



City of Coos Bay – ESO – Coos County Library Service District
Request for Proposal
E-Rate FY2018
Telecommunications Services

NOTICE

The City of Coos Bay (the “City”) and the Coos County Library Service District (the “District”) are accepting proposals for E-Rate Eligible Services for the District invite qualified service providers to submit a proposal package based upon the scope of the work contained within this Request for Proposal (RFP).

SUBMISSION OF PROPOSAL PACKAGE

To receive consideration, proposal packages must be submitted in accordance with the following instructions:

1. All proposal packages shall be emailed to:

City of Coos Bay - ESO
Coos County Library Service District
Attn: Jennifer Croft
jcroft@coastlinelibrarynetwork.org

And to

Moss Consulting, LLC
Attn: Jessica Moss
jessica@mossconsult.net

Emailed proposals must be received by 3:00 p.m. Pacific Time on March 19, 2018.

2. The proposals must be clearly titled “CCLSD, FY 2018 E-rate RFP”.
3. Maintaining the integrity of the RFP process is extremely important to the City of Coos Bay and the Coos County Library District. As such all questions, shall be in writing (via email) directed to, Jennifer Croft, jcroft@coastlinelibrarynetwork.org AND Jessica Moss, jessica@mossconsult.net

4. Prior to submission of any questions, please review the General Information regarding Additional Information Requests, located on Page 7-8 of this RFP. Answers to all questions will be posted on line and made available to all firms intending to submit a proposal package. Failure to adhere to these instructions may significantly reduce or eliminate your prospects for selection.
5. The City and the District reserve the right to reject any and all proposals that are not in compliance with all prescribed public contracting procedures and requirements and the procedures and requirements contained in this Request for Proposals. The City and District reserve the right to waive any irregularities or minor informalities and to reject any or all proposals if it is in the public's interest to do so and have the right, at their sole discretion, to accept the proposal they consider most favorable to their interest. The City and District reserve the right to waive minor irregularities in procedures and to modify, revise or cancel this RFP. The receipt and evaluation of proposals or the completion of interviews do not obligate the City and/or District to award a contract.
6. All costs incurred by the Proposer in preparation of proposals to this solicitation, including participation in any interviews, shall be borne solely by the Proposer; neither the City or the District shall be liable for any such costs. At no time will City or District provide reimbursement for submission of a proposal unless specifically so stated herein.

**CITY OF COOS BAY & COOS COUNTY LIBRARY SERVICE DISTRICT
INSTRUCTIONS TO SUBMITTERS
FOR E-RATE ELIGIBLE SERVICES**

GENERAL INSTRUCTIONS

The City of Coos Bay (the City) and the Coos County Library Service District (the District) invite qualified individuals or firms to submit a proposals package to prepare and provide pricing for services and products as described in the specifications set forth in this Request for Proposal (RFP). All submittals are subject to the provisions and requirements of the City of Coos Bay Rules of Local Contract Review, the Oregon Revised Statutes and the Attorney General's Model Public Contract Rules (where applicable) and the District's Local Public Contracting Rules.

PROPOSAL PACKAGE REQUIREMENTS

Your PROPOSAL package must at a minimum shall include the following:

1. **Cover Letter.** All proposal packages must include a cover letter, made to the attention of Jennifer Croft with the Coos County Library Service District. The letter shall be signed by a person legally authorized to bind the applicant to its Proposal. The cover letter shall include and specifically identify any potential conflicts of interest your firm or any key individual may have with this project. Additionally, the cover letter must include the following items:
 - a. the firm name,
 - b. the names of local partners/principals and the number of local personnel,
 - c. address, telephone, and FAX numbers of the firm,
 - d. and contact information, including an email address, of the person(s) who are authorized to represent the proposer.
2. **Personnel.** All proposal packages must include the following information related to key personnel who will be working on this project.
 - a. The names of the partners, managers and other key staff persons who will be assigned to the project.
 - b. For the proposed services provide the names of known sub contractors, please provide the name of each firm, the office location, and the services to be provided.
3. **References.** All proposal packages must include the following information related to the references and qualifications relative to the scope of work associated with this proposal.
 - a. A list of at least three (3) Oregon local government school districts, education service districts, and or libraries services for within the last 5 years.
 - b. A list of municipal rate studies for local governments completed within the last 5 years, summarizing the work performed and time spent on the study. At a minimum, the summary shall provide a brief description of the project and staff that was involved with the project. Provide owner information and contact person.
 - c. Provide brief bio for your team members, concentrating on those members who will have the largest degree of involvement on the project.
4. **Completed Appendices A-F**

