



Lincoln Lawrence Franklin Regional Library

Request for Proposal Internal Connections

RFP No. 1920-0001-IC

Erate Funding Year
July 1, 2019 - June 30, 2020

Lincoln Lawrence Franklin Regional Library

100 S Jackson Street
Brookhaven, MS 39601

Phone: 601-833-3369
Fax: 601-833-3081

INVITATION

Sealed proposals, subject to the attached conditions, will be received at this office until February 19, 2019 @ 11:00 a.m. Central Time for the acquisition of the products/services described herein for Lincoln Lawrence Franklin Regional Library (LLFRL).

This RFP provides the requirements and evaluative criteria for internal connections and requests a detailed response from all prospective vendors, including pricing and service descriptions, in a specified format. The goal is to install a CAT6 local area network with speed and bandwidth to meet the needs of the patrons and staff at each LLFRL branch. LLFRL is requesting an all-inclusive solution (i.e. all applicable taxes, shipping costs, travel charges, installation of equipment, configuration of equipment, training, technical support and trash removal) that represents complete installation and integration with the existing network.

The Vendor must submit proposals and direct inquiries to

**Katrina Castilaw
Assistant Director
100 S Jackson Street
Brookhaven, MS 39601
601-833-3369
kcastilaw@llf.lib.ms.us**

No proposal may be withdrawn later than 11:00 AM on the day of the deadline of proposals. No modifications of any proposals will be allowed after the same is sealed and delivered; however, a Vendor may withdraw a proposal before 11:00 AM on the day of the deadline of proposals and submit another proposal before the closing date and time. A Vendor may submit as many proposals as they desire.

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FORMS OF SUBMISSIONS

This proposal is exempt from reverse bidding requirements.

Paper Submissions

- To prevent opening by unauthorized individuals, all copies of the proposal must be sealed in the package.
- Vendors must submit one (1) digital (USB, CD, etc.) and three (3) printed copies of their full response. E-mailed copies will not be accepted.
- The following must be clearly typed on a label affixed to the package in a clearly visible location:

PROPOSAL SUBMITTED IN RESPONSE TO RFP 1920-0001-IC
due Tuesday, February 19, 2019 @ 11:00 A.M.

ATTENTION: Katrina Castilaw

Electronic Submissions

Sealed bids will be accepted via the online bid service through www.questcdn.com until Tuesday, February 19, 2019 @ 11:00 A.M.

Complete digital 1920-0001-IC bidding documents are available at www.llf.lib.ms.us/financials or www.questcdn.com. You may download the digital documents from QuestCDN for \$ 5.00 by inputting project # 6057874 on the QuestCDN.com search page. Please contact QuestCDN.com at 952-233-1632 or info@questcdn.com for assistance in membership registration, downloading, and working with this digital project information. Submission of electronic bids are \$10.00 per bid, payable by the Vendor.

Fax/E-mail Submissions

No faxed or emailed copies will be accepted.

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VERIFICATION OF RECEIPT OF SOLICITATION - RFP No. 1920-0001-IC

Complete and return this page immediately to verify receipt of solicitation.

(Please print or type)

Company Name: _____

Company Representative: _____

Telephone: _____

E-mail Address: _____

RETURN IMMEDIATELY TO:

Katrina Castilaw
100 S. Jackson Street
Brookhaven, MS 39601
kcastilaw@llf.lib.ms.us
601.833.3381 fax

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Terms

- ERATE The Schools and Libraries Program of the Universal Service Fund
- USAC Universal Service Administrative Company
- SPAC Service Provider Annual Certification
- SPIN Service Provider Identification Number
- LLFRL Lincoln Lawrence Franklin Regional Library

Background Information

Current Internet Service Provisions are:

- | | | |
|--|------|------|
| • Brookhaven (<i>Headquarters</i> - Lincoln County) | 10mg | AT&T |
| • Meadville (Franklin County) | 10mg | AT&T |
| • Monticello (Lawrence County) | 10mg | AT&T |
| • New Hebron (Lawrence County) | T1 | AT&T |

Square footage for each branch is:

- | | |
|--------------|-------|
| • Brookhaven | 20000 |
| • Meadville | 4600 |
| • Monticello | 5200 |
| • New Hebron | 2560 |

Approximate ERATE Budget portion for each branch is:

- | | |
|--------------|------------|
| • Brookhaven | \$48000.00 |
| • Meadville | \$11000.00 |
| • Monticello | \$12500.00 |
| • New Hebron | \$ 9500.00 |

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MINIMUM PRODUCT SPECIFICATIONS

Cabling

All cable and cabling components including jacks and patch panels used in this proposal will be Category 6 rated.

- Bid must include cabling and all necessary components (patch cables, connectors, patch panels, jacks and mounts, crimp ends, rack, etc.)
- Bids must include the per unit cost of cabling and the estimated cost per facility
- Any cables run by the vendor will be terminated into a patch panel and labeled at both ends.
- Any existing cables terminated into a Vendor provided component must be labeled at both ends.
- Proposed fiber runs should be Multimode unless distance requires Singlemode.
- Existing cables and patch panels may not be used even if they are CAT6 rated.
- Vendor must supply 20-year manufacturer's warranty.

Wiring Installation

- Drop Ceilings
 - Cables can be bundled without conduit but must be off the ceiling using hooks or similar restraints. Cables cannot rest on tiles or similar ceiling structures.
- Walls/Open Ceilings
 - Any cable run along walls, open ceilings, or other exposed areas must be in Ivory Panduit or similar enclosure.
- Cable
 - Cable must be the same color throughout the facilities and must not be Yellow, Gray, or Black.

Equipment Specifications

The equipment specified in this RFP does not include every part, piece, and accessory necessary for the LLFRL's network to be fully functional. Vendors must ensure that their bids include all support, warranty, cables, SFPs, licenses, power cords, and other components necessary for a total solution. Bids for all equipment must include the cost of configuration, installation, and training on configuration and maintenance for LLFRL technical staff.

- All equipment included in the Vendor's proposal must be new equipment purchased from an authorized reseller. No grey market, third party, or used equipment will be considered.

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- The Vendor will configure all equipment in this proposal.
 - The Vendor will configure VLANs to the specifications of LLFRL as part of this proposal.
 - The Vendor will communicate and work with the WAN and ISP vendors at the time of installation so that the WAN switch works properly with the VLAN configurations.
 - The Vendor will communicate and work the vendors of any existing LAN equipment not replaced by this installation so that the equipment works properly with the Vendor's LAN configuration.
 - The vendor will be responsible for the reconfiguration of any existing network equipment, as necessary, to integrate the vendor's products into the existing LLFRL network.
 - Any equipment quoted must be fully compatible with LLFRL's existing network equipment and any equipment installed by the Vendor.
 - If equipment is provided hereunder, Vendor represents and warrants that Vendor
 - has the right to sell the products provided under this Agreement.
 - the Customer shall acquire good and clear title to the equipment purchased hereunder, free and clear of all liens and encumbrances.
 - that each unit of equipment delivered shall be delivered new and not as "used, substituted, rebuilt, refurbished or reinstalled" equipment.
 - Warranty: If equipment is provided hereunder, Vendor represents and warrants that during the applicable warranty period and during the term of maintenance services purchased, the equipment provided hereunder shall operate without defects in material, manufacture, design and workmanship. Vendor's obligations pursuant to this warranty shall include, but are not limited to, the repair or replacement of the equipment at no cost to LLFRL. In the event the Vendor cannot repair or replace an item of equipment, the Vendor shall refund any fees paid for the equipment.
 - A 20 year manufacturer's warranty is required for all cabling and cabling components.
 - Warranty information should be included in bid.
-
- Network switches: POE enabled auto sensing managed switch. Where stackable switches are utilized, 10GB connectivity cabling must be included. Quantities for each location must support the total number of drops for each location, including existing drops and new drops installed by the Vendor. Each switch must additionally provide at least two ports for future expansion.
 - IDFs must be interconnected with 10gb connections over OM3 fiber
 - UPS: LLFRL has no preference on the UPS manufacturer. Quantities for each location must support all network routers.
 - Power supplies to any termination IDF that does not have PoE switches.
 - Racks: All racks must accommodate all existing and new equipment with cable management and cleanup of existing components.
 - Wall Mountable Rack – equipped with wire management; equipped with a rack mounted (2U) shelf for location of any network devices that are not rack mounted; a

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rack mounted surge protected power strip should be included. Must be sufficiently deep to accommodate switches.

- Ports – WAN and LAN ports should be minimum 1Gps rated
- Conduit – All cabling, other than patch cabling, is assumed to be installed in walls, floors, and ceilings except where exterior wall conduit is otherwise specified by the vendor. Existing exterior building cable conduits and all interior floor cabling conduits must be utilized, upgraded, or replaced with similar conduit. Cabling in drop ceilings can be bundled without any conduit but must be off the ceiling using hooks or similar restraints. Where cabling is run along open walls, it must be in Ivory Panduit or similar enclosure.
- Network Drops - All existing drops must be upgraded, including extended cable runs to computers/switches. New drops must be installed as indicated below. Installation should be in accordance with all industry standards. A printed certification report is required for all drops. A duplex wall drop indicates that two outlets are installed in a single wall plate. Where a pre-installed metal wall conduit and box are available, they must be used. Where a pre-installed plastic wall conduit and box are available, they must be removed or replaced. Where conduit is not used, the wire should be installed INSIDE a sheetrock wall and the plate mounted to a low voltage frame or “old-work” box. In the case of other wall types, a raceway must be provided to protect and conceal the cables. No conduit can be installed across walkways.

➤ Lincoln County Library, Brookhaven, Mississippi

- New drops:
 - in computer lab area on back wall
 - by children’s computers
 - front lobby wall by DVD shelving
 - front lobby wall by entrance
 - 2nd floor cataloger’s workroom – back wall and stairway door wall
 - 2nd floor conference room
 - existing computer room
 - other, as needed, determined by Vendor.
- Two (2) existing SSIDs must be supported
- Network equipment will be relocated from the existing computer room to a new computer closet.
- All intermediate switches currently used to extend cabling lines must be eliminated, including hidden switch in 2nd floor conference area.

➤ Franklin County Library, Meadville, Mississippi

- New drops
 - in the genealogy room
 - in the meeting room
 - in the storage room behind circulation desk
 - other, as needed, determined by Vendor.

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- Lawrence County Library, Monticello, Mississippi
 - New drops
 - in public computer lab
 - In meeting room
 - In the storage room behind circulation desk
 - other, as needed, determined by Vendor.
 - Network equipment may be relocated from the existing computer room to a new computer closet.
- New Hebron Library, New Hebron, Mississippi
 - New drops
 - in the work area adjacent to the circulation desk
 - in the meeting room
 - other, as needed, determined by Vendor.
- General: Response should include demolition and removal of old patch panels and cabling. Some branches already have wall plates. The plates may be re-used, but the connectors must be replaced with new CAT6 rated jacks. The Vendor's solution must eliminate the need for (1) all existing standard (not wireless) network switches (2) for any wiring or conduit to cross over walkways, (3) any exposed wiring.
- All current equipment will remain the property of LLFRL regardless of its use or non-use in the successful proposal.
- Provide LLFRL with a detailed Excel spreadsheet with all new equipment installed and existing equipment to be removed. The spreadsheet should include models, serial numbers, LLFRL inventory tag numbers, and branch location.
- Preference will be given to equipment that does not require license or support fees subsequent to the project's installation. Any expenses that extend past the first year of installation, such as equipment support licenses, must be included in the proposal as an on-going cost consideration. If no such expenses are applicable, the Vendor should indicate 'not applicable' for this line item.
- The Vendor shall furnish, with the proposal, a complete set of drawings showing the design of the infrastructure and the interconnection of all equipment installed. The drawings will also include the location of existing electronic equipment utilized in the new installation. The drawings must demonstrate that the Vendor has recognized all equipment that will be affected by the project's installation.
- The Vendor shall provide LLFRL staff with all login credentials for all password protected equipment.
- The Vendor will train LLFRL staff on how and when to install updates on upgradeable equipment.

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- Due to the fast pace of technology, equipment, and emerging technologies and since the earliest the LLFRL expects to receive funding for their Category 2 project is August 1, 2019, LLFRL will require that the awarded vendor complete a walkthrough of all facilities *after* funding notification in order to reassess the technologies quoted and the LLFRL's needs. If technology and needs have changed from the time of acceptance of the winning proposal, the Vendor agrees to work with LLFRL to submit a service substitution to USAC for updated equipment and services.
- At project completion, the infrastructure/interconnect drawings must be updated to reflect a network diagram that includes all equipment and wiring (including endpoints) touched by the project's installation.

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INSTRUCTIONS TO VENDORS

1 DEFINITION OF TERMS USED IN THESE INSTRUCTIONS

As used in these instructions, the following terms have the following meaning.

- A. **"Attachments"** means all items required of the offeror/respondent as a part of the offer.
- B. **"Days"** means calendar days unless otherwise specified.
- C. **"Exhibits"** means all items attached as a part of the solicitation.
- D. **"Gratuity"** means a payment, loan, subscription, advance, deposit of money, services, or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value is received.
- E. **"offer"** means bid, proposal or quotation.
- F. **"offeror" (Or "respondent")** means a vendor who responds to a solicitation.
- G. **"Procurement Officer"** means the person duly authorized to enter into and administer Contracts and make written determinations with respect to the Contract or his or her designee.
- H. **"Solicitation"** means an invitation for bids ("IFB"), a request for proposals ("RFP"), or a request for quotations ("RFQ").
- I. **"Subcontract"** means any Contract, expressed or implied, between the Contractor and another party or between a subcontractor and another party for performance of any work, for the making or furnishing of any material or any service required for the performance of the Contract.
- J. **"Contract"** means the combination of the solicitation, including the Special Instructions to offerors, the Special Terms and Conditions, and the Specifications and Statement of Scope of Work; the offer and any best and final offers; any agreement entered into pursuant to the solicitation, and any amendments to the solicitation or the Contract; and any terms applied by law.
 - 1. **"Contractor"** means any person who has a Contract with LLFRL.

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2 PREPARATION OF BID

- a. Forms: **No Facsimile or Telegraphic offers.** An offer shall be submitted either on the forms provided in this solicitation or their substantial equivalent. Any substitute document for the forms provided in this solicitation shall be legible and contain the same information requested on the forms. A facsimile, telegraphic or mailgram offer shall be rejected.
- b. Typed or Ink; Corrections. The offer shall be typed or in ink. Erasures, interlineations or other modifications in the offer shall be initialed in ink by the person signing the offer. Modifications shall not be permitted after offers have been opened except as otherwise provided under applicable law.
- c. Offer, Acceptance and Non-Collusion Affidavit. The offer, Acceptance and Non-Collusion Affidavit within the solicitation shall be submitted with the offer and shall include a signature by a person authorized to sign the offer. The signature shall signify the respondent's intent to be bound by the offer and the terms of the solicitation and that the information provided is true, accurate and complete. Failure to submit a signature with the offer or a nonnotarized Non-Collusion Affidavit may result in rejection of the offer.
- d. Unit Price Prevails. Where applicable, in the case of discrepancy between the unit price or rate and the extension of that unit price or rate, the unit price or rate shall govern.
- e. Duty to Examine. It is the responsibility of each respondent to examine the entire solicitation, seek clarification in writing, and check its offer for accuracy before submitting the offer. Lack of care in preparing an offer shall not be grounds for withdrawing the offer after the offer due date and time nor shall it give rise to any contract claim.

3 EXCEPTIONS TO TERMS AND CONDITIONS

- a. Invitations for Proposal: An offer that takes exception to a material requirement of any part of the solicitation, including terms and conditions, shall be rejected.

4 INQUIRIES

- a. Solicitation Contact Person. Any inquiry related to a solicitation shall be directed solely to the solicitation contact person. The respondent shall not contact or direct inquiries concerning this solicitation to any other LLFRL employee unless the solicitation specifically identifies a person other than the solicitation contact person as a contact.

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- b. Submission of Inquires. The Procurement Officer or the person identified in the solicitation as the contact for inquires may require that an inquiry be submitted in writing or via email. Any inquiry related to a solicitation shall refer to the appropriate solicitation number, page and paragraph. Do not place the solicitation number on the outside of the envelope containing that inquiry since it may then be identified as an offer and not be opened until after the offer due date and time.
- c. Timeliness. Any inquiry shall be submitted as soon as possible, and if time permits, at least seven (7) days before the offer due date and time. Failure to do so may result in the inquiry not being answered.
- d. No Right to Rely on Verbal Responses. Any inquiry that raises material issues and results in changes to the solicitation shall be answered solely through a written solicitation amendment. An offeror may not rely on verbal responses to inquiries.
- e. Solicitation Amendments. The solicitation shall only be modified by written amendment, signed by the Procurement Officer.
- f. Standards. Any requests for or inquiries regarding standards referenced in the solicitation shall be referred to the solicitation contact person.

5 SUBMISSION OF OFFER

- a. Sealed Envelope or Package. Proposals must be sealed and may be presented in person or mailed (no faxed copy will be accepted) at the address listed in this solicitation. Offers must be marked on the outside of the envelope with the RFP Number and title and the submitting company's name. LLFRL is not responsible for the pre-opening of, post-opening of, or failure to open a solicitation not properly addressed or identified.
- b. Amendments. Each solicitation amendment shall be signed with an original signature by the person signing the offer and shall be submitted no later than the offer due date and time. Failure to return a signed copy of a material solicitation amendment may result in rejection of the offer.
- c. Late offers. Proposals received after the stated opening time will not be considered and will be returned to the offeror at the offeror's expense. The offeror assumes the risk of delay in the mail or in the handling of the mail. Whether sent by mail or by means of personal delivery, the offeror assumes the responsibility for having his proposal deposited on time at the place specified.
- d. Offer Amendment or Withdrawal. An offer may not be amended or withdrawn after the offer due date and time except as otherwise provided under applicable law.

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- e. Public Record. Under applicable law, all offers submitted and opened are public records and must be retained by LLFRL. Offers shall be open to public inspection after contract award, except for such offers deemed to be confidential by LLFRL. If a respondent believes that information in its offer should remain confidential, it shall stamp as confidential that information and submit a statement with its offer detailing the reasons that information should not be disclosed. LLFRL shall make a determination pursuant to the Library Procurement Code.

6 OFFER ACCEPTANCE PERIOD

An offeror submitting an offer under this solicitation shall hold its offer open for a minimum of one hundred (120) days from the offer due date that is stated in the solicitation.

7 TERMINATION FOR DEFAULT

- a. LLFRL reserves the right to terminate the contract in whole or in part due to the failure of the contractor to comply with any term or condition of the contract, to acquire and maintain all required insurance policies, bonds, licenses and permits, or to make satisfactory progress in performing the contract. The Procurement Officer shall mail written notice of the termination and the reasons for it to the contractor by certified mail, return receipt requested.
- b. Upon termination under this paragraph, all documents, data and reports prepared by the contractor under the contract shall become the property of and be delivered to LLFRL.
- c. LLFRL may, upon termination of this contract, procure, on terms and in the manner that it deems appropriate, materials and services to replace those under this contract. The contractor shall be liable to LLFRL for any excess costs incurred by LLFRL procuring the materials or services.

8 AVAILABILITY OF FUNDS FOR THE NEXT FISCAL YEAR

Funds may not presently be available for performance under this contract beyond the current fiscal year. No legal liability on the part of LLFRL for any payment may arise under this contract beyond the current fiscal year until funds are made available for performance of the contract. LLFRL will make reasonable efforts to secure such funds.

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9 FORCE MAJEURE

- a. Except for payment of sums due, neither party shall be liable to the other nor deemed in default under this Contract if and to the extent that such party's performance of this contract is prevented by reason of force majeure. The term "force majeure" means an occurrence that is beyond the control of the party affected and occurs without its fault or negligence. Without limiting the foregoing, force majeure includes acts of God; acts of the public enemy; war; riots; strikes; mobilization; labor disputes; civil disorders; fire; floods; lockout, injunctions-intervention acts or failures or refusal to act by government authority; and other similar occurrences beyond the control of the party declaring force majeure which such party is unable to prevent by exercising reasonable diligence. The force majeure shall be deemed to commence when the party declaring force majeure notifies the other party of the existence of the force majeure and shall be deemed to continue as long as the results or effects of the force majeure prevent the party from resuming performance in accordance with this Contract.
- b. Force majeure shall not include the following occurrences:
 - i. Late delivery of equipment or materials caused by congestion at a manufacturer's plant or elsewhere, an oversold condition of the market, inefficiencies, or similar occurrences.
 - ii. Late performance by a subcontractor unless the delay arises out of a force majeure occurrence in accordance with the Force Majeure term and condition. Any delay or failure in performance by either party hereto shall not constitute default hereunder or give rise to any claim for damages or loss of anticipated profits if, and to the extent that such delay or failure is caused by force majeure.
 - iii. Inability of either the contractor or any subcontractor to acquire or maintain any required insurance, bonds, licenses, or permits.
- c. If either party is delayed at any time in the progress of the work by force majeure, then the delayed party shall notify the other party in writing of such delay within forty-eight (48) hours after commencement thereof and shall specify the causes of such delay in such notice. Such notice shall be hand delivered or mailed Certified-Return Receipt and shall make a specific reference to this article, thereby invoking its provisions. The delayed party shall cause such delay to cease as soon as practicable and shall notify the other party in writing when it has done so. The time of completion shall be extended by contract modification for a period that the results or effects of such delay prevent the delayed party from performing in accordance with this contract.

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10 SAFETY AND INSURANCE

Precautions shall be exercised at all times for the protection of persons (including employees and patrons) and property and hazardous conditions shall be guarded against or eliminated. LLFRL may determine independently of the vendor that a hazardous condition related to the vendor's work exists on any campus and vendor will be responsible for rectifying the issue to the satisfaction of LLFRL.

The Vendor shall indemnify and hold harmless LLFRL, its agents and employees from or on account of any injuries or damages, received or sustained by any person or persons during or on account of any operation connected with this Contract; or by consequence or any negligence (excluding negligence by LLFRL, its agents, or employees) in connection with the same; or by use of any improper material or by or on account of any act or omission of said Vendor or its subcontractors, agents, servants, or employees. The Vendor further agrees to indemnify and hold harmless LLFRL, its agents or employees, against claims or liability arising from or based upon the violation of any federal, state, county, city, or other applicable laws, bylaws, ordinances, or regulations by the VENDOR, its agents, associates, or employees.

The indemnification provided above shall obligate the vendor to defend at its own expense or to provide for such defense, at LLFRL's option, of any and all claims of liability and all suits and actions of every name and description that may be brought against LLFRL which may result from the operations and activities under this Contract whether the installation operations be performed by The VENDOR, subcontractor, or by anyone directly or indirectly employed by either.

The award of this Contract to the vendor shall obligate the vendor to comply with the foregoing indemnity provision; however, the collateral obligation of insuring this indemnity must be complied with as set forth.

INSURANCE

Prior to any work beginning on the project, the awarded Vendor should furnish to LLFRL a Certificate of Insurance with LLFRL listed as an additional insured showing compliance within the following limitations:

- a) The vendor agrees to comply with the provisions of Worker's Compensation Laws of the State of Mississippi.
- b) It shall be stated on every policy or Certificate of Insurance, as the case may be, that "The insurance company agrees that the policy shall not be canceled, changed, or allowed to lapse until ten (10) days after LLFRL has received written notice as evidenced by the return receipt of registered mail, and it is agreed further that as to lapsing, such notice will not be valid if mailed more than fifteen (15) days prior to the expiration date shown on the policy."

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- c) The vendor shall maintain other insurance (with the limits shown below) that shall protect the vendor and LLFRL from any claim for property damage or personal injury, including death, which may arise out of operations under this contract, and the Vendor shall furnish LLFRL with certificates and policies of such insurance as follows.
- d) Additional Insured: "The Lincoln Lawrence Franklin Regional Library" shall be included as additional insured with respect to the work performed for the Internal Connections Contract.
- e) Cancellation Clause: Should any of the above described policies be cancelled before the expiration date thereof, the issuing company shall mail 30 days prior written notice to the certificate holder.
- f) Certificate Holder – Lincoln Lawrence Regional Library, ATTN: Library Director, 100 S Jackson Street, Brookhaven, MS 39601

Below is a list of the minimum insurance coverage that must be procured by the Vendor at its own expense. The Vendor agrees to follow instructions indicated in each case:

- Commercial General Liability - policy to include premises and operations, products/completed operations and blanket contractual liability
 - General Aggregate Limit \$2,000,000.
 - Products and Completed Operations Aggregate Limit \$2,000,000.
 - Each Occurrence Limit \$1,000,000.
- Personal injury, including death, limits of \$1,000,000.00 for each person and \$1,000,000.00 for each accident.
- Property Damage limits of \$100,000.00 for each accident and \$500,000.00 for the aggregate.
- Automobile Liability - to include owned, non-owned and hired vehicles:
 - Combined Single Limit \$ 500,000 or Bodily Injury \$ 250,000. each person
 - Bodily Injury \$ 500,000. each accident and Property Damage \$ 100,000.
- Workers Compensation Statutory and Employer's Liability Bodily Injury by Accident \$ 100,000. each accident

PROFESSIONALISM

LLFRL reserves the right, with sole discretion, to refuse to allow any representative of Vendor, including subcontractors, to service the contract in any manner. In this event, the Vendor shall furnish another representative that is acceptable to LLFRL. Examples of reasons for refusing to allow a Vendor representative to service the contract include, but are not limited to:

- Use of profanity or abusive language around any library personnel or patrons.
- Unclean or unkempt appearance.
- Intoxication or obvious drug use.
- Threatening behavior towards any library personnel or patrons.

Every Vendor representative, including subcontractors, shall follow all applicable Library regulations

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while on Library property, including the no smoking, no weapons, and drug free policies. No work shall interfere with library activities or environment unless LLFRL Director or his/her designee gives permission. All VENDOR personnel and subcontractors shall be easily identified by the use of identification badges, uniforms, or logos that are clearly visible.

Upon completion of the work each day, the Vendor must remove all tools, equipment, rubbish and debris from the premises and must leave the premises clean and neat and in the same condition as it was found.

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SPECIAL TERMS & CONDITIONS

PROPOSAL OPENING: Proposals shall be opened publicly at the time and place designated on the Submission Summary page of this document. The name of each offeror shall be read publicly and recorded. All other information contained in proposals shall be confidential to avoid disclosure of contents prejudicial to competing offerors during the process of negotiation. Prices will not be read. Proposals will not be subject to public inspection until after contract award. An entire proposal nor pricing will be accepted as confidential.

1. **PRICING:** Any pricing proposed must comply with the FCC Lowest Corresponding Price Rule as required by the Universal Service First Report and Order and restated in the FCC ERate Modernization Report and Order, adopted July 11, 2014. The FCC Lowest Corresponding Price rule prohibits an ERate services offeror from offering or charging ERate applicants a price higher than the lowest price that the offeror charges to non-residential customers who are similarly situated to a school, library, rural health care provider or consortium that purchase directly from the offeror.
 - a. Submitted pricing must identify the cost for all equipment, supplies, and labor, including any costs for building assessment, project management, documentation, travel, taxes, etc. All taxes, including sales taxes, must be identified separately. Note: LLFRL is a tax-exempt entity.
 - b. The products quoted must be eligible for ERate compliant with the Schools and Libraries Division Eligible Services List for the current funding year. The costs for services not eligible for ERate must be clearly itemized separate from eligible services.
 - c. Submitted pricing must include all items and services identified in the Scope of Work and in the quantities specified; no partial quotes will be accepted.
2. **CONTRACT:** This contract shall be effective from July 1, 2019 through June 30, 2020. If the service acceptance date is after July 1, the contract term may be reduced to expire with the end of the fiscal year at the discretion of LLFRL.
3. **CANCELLATION:** Lincoln Lawrence Franklin Regional Library reserves the right to cancel the whole or any part of this contract without cause. LLFRL will issue a written thirty (30) day notice of such cancellation.
4. **EVALUATION:** In accordance with Mississippi Procurement Code, Competitive Sealed Proposals, awards shall be made to the responsible offeror whose proposal is determined in writing to be the most advantageous to LLFRL taking into consideration the evaluation factors set forth in the Request for Proposals. Sales tax will not be included in the competitive evaluation of the quote.

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5. **DISCUSSIONS:** Discussions may or may not, at the sole discretion of LLFRL, be conducted with responsible respondents who submit proposals determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of, and responsiveness to, the RFP requirements. If discussions occur pursuant to provisions of this paragraph, LLFRL shall issue a request for best and final offers according to Mississippi Procurement Rules.
6. **CONFIDENTIAL INFORMATION:** All proposals will be made available for public inspection after the award has been made; except to the extent that, pursuant to the provisions of Procurement Rules, the offeror has designated certain information to remain confidential and LLFRL concurs that that information should remain confidential. If a respondent believes that data in its proposal contains trade secrets or other proprietary information, and should remain confidential and not be disclosed, a statement advising LLFRL of this fact shall accompany the respective document or documents, and such information shall be specifically identified wherever it appears. PROPOSALS SUBMITTED REQUESTING THAT THE ENTIRE PROPOSAL BE HELD CONFIDENTIAL SHALL BE REJECTED AS NONRESPONSIVE. LLFRL shall not be responsible for disclosure of any confidential material that is not clearly marked as such.
7. **MULTIPLE AWARD:** Multiple vendors may be selected.
8. **QUESTIONS:** All questions must be submitted to LLFRL contact.
9. **PROPOSAL EXPENSE:** Cost incurred in preparation of the submittal or incurred in any manner in response to the document may not be charged to LLFRL.
10. **ERATE:** This solicitation and resulting contract is wholly contingent on the successful funding of future ERATE awards and procurement of LLFRL Matching Funds for any construction projects. The successful vendor shall honor all pricing and contract components regardless of ERATE funding status. Library agrees to make clear to the successful vendor at the time of purchase whether a purchase is using the ERATE discount mechanism or is not using the ERATE discount mechanism and will seek separate reimbursement through the ERATE process.

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PRICING

Any and all charges must be itemized. Information submitted should be sufficiently detailed to provide LLFRL with information to perform evaluation of products proposed. LLFRL reserves the right to request clarification on any item listed. LLFRL will not be liable for any costs beyond those proposed herein. Be advised that public libraries are specifically exempted from the payment of Mississippi Sales Tax.

Pricing should indicate time and materials costs basis for telephone, remote, and on-site service.

All ERATE ineligible items must be clearly identified in the proposal. Any partially eligible components must include a cost allocation detailing both the eligible amount and the ineligible amount with justification for the cost allocation method. Any items not ERATE eligible should be stated on the pricing spreadsheet with company name, date, item, quantity, unit price and extended price.

- Cabling to security cameras and/or display television screens is an ineligible ERATE item. Such cabling should only be replaced when required to physically reach newly installed equipment. Cost for the cabling and a prorated cost for the switch ports used to support the cameras must be itemized in the proposal.

Prices quoted shall be an all-inclusive solution including all shipping costs, installation of equipment, configuration of equipment, cabling, training, technical support, trash removal, and complete installation and integration with the existing network. All equipment included in the vendor's proposal must be new equipment purchased from an authorized reseller. No grey market, third party, or used equipment will be considered.

A description of the Vendor's travel costs policy must be included in the proposal.

Prices quoted in the vendor's response will remain in effect for a period of eighteen (18) to twenty-four (24) months from the time of the contract signing or until the project is complete. The Vendor must specify the quote's price guarantee period in their proposal.

Omissions in the proposal of any provision described herein shall not be construed as to relieve the Vendor of any responsibility or obligation to the complete and satisfactory delivery, operation and support of any services.

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FORM OF CONTRACT

This proposal request is for services to be subsidized by ERATE. No purchase order will be issued, no installation will occur, and no services will be provided until USAC's approval of the ERATE Form 471 application *and* LLFRL's subsequent approval for LLFRL's non-ERATE portion of the project's cost. If Library funds are not available for LLFRL's portion, all contracts will become null and void without penalty and the project will not be implemented.

Because ERATE budgets vary significantly from one LLFRL branch to another, matching Library funds may not be available to support installation at all four branches. All Vendor pricing is considered to be unbundled such that the Vendor may be awarded a contract to provide services at any one (or more) LLFRL branch without affecting the pricing options specified.

The successful Vendor will be required to execute a written contract with LLFRL within fifteen (15) business days after acceptance of proposal. It is expressly understood and agreed by the Vendor that the contractual obligations of LLFRL to the Vendor are effective only 1) after the execution of a contract signed by all parties and 2) ERATE funding is secured by LLFRL from the School and Libraries Division of the Universal Service Fund 3) Board approval to release matching LLFRL funds.

If, after the completion of this project, during normal operation of the network, LLFRL discovers that the project installation will not meet the capacity requirements of this RFP, the Vendor will be required to do whatever is necessary to meet the specifications with no additional cost to LLFRL.

VENDOR QUALIFICATIONS

References of at least three installations of similar application size and complexity are required. LLFRL may make such investigation as deemed necessary to determine the ability of the Vendor to perform the work. LLFRL reserves the right to reject any proposal where investigation of the Vendor fails to satisfy LLFRL that the Vendor is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.

LLFRL may make such investigations as deemed necessary to determine the ability of the vendor or subcontractors or suppliers to perform the work, and the vendor shall furnish to LLFRL all such information and data for this purpose as LLFRL may request. LLFRL reserves the right to reject any bid if the evidence submitted by or investigation of such Vendor fails to satisfy LLFRL that such vendor is properly qualified to carry out the obligations of the contract and/or to complete the work contemplated therein within the time required.

The vendor is specifically advised that any person, firm or other party to whom it proposes to award a subcontract or purchase order under this contract must be acceptable to the Lincoln-Lawrence-Franklin Regional Library System.

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CERTIFICATE OF RESPONSIBILITY

1. Each vendor submitting a bid in excess of \$50,000 on public projects must show on his bid and on the face of the envelope containing the bid, his Certificate of Responsibility Number, as required by Section 31-3-5 and 31-3-21 (latest edition) Mississippi Code of 1972. If the bid does not exceed the amount of \$50,000 on public projects, a notation so stating must appear on the face of the envelope.
2. When multiple contractors submit a joint venture bid in excess of \$50,000.00 on public projects, a Joint Venture Certificate of Responsibility Number is required on the bid and face of the envelope. If the Joint Venture has no Joint Venture Certificate of Responsibility number, then each member of the Joint Venture must indicate their individual Certificate of Responsibility numbers on the bid and on the face of the envelope.
3. Each subcontractor whose Subcontract exceeds \$50,000.00 on public projects shall have a Certificate of Responsibility Number, as required by Section 31-3-15 and 31-3-21 (latest version), Mississippi Code.
4. No proposal will be considered or accepted unless the above information is given as specified. Sufficient evidence that said Certificate of Responsibility has been issued and is in effect at the time of receiving bids must be submitted when required by the Owner. Likewise, it shall be the responsibility of the Prime Contractor to require a Certificate of Responsibility Number from any subcontractor where applicable.

REQUIRED SITE VISITS

Participate in one site walkthrough is required. Site walkthroughs will be held on Thursday, January 17, 2019, at 9:00 a.m. **and** Tuesday, January 22, 2019, at 9:00 a.m. Site visits will begin at the Lincoln County Library, 100 South Jackson Street, Brookhaven, MS. Vendors should notify LLFRL with intent to attend the mandatory walkthrough via email to kcastilaw@llf.lib.ms.us (include 'cc' to hledet@llf.lib.ms.us) 48 hours prior to the walkthrough date. If the vendor is not provided with an acknowledgement within 24 hours, vendors should call Katrina at 601-833-3369.

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QUESTIONS

All questions pertaining to this RFP must be submitted in writing by email to Katrina Castilaw at kcastilaw@llf.lib.ms.us. If you do not receive a response within 48 hours, please call Katrina at (601) 833-3369. Questions submitted up to seven days before the offer due date will be answered in the form of addendum which will be posted to www.llf.lib.ms.us/financials no later than three days before the offer due date. Vendors are responsible for information, changes, additions, etc., posted in addendum on LLFRL's website at www.llf.lib.ms.us/financials.

Proposers are prohibited from contacting or lobbying members of the LLFRL board, library staff, or library consultants. Failure to conform to this condition will be grounds for disqualification of the proposer.

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PROPOSAL EVALUATION

LLFRL reserves the right to

- accept or reject all proposals or sections thereof
- award without further discussions
- reject any part or parts of a proposal and to increase or reduce quantities
- waive minor informalities, subject to Mississippi Procurement Manual's guidelines set forth in section 3.106.12.4.

Vendor's proposals will be evaluated based on the following criterion:

Evaluation Criteria	Weight
Cost effectiveness of service	40%
➤ Price of eligible products and services (20%)	
➤ Price of installation (15%)	
➤ Post project support cost (5%)	
Adherence to technical specifications	20%
Completeness of submission	15%
Evaluation of references	10%
➤ Vendor Provided References (4%)	
➤ LLFRL acquired references (4%)	
➤ Prior positive experience with LLFRL (2%)	
Ineligible Cost factors (\$0 ineligible = 5%)	5%
Locality of vendor support facilities to LLFRL branches	4%
On-going support fees (past the first year of installation)	3%
LLFRL provided with an 'at will'/no penalty termination clause	2%
Price Guarantee period of 24 months	1%
Total	100%

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(Type or Print ONLY)

(Vendors should bring this completed form to the site visit)

NAME OF COMPANY	
ADDRESS OF HOME OFFICE	
CITY OF HOME OFFICE	
STATE OF HOME OFFICE	
COUNTY OF HOME OFFICE	
9 DIGIT HOME OFFICE ZIP	
PHONE # OF HOME OFFICE	
Federal EIN	
DUNS Number	
Erate SPIN number	

CONTACT Name _____

CONTACT Phone Number _____

CONTACT Email Address _____

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VENDORS CHECK LIST

Selection Schedule	Event Date(s) Time
Release of RFP to Vendors	01-10-2019 11:00AM
Mandatory Site Visit Day(s)	01-17-2019 09:00AM 01-22-2019 09:00AM
Deadline for submission of Proposals	02-19-2019 11:00AM
Opening of Proposals	02-19-2019 11:30AM
Proposal Award	02-22-2019 12:00PM
Vendor Contract Submitted to LLFRL	03-01-2019 12:00PM
Contract finalized on/by	03-09-2019 5:00PM

CONTRACT TERMS

Vendor must indicate recurring and nonrecurring fees associated with the bid.

Vendor must also distinguish between eligible and ineligible components, based on Universal Service Program rules.

Provide evidence of a valid USAC SPAC.

Proposal should include

- a. Submission Cover Sheet
- b. Summary Information
- c. Non-collusion Affidavit
- d. Cost Allocation Summary Page for entire LLFRL system
- e. Cost Proposal per LLFRL branch
- f. Drawings of proposed installations
- g. Project plan for each location in the form of a Gantt chart or similar planning tool
- h. Certifications
- i. Travel Policy
- j. Exception Summary Page, if applicable
- k. References
- l. Other information as requested in the solicitation

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SUBMISSION COVER SHEET, with SUMMARY

Provide the following information regarding the person responsible for the completion of your proposal. This person should also be the person Lincoln Lawrence Franklin Regional Library should contact for questions and/or clarifications.

Name _____ Address _____

Phone# _____

Fax# _____ E-Mail _____

Subject to acceptance by Lincoln Lawrence Franklin Regional Library, the Vendor acknowledges that by submitting a proposal AND signing in the space indicated below, the Vendor is contractually obligated to comply with all items in this Request for Proposal (RFP), included herein, except those listed as exceptions on the Proposal Exception Summary Form. If no *Proposal Exception Summary Form* is included, the Vendor is indicating that he takes no exceptions. This acknowledgement also contractually obligates any and all subcontractors that may be proposed. Vendors who sign below may not later take exception to any point during contract negotiations. The Vendor further certifies that the company represented here is an authorized dealer in good standing of the products/services included in this proposal.

_____/_____
Original Signature of Officer in Bind of company/Date

Name (typed or printed) _____
Title _____
Company Name _____
Physical Address _____
State of Incorporation _____
SPIN# _____

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SUMMARY INFORMATION (for all LLFRL Branches)

ERATE Eligible PROJECT TOTAL PRICE for Cabling _____

ERATE Eligible PROJECT TOTAL PRICE for Equipment _____

- Do not include ineligible costs in the above totals. Pricing on this page is for ERATE eligible products and services only
- In the occurrence of discrepancies between the total costs listed above and costs from the itemized quotes, the costs from the itemized quotes will be deemed to be the correct cost.

CONFIGURATION SUMMARY

The Vendor **must** provide a summary of the main components of products/services offered in the proposal using 100 words or less.

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NON-COLLUSION AFFIDAVIT

STATE OF _____)

County of _____)

_____,
Name Title

_____.
Company Name

As an authorized representative of the persons, corporation, or company who makes the accompanying Proposal ("offeror") with respect to the "**LINCOLN LAWRENCE FRANKLIN RFP 1920-0001-IC**" and having first been duly sworn, I hereby depose and state as follows:

The accompanying Proposal is genuine and such Proposal is neither a sham nor collusive, nor is such Proposal made in the interest or on behalf of any person or corporation not named herein.

The offeror has not directly or indirectly induced or solicited any other offeror to put in a sham or collusive bid or induced or solicited any other offeror to refrain from submitting a proposal.

The offeror has not in any manner sought by collusion or anti-competitive means or practices to secure for itself an advantage over any other vendor.

By: _____

Title: _____

Subscribed and sworn to me this _____ day of _____ 2019.

Notary Public: _____

My Commission Expires: _____

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COST ALLOCATION CHART

- Include a separate page for each library branch **plus** one summary page
- Include a separate page for each variable contract period

RFP: 1920-0001-IC
Library System: Lincoln Lawrence Franklin Regional Library
Library/Branch Name: _____
Library/Branch Address: _____

Item Description	Quantity	Eligible Recurring Cost	Ineligible Recurring Cost	Eligible Non-Recurring Cost	Ineligible Non-Recurring Cost	Total Eligible Cost	Total Ineligible Cost	Total Cost

Other Costs, description, explanation:

Total Cost (this sheet): _____

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EXCEPTION SUMMARY

If no Proposal Exception Summary is included, the Vendor is indicating that he takes no exceptions. This acknowledgement also contractually obligates any and all subcontractors that may be proposed. Vendors who sign below may not later take exception to any point during contract negotiations. The Vendor further certifies that the company represented here is an authorized dealer in good standing of the products/services included in this proposal.

_____ / _____

Original signature of Officer in Bind of Company/Date

Name (typed or printed):

Title:

Company Name:

Physical Address:

State of Incorporation:

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REFERENCES

You may use this form or include your own reference listing.

Library / School District _____

Contact Person: _____ Title: _____

Phone # _____ Fax # _____

Year(s) Services Provided _____ Other: _____

Library / School District _____

Contact Person: _____ Title: _____

Phone # _____ Fax # _____

Year(s) Services Provided _____ Other: _____

Library / School District _____

Contact Person: _____ Title: _____

Phone # _____ Fax # _____

Year(s) Services Provided _____ Other: _____