

Request for Proposal (RFP) for Network Upgrades

Overview

The Bullitt County Public Library (“BCPL”) in Bullitt County, Kentucky, is now accepting proposals for internal network upgrades at all branches within the BCPL system. The services requested in this document are part of the E-rate filing for BCPL for the 2018–19 funding year and are necessary for upgraded internet services at all locations. All bids must include the Service Provider Identification Number (SPIN) or the bid will be disqualified. Information about the E-rate program can be found at www.usac.org/sl.

The objective of this Request for Proposal (“RFP”) is to accomplish a fair, open, and competitive procurement in accordance with the Kentucky Local Model Procurement Code as outlined in KRS 45A. This RFP may be viewed at the BCPL Ridgway Memorial Library, located at 127 N. Walnut Street, Shepherdsville, KY, 40165. The RFP is accessible electronically at www.bcplib.org/rfp.

Due Date

The process of accepting proposals and choosing the successful proposer shall be by sealed proposals using the Local Model Procurement Code as outlined in KRS 45A. Sealed proposals will be received in person or by mail to the Contact Person: Joe Schweiss, Executive Director, at the Ridgway Memorial Library, 127 N. Walnut Street, PO Box 99, Shepherdsville, KY, 40165, until 5:00 PM EST, March 19, 2018. BCPL assumes no responsibility for delays caused by the U.S. Postal Service or any other delivery service. It is the vendor’s responsibility to verify receipt of any correspondence with the Contact Person. Late proposals will not be accepted.

Only signed paper copies of proposals will be accepted. No proposals will be accepted by electronic means (e.g., fax or e-mail). BCPL may reject all bids or cancel the procurement at any time.

Specifications

Listed below are proposed items and quantities for proposal. Where a specific make and model is requested, vendors may submit alternative equipment as long as the equipment is an equivalent make and model or serves a similar functionality, including the ability to administer all Networking Equipment and Accessories from a cloud-based interface. BCPL reserves the right to adjust quantities prior to purchasing to meet the needs of the library. All items on the list must be part of the bid.

Cabling

- Cat 6 patch cables (3ft) – quantity 144
- Cat 6 patch cables (5ft) – quantity 48

Internal Connections

Firewall:

- Cisco Meraki MX 250 Firewall appliance and 5-year Advanced Security licensing – quantity 4 (note: vendor must list cost of firewall license and appliance as separate line items)

Switches:

- Cisco Meraki MS250-48LP switch and 5-year Enterprise subscription licensing – quantity 8 (note: vendor must list cost of switch license and appliance as separate line items)

Access Points:

- Cisco Meraki MR52 wireless access point and 5-year Enterprise subscription licensing – quantity 16 (note: vendor must list cost of access point license and appliance as separate line items)

Networking Accessory

- Ortronics Mighty Mo 6 cable management rack - 45U – quantity 1

Shipping

Vendor will list shipping for all products as a separate line item. All items will ship to:

Ridgway Memorial Library
127 N. Walnut St.
Shepherdsville, KY 40165

Bidding Formats

All proposals must be capable of being understood without reference to other documents and must include, at a minimum, the following sections:

1. Cover letter with original signature of the Vendor's authorized representative, including:
 - a. A statement certifying the Vendor's compliance with the RFP requirements.
 - b. The name and address of the firm submitting the proposal.
 - c. Name of the person(s) authorized to represent the firm during the proposed consultation process.
 - d. Service Provider Identification Number.
2. Configuration and costs of all items and services associated with the proposal, including:
 - a. Quantity
 - b. Manufacturer
 - c. Part number
 - d. Description
 - e. Unit price
 - f. Extended price
3. Contract and license terms.
4. Response to specifications.

All bids must reflect any available governmental unit discounts. BCPL is a tax-exempt government entity.

Bid Evaluations

Bids will be opened and all bid prices read aloud at 9:30 AM EST on March 20th, 2018, in the Ridgway Memorial Library meeting room. Bids received after 5:00 PM EST on March 19th, 2018, will not be opened.

Disqualification factors: Applications from vendors that (1) fail to provide an e-rate SPIN, (2) don't list all items requested, and/or (3) don't separate costs by line item, will be disqualified.

BCPL reserves the right to reject all bids. If awarded, the contract will go to the bidder submitting the lowest evaluated bid price.

Installation

BCPL anticipates that these upgrades will occur during the early installation period for E-rate FY 2018-19 (April 1, 2018 and June 30, 2018)

Vendor Questions

Responding vendors may request clarifications regarding specifications outlined in this RFP through March 14th, 2018 at 3:00 PM EST to the Contact Person. Any clarifying questions and associated answers will be posted on the BCPL website at www.bcplib.org/rfp and in the E-rate Productivity Center no later than March 15th, 2018 at 3:00 PM EST. Vendors may request to receive a notification when the addendum has been posted.

Contact Person

Requests for clarifications can be directed to BCPL administration:

Joe Schweiss, Executive Director

502-543-7675 ext. 8

joe@bcplib.org