QUALIFICATION EVALUATION CRITERIA

Appendix F includes site specific information and indicates the scoring matrix that will be used. Appendix H lists all scoring matrices.

STATEMENT OF QUALIFICATIONS

Per Appendix A

PROJECT STAFFING

Per Appendix A

PROPOSED SERVICES

Per Appendix F

PROPOSAL CONTENT

Does proposal present all required material in a clear and professional manner? Does proposal address all required information?

BACKGROUND AND SCOPE OF WORK

SCOPE OF WORK

Thank you for interest in the E-rate RFP for the Coos County Library Service District Consortium. There are eight (8) library members of the consortium included in this RFP.

Internet services and network related products proposals are being sought for each library site. In this RFP, each location address is listed along with the requested services & hardware (please refer to Attachment 1). Telecommunications services should be quoted in twenty-four (24) and (36) month contract terms with the ability for the District to voluntarily renew for two (2) consecutive (12) month periods. All contract terms shall align with E-rate funding year dates (July 1 – June 30) regardless of service installation date. Service Providers may include longer length contract terms, but no contract terms over sixty (60) months will be considered.

Proposals will be submitted by services providers to the Coos County Library District, and vendor selections will be made by the District. Service providers can select the locations and projects they wish to respond to. Service Providers may also bid sites as a bundle. **Proposals for products and installation of hardware may be bid separately. Districts have the option to select different hardware and installation service providers.**

To assist you, in this RFP you will find:

-Information Sheets for each Consortium member, containing:

- Detailed information for products/services being sought
- When there are existing month-to-month services for which competing prices are sought, they will be identified as “existing”
- Contact information for the entity

- **Service Provider Qualification Form (Appendix A)** – must be completed and submitted with your quote/proposal
- **Service Provider Assurance Form (Appendix B)** – must be completed and submitted with your quote/proposal
- **Service Provider Certifications on Insurance Requirements**– must be completed and submitted with your quote/proposal
- **Cabling Requirements (Appendix C)** – must be completed and submitted with your cabling quote/proposal. A cabling specification may be available from the library’s contact person.
- **Dark-Lit Fiber Service Proposal Requirements (Appendix D)** – must be completed and submitted with your dark and or lit fiber proposal.
- **Master Contract Information (Appendix E)** – Per the USAC Schools & Libraries Division (SLD) a master contract is “a contract negotiated by a third party, the terms and conditions of which are then made available to an eligible entity that purchases directly from the service provider.” Use of a master contract to provide pricing is allowed. Use this form to indicate the name and or number of the contract, as well as start and end dates, and web address.
- **Sample E-rate Contract Letter** – This or a similar document will be completed and returned to the service provider for counter-signature if service provider is selected.

GENERAL INFORMATION

INTERVIEWS

Proposers **may** be invited to an interview with the City’s/District’s Selection Committee. Selected firms will be contacted regarding time and location of an interview.

COMPLIANCE WITH RULES

Proposers responding to this RFP must follow the procedures and requirements contained in this RFP. Except as otherwise provided in the RFP, applicable provisions of Oregon statutes, Administrative Rules, Chapter 137, Division 47, and the local public contracting rules of City and District shall apply to all service contracts resulting from being selected as the successful proposer.

The responses to additional information requests will be made available at the City's website:

http://www.coosbay.org/City_Requests_Proposals_Qualifications.htm

Hard copies of the questions and responses can be mailed upon request for a fee.

SCHEDULE FOR RFP EVENTS

RFP Advertised	February 19, 2018
Walkthroughs	February 26-27, 2018
Additional Information/Questions Due	March 15, 2018
Proposal Package Due	March 18, 2018
Award of Project	March 20, 2018

PROPOSAL WITHDRAWAL

Any Proposal may be withdrawn at any time before the "Proposal Due" date and time by providing a written request for the withdrawal to the issuing office. A duly authorized representative of the agency shall make the request. Withdrawal of a Proposal will not preclude the proposer from filing a new Proposal.

APPEALS

Bidders who wish to appeal a disqualification of proposal or the award of contract may submit the appeal in writing to the City Manager's Office within five (5) working days of the postmarked Notice of Award or disqualification.

Address: City of Coos Bay - ESO
Coos County Library Service District
Attn: Jennifer Croft
525 Anderson Avenue
Coos Bay OR 97420

The appeal must specifically state the reason for the appeal and show how the appellant's proposal or the successful proposal was miss-scored or show how the selection process deviated from that described in the solicitation document. No contract will be awarded until the appeal has been resolved. Appeals must be timely and must include all legal and factual information regarding the appeal and a statement of the form of relief requested. Appeals received later than the time specified or from other than the Proposer who would receive the contract if the appeal was successful will not be considered.

The exercise of judgment used by the evaluators in scoring the written proposals and interviews or disagreement with the process, e.g., scoring by evaluators, including the use of outside expertise, is not grounds an appeal. The City and District may waive any procedural irregularities that had no material effect on the selection of the proposed contractor, invalidate the proposed award, amend the award decision, request the evaluation committee re-evaluate any proposal, or cancel the solicitation and begin again to solicit new proposals. In the event the matter is returned

to the evaluation committee, the City and District shall issue a notice canceling any Notice of Intent to Award the contract.

Decisions of the City Manager and/or District Manager are final and conclude the administrative appeals process.

OWNERSHIP OF DOCUMENTS

Any material submitted by a proposer shall become the property of the City and District. Materials submitted after a contract is signed will be subject to the ownership provision of the executed contract.

CONFIDENTIALITY OF INFORMATION

All information and data furnished to the Proposer by the City and District and all other documents to which the proposer's employees have access during the preparation and submittal of the Proposal shall be treated as confidential to the City and District. Any oral or written disclosure to unauthorized individuals is prohibited.

PUBLIC RECORD

All Proposals and information submitted by proposers are not open for public inspection until after the notice of intent to award a contract is issued. Except for exempt materials, all Proposals and information submitted by proposers will be available for viewing after the evaluation process is complete and the notice of intent to award is sent to all participating parties.

INDEMNITY

Proposers shall hold harmless, indemnify, defend and save the City and the District, their officers, employees, and agents, from any and all liability, claims, losses, expenses or damages arising or alleged to arise from the preparation and presentation of its proposal by reason of any act or omission of the City or District or any of their agents, employees or representatives. The indemnity applies to both active and passive acts or other conduct.

EMPLOYMENT STATUS – INDEPENDENT CONTRACTOR

The successful Proposer shall perform the work required by the contract as an independent contractor. The City and District reserve the right to determine and modify the delivery schedule for the work to be performed, to evaluate the quality of the completed performance and to specify the desired result but the City and District cannot and will not control the means or manner of the successful Proposer's performance. The successful Proposer ("Contractor") is responsible for determining the appropriate means and manner of performing the work.

Contractor represents and warrants that the Contractor is not an employee of the City of Coos Bay or the Coos County Library Service District and, as a condition of entering into a contract for the work to be performed, meets the specific independent contractor standards of ORS 670.600, specifically:

1. Contractor has the authority to hire and fire its own employees;
2. Contractor is an independently established business for providing the services requested within this RFP;

3. