REQUEST FOR PROPOSAL

CAT 2 Internal Network Connections
Rawlings Public Library

REQUEST FOR PROPOSAL DATE:  February 19, 2020

PROPOSALS DUE NLT:  March 17, 2020

RFP # 2-2020
1. General Information:

A. Overview: The Pueblo City-County Library District, herein after ("PCCLD") issues this Request for Proposal ("RFP") for internal network connections and installation, warranty and services as described in the Scope of Work Section 8.

A single vendor is not required to respond to all procurements but may do so. If a single vendor wishes to submit a proposal for multiple services, they may submit bundled pricing but also must submit a proposal for non-bundled pricing to facilitate cost comparison.

The district intends to apply for discounts on the Scope of Work listed in this RFP through the federal Universal Service Support Mechanism for Schools and Libraries, commonly known as “E-rate.” Several criteria and restrictions pertinent to the E-rate program are included herein Section 10 (E-Rate Requirements) and must be met by the successful vendor in order for the proposal to be considered a Qualified Proposal.

B. RFP Schedule:

RFP issued: February 19, 2020
On-Site Visit at Rawlings Library: February 26, 2020
Questions Due by 3:00 pm: February 28, 2020
Proposals due by 3:00 pm: March 17, 2020

C. RFP Submittal: Proposals are to be submitted in sealed envelopes, clearly identified with the RFP number and title, with all attachments, no later than 3:00 pm local time on March 17, 2020 to:

Sherri Baca
Pueblo City-County Library District
Attn: Finance Department
100 East Abriendo Ave.
Pueblo, CO. 81004

Each complete submission is to include a signed original with all required attachments; three complete copies; and one digital version copied on a USB and included with the hard copies. All proposals are to be created using a recent version of Microsoft Office Word and/or .pdf file. Proposals delivered after the above required date and time will be received, but will not be considered and will be rejected for lateness.

All proposals submitted will become property of the PCCLD and will be considered a public document under applicable Colorado State law.

D. Points of Contact: Questions and requests for clarification regarding this RFP must be addressed via US mail or email by 3 pm February 28, 2020 to:
Pueblo City-County Library District
ATTN: Robert Childress, Director of IT
100 E. Abriendo Avenue
Pueblo, CO 81004
Email: erate@pueblolibrary.org

Questions and requests for clarifications may be sent via email, provided that the RFP number, Title, and the words "question" and/or "clarification" are identified in the subject area of the email. Questions and requests without this subject identification may be considered routine emails, and may not get properly addressed.

All questions and requests for clarification will be responded to on PCCLD’s web site http://www.pueblolibrary.org/about/requests (click on request for bids) to all respondents by March 6, 2020. Any responses by the PCCLD that are considered to be a change in the terms, conditions, and specifications of this RFP will be posted on the web site as an addendum. No communications of any kind may be considered a change to the terms, conditions, and specifications in this RFP unless posted as an official addendum on the web site.

Communication from any other source, other than the above, should be considered as invalid with regard to this RFP.

E. RFP Scheduled Site Walkthrough
   a. The schedule for this RFP is as follows:
      i. RFP Posted----------------------------- Wed., February 19, 2020
      ii. Meeting & Building Tour @ 9:30am—Wed., February 26, 2020
      iii. Site Visit (Mandatory for CABLE-WIRING / BUILDING RENOVATION PROJECT Proposals)
         1. Vendors submitting a bid for this RFP may attend the scheduled pre-bid meeting and building tour (Mandatory for CABLE-WIRING / BUILDING RENOVATION PROJECT Proposals). The meeting and tour are vital for companies to conduct a site assessment and discuss specifications outlined in this RFP. The pre-bid meeting and building tour will be held on Wednesday, February 26, 2020 at 9:30am at the Rawlings Library, 100 E. Abriendo Ave. Pueblo, Colorado 81004 in the Ryals Room located on the 4th floor. It is the responsibility of vendors to arrange for transportation to and from each library.

2. General Terms & Conditions:
   A. Interested Parties: All interested vendors are invited to submit a proposal in accordance with the terms, conditions, and specifications contained herein.

   B. Tax Exemption: PCCLD, as a local government entity, is exempt from sales and use taxes. Bidders shall inform all prospective subcontractors and suppliers from whom they expect to obtain services or supplies of the tax-exempt status

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of PCCLD. Following the contract award, an exemption certificate will be
furnished by PCCLD if the vendor requests.

C. Expenses: PCCLD assumes no liability for payment of expenses incurred by
vendors in the preparation and submission of proposals in response to this
invitation.

D. Non-Discrimination: The vendor agrees not to refuse to hire, discharge,
promote, or demote, or to discriminate in matters of compensation against any
person otherwise qualified, solely because of race, color, religion, national
origin, gender, age, military status, sexual orientation, marital status, or physical
or mental disability.

E. Governing Law: The laws of the State of Colorado shall govern any contract
executed between the successful vendor and PCCLD. Further, the place of
performance and transaction of business shall be deemed to be in the County
of Pueblo, State of Colorado, and in the event of litigation, the exclusive venue
and place of jurisdiction shall be Pueblo County in the State of Colorado.

F. Confidentiality: Proposal submitted to PCCLD for consideration shall be
subject to Colorado Open Record Law, Section 24-72-201, et seq., C.R.S., after
award is made.

G. Termination of Contract: PCCLD may, by written notice to the successful
vendor, terminate the contract if the vendor has failed to perform its service in a
manner satisfactory to PCCLD per specifications defined in the contract and/or
RFP. The date of termination shall be stated in the notice. PCCLD may cancel
the contract upon thirty days written notice for any reason other than cause.
This may include, but is not limited to PCCLD’s inability to continue with the
contract due to the elimination or reduction in funding.

H. Non-Appropriation: PCCLD presently intends to carry out and perform all of
the terms and conditions of an awarded contract, and reasonably believes that
funds in amounts sufficient to pay all amounts payable hereunder can legally be
provided and made available for that purpose, and PCCLD shall include in its
annual budget request amounts sufficient to pay all sums payable pursuant to
an awarded contract. Notwithstanding the foregoing, the parties hereto
recognize that it is possible that in any given fiscal year of the PCCLD funds
might not be available. PCCLD shall have the right to cancel any awarded
contract at the end of any calendar year during the term hereof that
governmental funding from Pueblo County, Colorado is not granted for the
subsequent calendar year. PCCLD shall advise vendor of its intention to cancel
the awarded contract due to lack of funds on or before the end of any such
calendar year and submit therewith to vendor satisfactory evidence showing
PCCLD’s inability to obtain the required revenues for the coming calendar year.
Upon such cancellation PCCLD shall be released from all further liability under
any awarded contract. The right granted to PCCLD by this provision may only
be exercised for the express reason stated and for no other reason.
I. Confidentiality of Information: The vendor acknowledges that the vendor will, or may, be making use of, acquiring or adding to information about certain matters and things which are confidential to PCCLD and which information is the exclusive property of PCCLD, including, but not limited to: Internal personnel and financial information, vendor names and other vendor information (including vendor characteristics, services and agreements), purchasing and internal cost information, internal services and operational manuals, and the manner and methods of conducting PCCLD’s business.

3. Proposal Preparation:

A. Exceptions and Deviations: Any exceptions to or deviations from these Terms & Conditions must be identified, in writing, on an attachment to the proposal submission. PCCLD reserves the right to accept or reject, at its sole discretion, any exceptions or deviations by the vendor.

B. Substantive Proposals: By submitting a proposal, the vendor guarantees that (1) its proposal is genuine and is not made in the interest of, or on behalf of, any undisclosed person, firm, or corporation; (2) it has not directly or indirectly induced or solicited any other respondent to put in a false or sham bid; (3) it has not solicited or induced any other person, firm, or corporation from proposing; and (d) it has not sought by collusion to obtain for itself any advantage over any other vendor or over PCCLD.

C. Minimum Qualifications: To be considered for selection, vendors must meet at least the following minimum qualifications:

(1) Established Business. Vendor must have been engaged as a business entity for 3 years prior to the release date of this RFP.

(2) Customer Satisfaction, Financial Resources and Ability to Perform. Vendor must be able to show proof that they have an established satisfactory record and have sufficient financial support, equipment, and organization to ensure that they can satisfactorily execute the services to be performed per this RFP.

