

Request for Proposal

Internet Access

Langley Public Library

Erate Funding Year

July 1, 2018 through
June 30, 2019

**REQUEST FOR PROPOSAL
Internet Access
Langley Public Library**

The Langley Public Library invites vendors to submit proposals in accordance with the terms and conditions of this Request for Proposal (RFP). This RFP provides the requirements and evaluative criteria for Internet services and requests a detailed response from all prospective vendors, including pricing and service descriptions, in a specified format.

Our goal is selecting an Internet Service Provider or Internet Services Providers that can provide Internet Access with sufficient speed and bandwidth needed at the Langley Public Library.

Responders may bid to provide services for the Langley Public Library.

The work proposed in these specifications are dependent upon receipt of Erate Funding for Internet Access for the Erate Funding Year July 1, 2018 through June 30, 2019

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Background Information

Langley Public Library is located in Langley, Mayes County, OK. The library has 10 computers presently connected to the internet through Lit Fiber Service.

Current Environment: Langley Public Library currently has internet service provided through REctec. The Current capacity of internet service is 10 lines at 100 mgb.

Services required for this RFP: The intent of this RFP is to enter into a contract or contracts for Internet Access for a three (3) year period to begin July 1, 2017, and run through June 30, 2021. After the initial one year the services will be month to month. Bidders are presumed to know the statutory requirements for contracts for Oklahoma public entities O.A.C. 165-59-7-19 and a clause in any contract must have month to month service pricing after one year.

Internet Service Providers should be able to deliver the following features:

1. Standard Internet service to the library.
2. Class C IP address allocation.
3. CIPA compliant filtering.
4. Vendor must file for OUSF within 90 days of start of service. Vendor must agree to appeal adverse OUSF findings.
5. A detailed break out of internet costs is required.
6. No liquidated damages.
7. No early termination fees or non-renewal fees.
8. All bids accepted. Please submit bids with and without managed service pricing and separate pricing for CIPA compliant filtering if available.

Vendors may provide all necessary equipment, IP addresses, connections, routers, etc., needed for Internet Access to the site.

Vendors will be responsible for all service and maintenance of Internet connections. Troubleshooting service will be provided within four (4) hours of reported problem(s) during normal library hours. Refunds will be provided for periods of service outage lasting more than four (4) hours.

During the contract period, should lower pricing be provided to another client, the lower pricing must also be provided for contracts with Langley Public Library.

There must be a way to bypass the filter on demand.

Our vendors use IP validation. the library will need IP recognition capabilities.

Requested Bandwidth for the library:

100 MB up to 1 GB

Proposals should also include bandwidth pricing for additional 100MB increments above the requested bandwidth, up to 1GB, at the library. The library intends to increase bandwidth unless the current speed, proves to be more cost effective

Invoicing

Vendors submitting responses to this Request for Proposal agree to provide discounted billing for services associated with this proposal and seek reimbursement of the discount amount according to the invoicing/reimbursement guidelines of the Schools and Libraries Division of the Universal Service Fund. Langley Public Library will pay for the discounted portion of services provided under this proposal.

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General Conditions

This RFP is not a contract offer. Acceptance of a proposal neither commits Langley Public Library to award a contract to any vendor, even if all requirements stated in this RFP are met, nor limits the library's rights to negotiate in the library's best interests. Langley Public Library reserves the right to contract with a vendor or vendors for reasons other than just price.

Failure to answer any questions in this RFP may subject the proposal to disqualification. Failure to meet qualifications and requirements will not necessarily subject a proposal to disqualification.

It is important that the vendor understand that this Internet Access Proposal has been submitted on Langley Public Library Erate applications which, if approved, will entitle us to approximately 80% discount through the Universal Service Fund. If you are not familiar with this process, please call Jeanie Norman at 918-782-4461.

Right of Rejection

Langley Public Library reserves the right to accept or reject any or all responses to this RFP and to enter into discussion and/or negotiations with one or more qualified vendors at the same time, if such actions are in the best interest of Langley Public Library. Langley Public Library reserves the right to reject any or all proposals or parts thereof, as deemed to be in the best interest of the library.

Cost of Proposals

Expenses incurred in the preparation of proposals to this RFP are the sole responsibility of the vendor.

PROPOSAL DELIVERY

Proposal Submission

Proposals should be submitted in a sealed envelope addressed to the following by mail, delivery service, or hand delivery, no later than **5:00 PM EST, January 30, 2018**. Proposals must be received at Langley Public Library, 325 West Osage, Langley, OK by this date and time. No faxed or emailed copies will be accepted.

