and be fully compatible with existing infrastructure.
- Proposals may include alternate brands if they provide equivalent hardware and software capabilities.

General Conditions

1. All proposals become the property of the Clearview Library District and are subject to the Colorado Open Records Act.
2. The proposal constitutes a binding offer, and its contents will become contractual obligations if selected.
3. Vendors must:
 - Certify compliance with Colorado Revised Statutes Sections 8-17.5-101 et seq.
 - Maintain required insurance coverage.
 - Not employ illegal aliens (see Attachment A for specific requirements).
4. The District reserves the right to investigate vendors and reject proposals that do not meet qualifications.
5. Continuation of contracts is subject to annual funding and board approval.

Invoicing

- Invoices must include detailed descriptions of charges and be payable within 30 days.
- Mail invoices to:
Clearview Library District
Attn: Accounts Payable
1194 W. Ash St.
Windsor, CO 80550

Attachments

- **Attachment A:** Illegal Alien Certification Requirements
- **Attachment B:** Equipment List and Specifications

Thank you for your interest in partnering with Clearview Library District.

Attachment A: HB 01-1343: Illegal Aliens Performing Under Public Contracts for Services

Vendor shall not knowingly employ or contract with an illegal alien to perform work under this Contract and shall not enter into a contract with a subcontractor unless the subcontractor certifies in writing to the vendor that the subcontractor does not knowingly employ or contract with illegal aliens to perform work under this contract. A copy of the subcontractor's certification must be provided to the Library District.

Vendor certifies that it has verified or attempted to verify, through participation in the Basic Pilot Program as defined under Colorado Revised Statute 8-17.5-101(1) that the vendor does not employ any illegal aliens. If the vendor has not been accepted into the Basic Pilot Program prior to entering into this agreement, the vendor shall apply to participate in the Basic Pilot Program every three months until the vendor is accepted into the Basic Pilot Program or this contract has been terminated, whichever is earlier. This provision shall not apply if the Basic Pilot Program is discontinued.

Vendor is prohibited from using the Basic Pilot Program procedures to undertake pre employment screening of job applicants while the agreement is being performed. If vendor obtains actual knowledge that a subcontractor performing work under this agreement knowingly employs or contracts with an illegal alien, the vendor shall:

Notify the subcontractor and the Library District within three days of when the vendor has actual knowledge that the subcontractor is employing or contracting with an illegal alien; and terminate the subcontract if within three days of receiving the notice required above, the subcontractor does not discontinue employing or contracting with the illegal alien(s); except that the vendor shall not terminate the subcontract if during such three days the

subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted an illegal alien.

Vendor shall comply with all reasonable requests by the Department of Labor and Employment (the "Department") made in the course of an investigation that the Department is undertaking pursuant to the authority established in C.R.S. Sections 8-17.5-101 et seq.

If the vendor violates any of the requirements under this contract section, the Library District may terminate the contract for breach of contract. The vendor shall be liable for actual and consequential damages to the Library District.

The above provision will be made a part of the agreement or Contract between Clearview Library District and the winning vendor.

Attachment B: Equipment list, quantities and locations.

The attached spread sheet identifies the items required at each location. The part numbers and vendors defined are provided to allow any vendor, if quoting a different brand and part number, with the basic service, configuration and capabilities required by the library district. We will accept proposals for products that are 100% equal to the items defined on the spread sheet. Both in hardware specifications and software and must be fully compatible with the Districts current hardware deployed.