

Request for Proposal (RFP) for Internet Access via Leased Lit Fiber

Overview

The Bullitt County Public Library (“BCPL”) in Bullitt County, Kentucky, is now accepting proposals for Leased Lit Fiber bundled with Internet Access to cover a 60-month period beginning July 1, 2025.

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 Central Library, located at 740 Conestoga Parkway, Shepherdsville, KY, 40165. The RFP is accessible electronically at www.bcplib.org/rfp.

BCPL is a tax-exempt government entity.

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/other shipper to the Contact Person: Tara O’Hagan, Executive Director, at the Central Library, 740 Conestoga Parkway, Shepherdsville, KY, 40165, until **5:00 PM EST, January 27, 2025**. BCPL assumes no responsibility for delays caused by the US 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 email). BCPL may reject all bids or cancel the procurement at any time.

Specifications

BCPL seeks vendors to provide between 1 Gbps and 2 Gbps of Internet access, with installation and fees for 5 static IP addresses, at one of our Library locations. The location requiring service will be:

Nichols Branch Library
10729 Highway 44 West
West Point, KY 40177

Vendors should include pricing for a 60 month contract term. Proposals must state all recurring and non-recurring costs to BCPL associated with the proposed service. It is recommended that a review of the facility’s building plans be made prior to submitting a bid.

Scope

1. The chosen Internet provider shall provide the BCPL Nichols branch location (location information found on our website at <https://bcplib.org/about-us/locations-hours/>) with the following services:
 - a. Between 1 Gbps to 2 Gbps of duplex business class of Internet transit.

- b. Connectivity via one-gigabit Ethernet interface or 10 Gb optical interface, as needed for the vendor's proposed solution.
 - c. Proof of two redundant upstream providers.
 - d. Bandwidth 24 hours per day, 365 days per year.
 - e. Network engineering support 24 hours per day, 365 days per year.
 - f. Network monitoring capability and notification to BCPL at the point of any disruption of service.
 - g. Web-based bandwidth utilization reporting.
 - h. A contiguous range of at least 5 Public IP addresses.
 - i. The granting of BCPL with control over DNS services as primary with authoritative control.
 - j. Installation of all services and equipment included in proposal.
 - k. Guaranteed quality of service to include:
 - i. A minimum uptime of 99% per month.
 - ii. A maximum of 4 hours response and resolution to problems with discounts given for outage exceeding 4 hours.
 - iii. All pre-arranged outages to occur outside of the range of 6:00 AM to 10:00 PM.
2. The chosen Internet provider must:
- a. Employ an all-fiber network for the services provided to BCPL.
 - b. Employ a physical network backbone with at least a 10-gigabit capacity.
 - c. Allow BCPL the option of using its own routing and/or firewall hardware to connect to any vendor-supplied CSU/DSU or equivalent.
 - d. Supply contact information and details on whom to contact for all types of outages, including escalation procedures.
3. All interested bids must provide the following:
- a. Service level agreement as part of the contract for service.
 - b. E-rate SPIN/Form 498 ID information.
 - c. Pricing showing all monthly recurring costs and non-recurring costs, including installation costs.

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.
2. Vendor profile, including brief descriptions of:
 - a. Corporate background.
 - b. Organization.

- c. Staff.
- d. Previous experience.
- e. Product line.
3. References of customers of similar size/scope, including:
 - a. Entity name.
 - b. Address.
 - c. Names of contact persons.
4. Configuration and costs of all items and services associated with the proposal.
5. Contract and license terms.
6. Response to specifications.

Bid Opening

Bids will be opened and all bid prices read aloud at **10:00 AM EST on January 28, 2025** in the Central Library Conference Room 1. Bids received after **5:00 PM on January 27, 2025**, will not be opened.

Disqualification factors: Applications from vendors that (1) fail to provide an E-rate SPIN/Form 498 ID or that don't have the Funding Year 2024 Form 473/SPAC on file will be disqualified.

Bid Evaluations

The contract will be awarded based on the evaluation criteria set forth in this document. Weighted factors contributing to this award are included in the following breakdown:

Factor	Weight
Price of E-rate Eligible Services	40%
Meeting Technical Specifications	20%
Prior Experience with BCPL or KY libraries	30%

The eligible vendor receiving the highest score shall be awarded the bid.

Installation

BCPL anticipates that these installations will occur on or before July 1, 2025.

Vendor Questions

Responding vendors may request clarifications regarding specifications outlined in this RFP through January 13th, 2025 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. Vendors may request to receive a notification when an addendum has been posted.

Contact Person

Requests for clarifications can be directed to:

Tara O'Hagan, Executive Director

tohagan@bcplib.org