Send Proposals to:

@Ub[`YmDi V]M@VfUfm

ATTN: Internet Access Proposal

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@Ub[`YnāC? `+(') \$

QUESTIONS

All questions pertaining to this RFP must be submitted in writing by email to

[bcfa Ub4 `Ub\[`Ynā_c'cf](mailto:bcfa Ub4 `Ub[`Ynā_c'cf) . Questions submitted up to **January 16, 2017** will be answered in the form of addendum which will be posted to [\hd.##Ub\[`Ynā" c_d'g'cf\[#UVci h#Zd](http://hd.##Ub[`Ynā) no later than **5:00pm, January 18, 2017**.

Bidders are responsible for information, changes, additions, etc., posted in addendum on the library website at [\hd.##k k k "Ub\[`Ynā" c_d'g'cf\[#UVci h#Zd](http://hd.##k k k)

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Evaluation Criteria

Langley Public Library will be evaluating and weighing the following criteria when considering the various Internet Access proposals. These standards are listed in descending order of importance.

Evaluation Criteria	Weight
Cost effectiveness of service	50%
Comprehensive implementation designed to minimize disruption of current library Internet activities	25%
Experience and capabilities of account support group	15%
Locality to Langley Public Library	10%
Total	100%

INSTRUCTIONS TO BIDDERS

This RFP document and subsequent addendum pages may be viewed, printed, downloaded from the Internet at <http://www.langleypl.okpls.org/about/rfp> .

The Langley Public Library (LPL) reserves the right to award a contract or contracts based on evaluation of specific criteria found in these specifications and the evaluation criteria display above. LPL reserves the right to reject any or all proposals or any part thereof.

Vendors should frequently, during the proposal process, check <http://www.langleypl.okpls.org/about/rfp> for updated information and addendum.

QUALIFICATIONS OF BIDDERS

Bidders must be an eligible provider for Special Universal Services as defined in 17 O.S.Â§139.102(11). The Langley Public Library may make such investigation as they deem necessary to determine the ability of bidder to perform the work. LPL reserves the right to reject any proposal if investigation of such bidder fails to satisfy the LPL that such bidder is properly qualified to carry out the obligations of the contract, and to complete the work contemplated therein.

Bidders may be required to submit the names and addresses of the officers or principals of the Corporation, firm or partnership submitting a proposal. Failure to comply could result in the rejection of such proposal as non-responsive.

All bidders must be prepared to present suitable evidence of their financial standing.

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LPL has the right to reject any and all proposals from any bidder that is in or contemplates bankruptcy of any chapter or nature. Said bidder must notify Langley Public Library in writing of any existing condition or knowledge of same.

No verbal instructions or information to bidders will be binding.

The submission of a proposal will be considered as conclusive evidence of complete examination by a bidder of all instructions, specifications, and addenda.

A Proposal Form - Signature Page is provided in these specifications. This form must be used in submitting a proposal, and all pages of the form must be completely filled out, and the whole signed by the bidder.

No proposal may be withdrawn later than 4:00 PM on the day of the opening of proposals. No modifications of any proposals will be allowed after the same is sealed and delivered to LPL, however, a bidder may withdraw a proposal before 4:00 PM on the day of the opening of proposals and submit another proposal before the closing date and time. A bidder may submit as many proposals as they desire.

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FORM OF CONTRACT

The successful bidder will be required to execute a written contract with LPL within twenty (20) business days after acceptance of proposal or proposals. It is expressly understood and agreed by the bidders that the contractual obligations of LPL to the bidders are effective only 1) after the execution of a contract or contracts signed by all parties and 2) Erate funding is secured from the School and Libraries Division of the Universal Service Fund.

SPECIFICATIONS

These specifications are intended to cover the furnishing of all materials and the performance of all work that may be required or necessary for the complete performance of the contract, and the bidder will be required to do all things that may be necessary to fully complete the work within the purview of these specifications.

Equipment and/or material to be furnished shall meet with the approval of the Library Director or designated representative.

All equipment and/or material shall conform to the requirements of these specifications, and any equipment and/or material condemned by the Director, as not meeting these specifications shall at once be removed and replaced with acceptable equipment.

ADDITIONS OR DEDUCTIONS

LPL shall have the right, without invalidating this RFP or any and/or all contracts, to make additions to or deductions from the work covered by these specifications, and in case such deductions or additions are made, an equitable adjustment of the addition to or deduction in cost shall be made between LPL and the bidder, as shown in a written amendment to the contract.

