

Request for Proposal

Internet Access

**Houston County Public Library System
Houston County, Georgia**

E-Rate Funding Year

**July 1, 2018 through
June 30, 2019**

REQUEST FOR PROPOSAL - Internet Access Houston County Public Library System

OVERVIEW

This project is part of a USAC application for federal "E-RATE" funding. All providers wishing to bid must have a valid SPIN number and be in good standing with USAC.

Proposers are expected to assist in the determination of individual component eligibility as outlined in the current USAC *Eligible Services List*. Proposals will be evaluated with price as highest criteria followed by experience with schools, libraries and the E-Rate program.

All work described in this Request for Proposal is contingent upon funding approval.

Houston County Public Library System (HOUPLS) reserves the right to terminate any contract, agreement, or work schedule if FCC / USAC "E-RATE" funding is cancelled, altered, or denied.

Vendor must use the SPIN method of invoicing [Service Provider Identification Number].

HOUPLS 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 each of the libraries. Responders may bid to provide services for all or any of the member libraries.

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

The intent of this bid is to enter into a contract for Internet Access for a one (1) year period to begin July 1, 2018, and run through June 30, 2019. After June 30, 2019, extensions of the contract could be considered for additional years at the discretion of HOUPLS and the contracted vendor.

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

- a. Standard Internet service
- b. Class C IP address allocation for continued access to IP-based library resources
- c. CIPA compliant content filtering. Content filtering must allow for unfiltered access to content on the web on demand, either with a bypass code or other method.
- d. Managed Services of the Internet connection.

BACKGROUND INFORMATION

The headquarters of HOUPLS is located in Perry, Georgia. We are seeking Internet service and content filtering for the following locations:

Nola Brantley Memorial Library is located at 721 Watson Boulevard, Warner Robins, GA 31093. This library currently has 100MB service for their 45 staff and patron computers.

Centerville Branch is located at 206 Gunn Road, Centerville, GA 31028. This library currently has 100MB service for their 30 staff and patron computers.

Perry Branch is located at 1201 Washington Street, Perry, GA 31069. This library currently has 100MB service for their 30 staff and patron computers.

Wireless networks, VOIP and networked printers are used at all three locations.

HOUPLS currently has internet service provided through a Windstream contract using 100 Mbps of dedicated and managed Internet services via fiber WAN Interface for all 3 libraries.

SERVICES REQUIRED FOR THIS RFP

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

- a. Standard Internet service
- b. Class C IP address allocation for continued access to IP-based library resources
- e. CIPA compliant content filtering. Content filtering must allow for unfiltered access to content on the web on demand, either with a bypass code or other method.
- c. Managed Services of the Internet connection.

Please note that the any content filter must provide a way to bypass said filtering in order to provide unfiltered access to web content on demand.

Libraries in HOUPLS no longer needing Internet Access during the contract timeline will be disconnected at no cost to HOUPLS or the individual library or libraries in HOUPLS.

Vendors will provide all necessary equipment, IP addresses, connections, routers, etc., needed for Internet Access at each site.

Vendors will be responsible for all service and maintenance of Internet connections and content filter.

REQUESTED BANDWIDTH

Library name	Address	Requested Bandwidth
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Nola Brantley Memorial Library	721 Watson Blvd., Warner Robins, GA 31093	100 MB/S minimum (Bids should include additional quote for 150MB/S)
Centerville Branch	206 Gunn Road, Centerville, GA 31028	100 MB/S minimum (Bids should include additional quote for 150MB/S)
Perry Branch	1201 Washington Street, Perry, GA 31069	100 MB/S minimum (Bids should include additional quote for 150MB/S)

PROPOSALS FOR SPECIFIC BRANCHES, GROUPS OR SYSTEM WIDE

Bidders may submit proposals for individual libraries or for a group of libraries or for all libraries in HOUPLS, as best suits their business and Internet Service Provider capabilities.

GENERAL CONDITIONS

This RFP is not a contract offer. Acceptance of a proposal neither commits HOUPLS to award a contract to any vendor, even if all requirements stated in this RFP are not met, nor limits the library’s rights to negotiate in the library’s best interests. HOUPLS 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.

A single point of contact or NOC will be made available in order that problems, concerns, content filter adjustment, etc., can be addressed and follow up can be done within a reasonable amount of time.

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 HOUPLS.

It is important that the vendor understand that this Internet Access Proposal has been submitted on HOUPL’s E-Rate application which, if approved, will entitle us to approximately 50%-80% discount through the Universal Service Fund. If you are not familiar with this process, please call Dixie Henning @ 478-918-6133.

INVOICING

Vendors submitting responses to this RFP 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. Service providers must use SPIN method of invoicing. HOUPLS will pay for the discounted portion of services provided under this proposal. Invoices should be broken down by individual library listing the appropriate discounted charge for each contracted facility. Total costs may be listed minus the applicable discount amount to arrive at the discounted amount for each library in HOUPLS.

RIGHT OF REJECTION

HOUPLS 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 HOUPLS. HOUPLS 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

Proposers requesting a walkthrough of existing library buildings and existing systems shall request via email with subject header "Walkthrough Request – Internet Services" to [Dixie Henning at dhenning@houpl.org](mailto:dhenning@houpl.org). If multiple walk through requests are received HOUPLS will schedule a set time for the walkthrough for all the vendors to be done at a one-time occurrence.

