**EXAMPLE RFP #1 FOR TRAINING PURPOSES**

**Listing Brands/Model Numbers Does Not Constitute an Endorsement by KDLA**

**Example for contract OVER $30,000 (sealed bidding) – includes Model Procurement language**

**Request for Proposal (RFP) for Cabling & Network Upgrades**

Pioneer County Public Library

100 Main Street

Boonesburg, KY 41700

E-rate Billed Entity Number: 208

Issue Date: November 30, 2020

Due Date: December 28, 2020

The purpose of this Request for Proposal (RFP) is to solicit bids for internal network upgrades at the main branch of Pioneer County Public Library in Boonesburg, KY. The services requested in this document are part of the E-rate filing for the Pioneer County Public Library for Funding Year 2021 and are necessary for upgraded 1 Gbps internet service in July 2021. The vendor must provide their E-rate Service Provider Identification Number (SPIN/Form 498 ID) on the proposal in order to be eligible for consideration. Information about the E-rate program is found at <https://www.usac.org/e-rate/>.

Pioneer County Public Library has adopted the Kentucky Model Procurement Code (see Kentucky Revised Statutes 45A.345–.460), which requires competitive sealed bidding for contracts and purchases over $30,000.

**DUE DATE**

Sealed bids will be received in person or by mail to the Contact Person: Lauren Abner, Technology Consultant for Pioneer County Public Library, 100 Main St, Boonesburg, KY 41700 until 5:00 p.m. ET on December 28, 2020. It is the vendor’s responsibility to verify receipt of any correspondence with the Contact Person. The Pioneer County Public Library reserves the right to reject all bids.

**SPECIFICATIONS**

Where a specific make and model is requested in the proposed list below, vendors may submit alternative equipment as long as the equipment is an equivalent make and model or serves a similar functionality. Proposed equipment should include any power adapters/supplies, licenses, or other components necessary for successful operation. Pioneer County Public Library reserves the right to adjust quantities prior to purchasing to meet the needs of the library. **In addition, ALL items on the list must be part of the bid. Vendors may request a facility walkthrough prior to submitting a bid.**

Cabling Upgrades

Cat 6 cabling – quantity 5,000 feet

RJ45 jacks - quantity 100

Face plates – quantity 25

Surface mount boxes – quantity 20

48-port patch panel – quantity 2

J hooks – quantity 95

Cat 6 patch cables (3 ft) – quantity 110

Cat 6 patch cables (10 ft) – quantity 30

Miscellaneous – Wire ties and other fasteners/connectors needed for installation

Removal of old cabling

Installation of new Cat 6 cabling – terminate, test, and label all data connections

Networking Equipment

Cisco Meraki MR56 access point or equivalent – quantity 2

Cisco Meraki Enterprise Cloud Controller License (5-year) or equivalent – quantity 2

SonicWall TZ600 firewall appliance or equivalent – quantity 1

SonicWall TotalSecure 3-year firewall license or equivalent – quantity 1

American Power Conversion (APC) Smart-UPS 1500VA LCD RM or equivalent – quantity 1

NETGEAR 48-Port Gigabit Smart Managed Pro Switch or equivalent – quantity 1

Basic Maintenance and/or Technical Support

Vendor will list options for technical support/maintenance packages provided by the manufacturers of products listed under Networking Equipment.

Shipping

If applicable, Vendor will list shipping for all products as a separate line item or will indicate that shipping is included in the overall cost of each product.

**FORMATTING OF BID & PRICING**

Vendor must include the Service Provider Identification Number (SPIN/Form 498 ID) with the bid. Vendor must separate costs by line item. Each line item should clearly list quantity, manufacturer, part number, description, unit price, and extended price; the Library needs this information to apply successfully for E-rate discounts. Pricing should reflect the Lowest Corresponding Price and any discounts available to governmental units.

**BID EVALUATIONS**

Pioneer County Public Library will hold the public bid opening on December 29, 2020 at 10:00 a.m. ET in Meeting Room #1 of the main branch located at 100 Main St, Boonesburg, KY 41700. The Library reserves the right to reject all bids. If awarded, the contract will go to the bidder submitting the lowest evaluated bid price. Additional points will be given to vendors that attend a walkthrough of the facility. Disqualification factors: Bids that don’t list the Service Provider Identification Number (SPIN/Form 498 ID), don’t list all items requested, and/or don’t separate costs by line item will be disqualified.

**TIMELINE**

**Walkthroughs:** The last date to walk through the facility is December 21, 2020 and is by appointment only.

**Vendor Questions:** Vendors may submit questions to the Contact Person via email until December 21, 2020 at 5:00 p.m. ET; an RFP addendum with responses to all vendor questions will be posted in the E-rate Productivity Center no later than December 23, 2020 at 5:00 p.m. ET. Vendors may request to receive a notification when the addendum has been posted.

**Due Date:** Sealed bids are due in person or via mail to the Contact Person listed below no later than 5:00 p.m. ET on December 28, 2020. The Main Branch of the Pioneer County Public Library is located at 100 Main St, Boonesburg, KY 41700.

**Installation:** The Library anticipates that these upgrades will occur during the early installation period for E-rate Funding Year 2021 (April 1, 2021 to June 30, 2021).

**CONTACT PERSON**

Any questions concerning technical requirements must be directed to:

Lauren Abner, Technology Consultant

Address: Pioneer County Public Library, 100 Main St, Boonesburg, KY 41700

Email: lauren.abner@ky.gov