

Timberland Regional Library
E-RATE BEN 145230
REQUEST FOR PROPOSAL (RFP)

<p>Title</p> <p>Wireless Access Points (WAPs) with WPA3 and Cloud Management Capabilities</p>	<p>Due Date</p> <p>30 Days from posting of 470 Form</p>
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Submit bids and direct questions to:

Contact: Claire O’Flaherty, Consultant, E-Rate Expertise, Inc.

Phone: (253) 320-0664

Email: claire@erateexpertise.com

SCOPE OF PROJECT:

The Library seeks bids to purchase Wireless Access Points with licensing and technical support. The Meraki MR 45 and MR 55 (or equivalents) have the required features. The library will determine the final locations and quantities of each product after the winning vendor has been selected. Square feet for each branch is listed below for bidders’ reference. Bids should include costs for installation and 5 years of licensing and technical support.

All equivalent models and brands will be considered. Proposed access points must include the following essential features:

1. WPA3
2. Cloud Management
3. Wi-Fi6
4. Support the latest 802.11ax
5. Be at least Gigabit capable (prefer multiGig)
6. Be powered over PoE utilizing 802.3at
7. Be capable of supporting 2.4 and 5 GHz concurrently

The initial quantities and the quantities that may be purchased over the life of the contract are listed below:

Model #s with Required Capabilities (or Equivalent)	Initial Quantity	Optional Total Contract Qty
Meraki MR 45	104	230
Meraki MR 55	10	40
WAP Support & Licensing (5 year & 1 Year Licensing Options)	114	275
Related Accessories, Cabling	Est. 200 feet of cable each for 68 new WAPs (Total = 13,600 of cable)	Tbd per vendor recommendation
Installation (Installing <u>all</u> WAPs and installing new cable for 68 new WAPs)	114	275
*Winning vendor will review branches and recommend final quantities and models.		

ENTITY #	LIBRARY BRANCH NAME	SQ_FEET
116087	ABERDEEN TIMBERLAND LIBRARY	17,051
116097	AMANDA PARK TIMBERLAND LIBRARY	2,200
116110	CENTRALIA TIMBERLAND LIBRARY	13,510
116113	CHEHALIS (VERNETTA SMITH) TIMBERLAND LIBRARY	9,000
116126	ELMA TIMBERLAND LIBRARY	6,000
157804	HOODSPORT TIMBERLAND LIBRARY	3,600
116141	HOQUIAM TIMBERLAND LIBRARY	12,761
116272	ILWACO TIMBERLAND LIBRARY	2,605
116046	LACEY TIMBERLAND LIBRARY	20,000
116143	MCCLEARY TIMBERLAND LIBRARY	2,112
116150	MONTESANO (W. H. ABEL MEMORIAL) LIBRARY	7,486
115812	RANDLE (MOUNTAIN VIEW) TIMBERLAND LIBRARY	2,180
116313	NASELLE TIMBERLAND LIBRARY	2,663
116102	BELFAIR (NORTH MASON) TIMBERLAND LIBRARY	14,500
116157	OAKVILLE TIMBERLAND LIBRARY	1,045
116317	OCEAN PARK TIMBERLAND LIBRARY	5,932
116021	OLYMPIA TIMBERLAND LIBRARY	19,606
115728	PACKWOOD TIMBERLAND LIBRARY	2,500
116172	RAYMOND TIMBERLAND LIBRARY	7,590
116181	SALKUM TIMBERLAND LIBRARY	5,250
116188	SHELTON (WILLIAM G. REED) PUBLIC LIBRARY	16,000
116196	SOUTH BEND TIMBERLAND LIBRARY	1,863
116200	TENINO TIMBERLAND LIBRARY	2,920
116033	TUMWATER TIMBERLAND LIBRARY	17,377
116209	WESTPORT TIMBERLAND LIBRARY	2,880
116212	WINLOCK TIMBERLAND LIBRARY	2,800
116217	YELM TIMBERLAND LIBRARY	8,962

210,393

BID REQUIREMENTS:

1. Bids should show pricing for the initial quantity of units and should have subtotals for the product/service listed in each row above in this RFP only. However, preference may be given to vendors who can supply products from other RFPs posted by the library (if any). Please indicate if lower rates apply for higher quantities purchased.
2. The Library reserves the right to work with the winning vendor to review branch sizes and needs and to modify the quantities of Meraki MR 45 or MR 55 (or equivalent) if necessary. Substitutions between the MR 45 and MR 55 can be allowed through this contract. An updated quote may be required for the final E-rate 471 application. The Library will also work with the vendor to adjust the quotes for ineligible products or locations.
3. Bids should indicate if any items are not eligible or partially eligible for E-rate funding. If the item is only partially eligible for E-rate funding, provide the eligibility % with bid. If there is another comparable item that is fully eligible, please also include that item in your bid.
4. Please include costs for 5 year BMIC/Technical Support License for the requested (or equivalent) equipment. Please also list the annual Licensing & Technical Support costs for subsequent years. Describe whether license is for a Right to Use and is required for the product to function or if it is for Software Patch/Tech Support/ Maintenance. If product SKUs are available that include some level of licensing and support bundled at no additional cost (such as EDU or K12 SKUs), please include them in your bid with a comparison of the levels of support and the E-rate eligibility.
5. Bids for installation should be separate from the products and should include the cost for installing all WAPs for the initial purchase, plus the estimated cost for installing cabling for 68 new WAPs. The winning vendor will have the opportunity to revise the quotes based on the final models and quantities selected as noted above. The Library will also work with the vendor to adjust the quotes for ineligible products or locations. A vendor may also bid on the installation alone without a product purchase. Installation would be a "prevailing wage" project. The library staff may choose to install the products without vendor assistance.
6. Itemize estimated range for shipping costs, if any, based on library's projection for initial purchase quantity. **Please include estimated lead time between order date and delivery date.**
7. Include a copy of your company's standard contract for these products/services (if any).
8. Please indicate if your company has successfully sold this equipment before as part of the E-rate program and your number of years of experience with the E-rate program. Vendors should include their E-Rate SPIN number in their bid and confirm that they are current on their 2020 SPAC/473 requirements. Failure to maintain E-rate SPIN eligibility requirements could result in contract termination. Vendor must be willing to do either SPI or BEAR methods of reimbursement and the Library will select the reimbursement method, unless the BEAR method is required per E-Rate early purchase rules (see Item 1 in Contract Terms).

BIDDING PERIOD, SUBMITTAL & EVALUATION

Bidding Period Information:

1. Bids are due 30 days after the posting of the 470 form. Bidding period may be extended at the library's discretion if necessary to conduct a competitive bidding process.
2. The Library reserves the right to request additional information and/or a Best And Final Offer (BAFO) during this bidding process as responses are compared and evaluated.

3. The Library reserves the right to reject any or all proposals, to waive informalities, and to determine the best overall proposal based on a uniform evaluation criteria and the best interests of the Library.
4. Responders are required to read and understand all information contained within this entire quote package. Responders further offer to furnish materials, equipment or services in compliance with all terms, conditions, and specifications herein including all amendments. Submitting this document constitutes complete understanding and compliance with the terms and conditions and certifies that all necessary facilities and personnel are available and established at the time of response submittal.

Evaluation criteria for selecting the winning bid:

Proposals will be judged on the following criteria:

1. 30 - Price (Most heavily weighted criteria.)
2. 20 – Product capabilities meet libraries current and future needs
3. 20 - Compatibility of products with new and existing systems
4. 10 - Positive previous experience working with library and/or vendor’s E-rate experience
5. 10 - Completeness of bid (includes all items requested) & efficiency of contract management
6. 10 – Price of ineligible items, if any

Disqualifying Factors:

1. The library is not considering recycled or refurbished products in this bidding process and this requirement is a disqualifying factor for the evaluation of bids.
2. Bids for products that do not include the WPA3, 802.11ax, and Cloud Management capabilities will also be disqualified.

VENDOR CONTRACT TERMS:

The new contract for these services, will include a copy of the vendor’s submitted proposal/quote, the terms outlined below and elsewhere in this RFP, and additional terms provided by the vendor and agreed upon by Library.

1. **Start/End Date:** The official start and end dates for the contract would coincide with the Category 2 purchasing period for the initial E-Rate program year of July 1, 2020 to September 30, 2021. However, E-rate rules also allow for purchases to be made between April – June prior to the start of the program year if the equipment is needed early, for example to ensure dependent services can be functional at the start of the program year. If the Library purchases products/services in this allowable period prior to the start of any program year, the Library will pay the full invoice price and will seek the E-rate reimbursement through the BEAR process after the Funding Commitment has been received and the program year has officially started.
2. **Term:** The Library seeks a 5 year contract with the option to extend for 1 year.
3. **Non-Appropriation of Funds:** The contract may be canceled or not renewed in the event of loss of federal E-rate, State or Library funds.

4. **Optional Purchases Beyond Initial Quantity:** Additional optional units may be purchased during the term of this agreement to meet future demand, to accommodate new branch openings or branch relocations/remodels, as part of an equipment replacement plan or for similar but currently unknown reasons. Future purchases may be for updated models with the equivalent functionality and do not require a new contract. Note that the quantities listed are not a guarantee of sales.
5. **Price Updates:** If the market supports a price reduction after the initial term, the library will exercise price reduction options, if any are available, as an amendment to the original contract.

CONTACT INFORMATION and Q&A:

Contact, Submittal & Misc Information:

1. Interested bidders should provide their contact information to claire@erateexpertise.com in order to receive notifications, updates and Q&A regarding this RFP.
2. Questions regarding the RFP should be submitted in writing to Claire O'Flaherty at claire@erateexpertise.com within 14 days after the 470 has been posted to ensure that information can be disseminated to all interested bidders.
3. Bids should be submitted to Claire O'Flaherty, claire@erateexpertise.com and copied to Jon Ponsford, jponsford@trl.org
4. All RFP documents, including instructions, bid formats, Q&A, updates, etc. will be uploaded to the original E-Rate 470 form and also posted at <https://www.trl.org/request-proposals>
5. For library branch addresses, please see <https://www.trl.org/locations>