According to USF Regulations HOUPLS MUST select a vendor, award a contract, AND file a form 471 No Later than 11:59 PM on the day of the close of the FCC Form 471 application filing window (exact date to be determined by USAC)

NO CONTRACT MAY BE SIGNED PRIOR TO the Allowable Vendor Selection/Contract Date as set by USAC.

Attached to these specifications are two Proposal Forms which must be completely filled out and signed by each bidder and included in their RFP 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, Friday, December 29nd, 2017.

Proposals must be received at HOUPLS Main Office located at 1201 Washington Street, Perry, GA by this date and time. No faxed or emailed copies will be accepted.

Send Proposals to:

**Houston County Public Library System
ATTN: Internet Access Proposal
1201 Washington Street
Perry, GA 31069**

QUESTIONS

All questions pertaining to this RFP must be submitted in writing by email to dhenning@houpl.org. **All questions must be submitted by Wednesday, December 13th, 2017 by 5:00PM** and will be answered in the form of an FAQ which will be posted to http://houpl.org/?page_id=2070 no later than **Thursday, December 21st, 2017 by 5:00PM.**

Bidders are responsible for information, changes, additions, etc., posted on the FAQ on the library website at http://houpl.org/?page_id=2070. These answers shall then be considered a part of the specifications. No questions will be address via telephone.

EVALUATION CRITERIA

HOUPLS 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 Houston County Public Libraries	10%
Total	100%

INSTRUCTIONS TO BIDDERS

This RFP document and additional pages and/or questions may be viewed, printed, downloaded from the Internet at http://houpl.org/?page_id=2070.

HOUPLS reserves the right to accept and award a contract and/or contracts based on evaluation of specific criteria found in these specifications and the evaluation criteria displayed above. HOUPLS also reserves the right to reject any or all proposals or any part thereof

Vendors should frequently, during the proposal process, check http://houpl.org/?page_id=2070 for updated information.

QUALIFICATIONS OF BIDDERS

HOUPLS may make such investigation as they deem necessary to determine the ability of bidder to perform the work. HOUPLS reserves the right to reject any proposal if investigation of such bidder fails to satisfy HOUPLS 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.

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.

FORM OF CONTRACT

The successful bidder will be required to execute a written contract with HOUPLS 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 HOUPLS to the bidders are effective only 1) after the execution of a contract or contracts signed by all parties and 2) E-Rate funding is secured from the School and Libraries Division of the Universal Service Fund.

Contractors must include Contractor E-Verify Affidavit as part of their submittal package.

SPECIFICATIONS

These specifications are intended to cover 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.

Services to be furnished shall meet with the approval of the Head of Information Technology Services or designated representative.

ADDITIONS OR DEDUCTIONS

HOUPLS 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 HOUPLS and the bidder, as shown in a written amendment to the contract.

PROTECTION BY BIDDER

All bidders agree to indemnify and hold harmless HOUPLS 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 City 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.

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 HOUPLS.

RESERVATIONS

HOUPLS 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 HOUPLS may be considered as an unqualified source and their proposal may be rejected. HOUPLS reserves the right to exercise this option as is deemed proper and/or necessary.

EXEMPTION FROM GEORGIA SALES TAXES

HOUPLS is exempt from Georgia State Sales Tax. Net prices as shown in the proposal shall exclude said State tax amounts. Following a contract award, an exemption certificate will be furnished by HOUPLS.

E-VERIFY COMPLIANCE

The Georgia E-Verify law requires contractors and all sub-contractors on Georgia public contracts (contracts with a government agency) for the physical performance of services over \$2,499.99 in value to enroll in E-Verify, regardless of the number of employees. A contractor or sub-contractor may be exempt from this requirement if the contractor or sub-contractor has no employees and does not hire nor intend to hire employees for the purpose of completing any part of the public contract.

For a public contract, contractors must sign the Contractor E-Verify Affidavit, all subcontractors must sign the Subcontractor E-Verify Affidavit and all Sub-subcontractors must sign the Sub-Subcontractor Affidavit. The government agency is required to ensure that the Contractor E-Verify Affidavit is part of the contract; however, the contractor is responsible for all subcontractor affidavits and the subcontractors are responsible for the sub-subcontractors affidavits.

For contractor's not familiar with Georgia's E-Verify laws, more information can be found at <https://www.verify9.com/state-laws/georgia-e-verify/>

PROPOSAL FORM - STATEMENT OF VENDOR'S QUALIFICATION

To accompany proposals submitted for Internet Access for HOUPLS.

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 three references, including: (name, address, title, phone number and brief description of work performed, including dates of work).

Date: _____

Firm Name: _____

By: _____

Title: _____

Date _____

TO: HOUPLS

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/or FAQs, 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 HOUPLS 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:

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

and E-Rate SPIN: _____

(Print Name)

Proposal must be signed for Consideration:

(Signature)

(Date)

Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of _____
_____ (name of employer) has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-9 I (b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, 20____, in _____ (city), _____ (state)

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE ____ DAY OF _____, 20 ____

NOTARY PUBLIC

My Commission Expires: _____