(3) Legal Compliance. Vendor must be in compliance with all applicable laws, rules, regulations, and ordinances of the City of Pueblo, the State of Colorado and the United States.

(4) Insurance: The vendor shall not commence work until it has procured, maintains, and provides proof of the policies of insurances and liabilities listed below. The vendor will not be relieved of any liability, claims, or other obligations in conjunction with the signed agreement with the Library by reason of its failure to procure or maintain the necessary insurance and liabilities. Failure on the part of the vendor to obtain such insurance and liabilities prior to, and during the term of the contact, will constitute a breach of contract in which the Library has the right and may immediately terminate
the signed agreement. The Library reserves the right to request and receive a copy of any policy related to services provided to the Library.

(a) **Commercial General Liability:** The vendor shall secure and maintain, during the term of agreed contract and for such additional time for service being performed, Commercial General Liability Insurance issued to and covering the liability of the vendor with respect to all work performed by vendor and its third party vendors under the contract, to be written on a comprehensive policy form. This insurance shall be written in amounts not less than $1 million for each occurrence and aggregate for personal injury including death and bodily injury and $1 million for each occurrence and aggregate for property damage. This policy of insurance shall name the Pueblo City-County Library District, its agents, officers and employees as additional insured. This policy shall have all necessary endorsements to provide coverage without exclusion for explosion and collapse hazards, underground property damage hazard, blanket contractual coverage’s, as well as Owners’ and vendors’ Protective Liability (OCP) coverage. The policy shall also provide coverage for contractual liability assumed by vendor under the provisions of the contract and “Completed Operations and Projects Liability” coverage.

(b) **Workers Compensation Insurance:** The vendor shall procure and maintain Workers Compensation Insurance, fully complying with the provisions of the Worker’s Compensation Act of the State of Colorado, during the period of this contract and for such additional time as work on this project is being performed.

D. Submission Information and Documents: The following information and documents shall be included in the proposal submission:

(1) Name of company, address, telephone number, facsimile number, email address, website URL, and contact person’s name.

(2) Vendor awarded the contract must submit a completed and signed IRS Form W9 to PCCLD before contract begins.

E. Signatures: The proposal must be submitted in ink, signed by an officer or person qualified to bind the proposing company.

F. Withdrawal of Proposal: A Vendor may withdraw its own proposal at any time prior to the proposal due date and time as identified herein. After that date and time, no vendor may withdraw its proposal for any reason. All proposals shall be valid for a period not less than 90 calendar days after the proposal due date.

4. Selection:

A. Vendor Selection: No proposal will be considered unless it is complete. All proposals submitted will be first screened to determine minimum vendor
qualifications as outlined in this RFP. The proposals will be ranked, based on total cost and the ability of the proposing vendor to provide the required services effectively. Proposals that do not meet these minimum requirements will automatically be rejected and shall not undergo further evaluation.

B. Right of Acceptance and Rejection: PCCLD reserves the right to accept or reject any or all proposals and to waive any formalities, informalities, and deviations, which, in its opinion, best serve the interests of PCCLD. PCCLD will select the proposal that represents the best value for PCCLD.

C. Negotiation: Subsequent to the Proposal due date, PCCLD reserves the right to negotiate terms and conditions with vendors. PCCLD reserves the right to negotiate modifications to a proposal with a single vendor without obligation to negotiate similar modifications with other vendors.

5. Key Personnel: PCCLD prefers a single account relationship manager. In the vendor’s proposal, list names, titles and locations of the primary and backup employees who will be assigned to PCCLD’s account. Also include certifications, education, experience and qualifications of personnel. The vendor must establish one person to serve as project manager and liaison to the PCCLD project manager. PCCLD looks to the vendor to inform the needs of the project, maintain a cohesive schedule, and coordinate, oversee and manage work produced. Therefore, the vendor must establish a work schedule for all parties to ensure timely completion of the project. In addition to the start and completion of various construction stages, the schedule shall also show percentages of work to be completed at any given time, as well as significant dates that will serve as check points to determine compliance with approved schedule.

6. Competitive Position: Describe what differentiates the vendor’s service from that of other competitors. Include in the discussion how the vendor keeps abreast of current and future trends. Discuss the vendor’s approach to communication.