PROTECTION BY BIDDER

All bidders agree to indemnify and hold harmless Langley Public Library and their representatives from all suits or actions of every nature and description brought against them or any of them, on account of the use of patented or copyrighted appliances, materials, products or processes, and from all legal expenses and costs of suits regarding the same.

Bidders shall obey all Federal, State, County, and Town laws or ordinances in any way pertaining to the work, and shall obtain all permits that may be necessary for its performance if required. (a) That in the hiring of employees for the performance of such contract, no bidder, sub-contractor, nor any person acting on behalf of such bidder or sub-contractor shall by reason of race, creed or color discriminate against any citizen of the United States who is qualified and able to perform the work to which the employment relates; (b) Nor shall they in any manner discriminate against or intimidate any employees hired for the performance of the work on account of race, creed or color. House Bill 87, Section 3, E-verify Form.

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All bidders shall not assign, transfer, convey, sublet or otherwise dispose of the contract or any part thereof to anyone without the written consent of Langley Public Library.

GENERAL CLAUSES

RESERVATIONS

LPL reserves the right to reject any or all proposals and also reserves the right to waive any informality in the proposals received.

Any bidder who has demonstrated poor performance during either a current or previous agreement with LPL may be considered as an unqualified source and their proposal may be rejected. LPL reserves the right to exercise this option as is deemed proper and/or necessary.

PROPOSAL FORM

Attached to these specifications is "Proposal Form-Signature Page" which must be completely filled out and signed by each bidder and included in their RFP submission.

All proposals must be sealed, marked, and delivered in accordance with the instructions in this RFP. Proposals will be opened and read by LPL administrative staff, Director, and the Library Trustee Member at the closing of the due date. Recommendations will be made and the Director may award a contract or contracts as LPL deems appropriate.

EXEMPTION FROM OKLAHOMA SALES TAXES

Langley Public Library is exempt from Oklahoma State Sales Tax. Net prices as shown in the proposal shall exclude said State tax amounts. Bidders shall inform all prospective subcontractors and suppliers from whom they expect to obtain services or supplies of the tax exempt status of Langley Public Library. Following a contract award, an exemption certificate will be furnished by Langley Public Library.

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FORM FOR PROPOSAL SUBMITTAL

STATEMENT OF VENDOR'S QUALIFICATION

To accompany proposals submitted for Internet Access for Langley Public Library

Name of Vendor's Firm: _____

Name of Company Representative: _____

Business Address: _____

Phone Number: _____

When Organized? _____

Where Organized? _____

Partnership _____ Corporation _____

Vendor must provide a Service Provider Information Number assigned by the Schools and Libraries Division (SLD):

SPIN Number: _____

How many years have you been engaged in this business under the present firm name?

Please attach to this statement at least five references, including: (name, address, title, phone number and brief description of work performed, including dates of work).

Date: _____

Firm Name: _____

By: _____

Title: _____

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PROPOSAL FORM - SIGNATURE PAGE

Date _____

TO: Langley Public Library

This proposal is submitted in accordance with your RFP inviting proposals to be received for the project identified as "Internet Access." Having carefully examined the RFP, all instructions, specifications, all addenda, and being familiar with the various conditions affecting the work, the undersigned, hereby agrees to furnish all material, perform all labor, and do all else necessary to complete the work in strict accordance with the specifications for price as contained herein.

In the event this proposal is accepted the undersigned is hereby bound to commence and complete all of the work included under this contract in such time and such manner as designated for the various items the bidder has contracted to supply or perform.

In submitting this proposal, it is understood that the unrestricted right is reserved by Langley Public Library in making the award to reject any and all proposals or parts thereof, or to waive any informalities or technicalities in said proposals.

The undersigned hereby certifies that this proposal is genuine and made in the interest or in behalf of any person, firm or corporation not herein named; that the undersigned has not directly or indirectly induced or solicited any bidder to refrain from submitting proposals, and that the undersigned has not, in any manner, sought by collusion to secure for himself an advantage over any other bidder.

TOTAL AMOUNT PROPOSAL OPTION:

Should the contract require a Performance Bond:

____ I will provide a Performance Bond from _____

Bonding Company _____

Name of Agent _____

Address _____

____ Or I will provide an equal form of surety which is acceptable to LPL.

Bidder **MUST** provide Federal EIN or SSN: _____

and ERate SPIN: _____

(Print Name)

Proposal must be signed for Consideration:

(Signature)

(Date)