7. Customer References: Provide references from at least three (3) customers to which the vendor has provided the services required under this RFP. These should be recent customers with needs comparable to those of PCCLD. Select a mix of long-standing and new customers. Library or other governmental references are preferred. References should include a contact name and phone number and address of reference.

8. Scope of Work: The scope of this proposal:

I. WAP/WAP LICENSING
   a. Provide up to fifty (50) Cisco Meraki MR55 Wireless Access Points
      i. Quote hardware with 1 or 3-Yr Wireless Access Point License options
   b. Projected Integration costs (if applicable) with existing WAP environment
      i. CISCO WIFI WAP’s
1. AIR-CAP1602I-A-K9
2. AIR-AP2802I-B-K9
3. AIR-CAP2702I-A-K9

   ii. Aruba Airwave Controller
   c. Or enterprise-class equivalent

II. FIREWALL LICENSING
   a. Provide two (2) Cisco Meraki MX250 1 or 3-Yr Firewall Licenses
      i. LIC-MX250-ENT-1YR or LIC-MX250-ENT-3YR

III. FIREWALL HARDWARE/LICENSEING
   a. Provide one (1) Palo Alto 5220
      i. Provide PA Support-License options
      ii. Or enterprise-class equivalent

IV. UPS
   a. Provide up to twelve (12) APC UPS APC Smart-UPS SRT 1000VA
      RM 120V NC
      i. SRT1000RMXLA-NC
      ii. Or enterprise-class equivalent

V. SWITCHES
   a. Provide up to twelve (12) Aruba 3810M 48G PoE+ 4SFP+ 1050W
      Switch-U.S. - English localization
      i. JL429A#ABA
      ii. Or enterprise-class equivalent

VI. CABLE-WIRING/BUILDING RENOVATION PROJECT
   a. Provide Up to one-hundred and fifty (150) CAT6/A drops at
      approximately (300) ft per run (50k ft of cable) includes face plates,
      data jacks and all necessary conduit
      i. Post installation CAT6 network certification and compliance
         report
   b. Provide up to five (5) 48-port CAT-6/A patch panel(s) or equivalent
      installed/updated
   c. Provide up to ten (10) Fiber runs connecting floors in single building

9. Proposal Requirements

   A. Describe your qualifications and experience in providing similar equipment and
      services for similar institutions and similar circumstances.

   B. Costs of installation, maintenance support must be identified/included in the
      turnkey proposal.

   C. Alternative bids or substitutions are allowed but must be clearly identified and
      detailed as different from the specification.

   D. Subcontractors are permitted with permission. Vendor must identify the
      subcontractor and the PCCLD has the right to reject a subcontractor.
E. Vendor will bid separately and allocate out all non-E-rate eligible hardware and software.

F. Equipment and licenses must be purchased and provided directly from the manufacturer or the manufacturer’s authorized distributor.

G. For each location bids/proposals are required to have separate costs by line item and must list the manufacturer’s make and model/SKU number, quantity, unit cost and extended cost.

H. Describe your firm’s approach to providing services to PCCLD as described in the “Scope of Work” and elsewhere in this RFP.

I. Provide a sample engagement document to include costs to PCCLD for the services as proposed.

J. Vendors may bid on one or more of the items listed under section 8 Scope of Work.

K. If applicable, vendor is to specify freight assurance fees, shipping charges, taxes, surcharges and contingency fees for eligible equipment.

10. **E-Rate Requirements**: Vendors submitting proposals under this RFP must agree to meet the following conditions relating to the E-Rate program:

   A. SPIN—Vendor must have a valid E-Rate SPIN number (Vendor Identification Number), and must provide that SPIN in the Proposal submitted in response to this bid opportunity. All goods/services included in this RFP must be submitted under a single SPIN.

   B. Form 473, Service Provider Annual Certificate Form—Vendor must agree to timely submission to the SLD a completed form 473. This form can only be filed online in USAC’s E-file system.

   C. BEAR Billings—Vendor must retain copies of all invoices and record of District payments for a period of eleven years and be willing to provide this information to the District upon request. Such retention may be done electronically.

   D. Subcontracting—Any and all subcontractors must be identified in Vendor’s proposals. Subcontractors must abide by the same rules and standards as applicable to Vendor as set forth in this RFP.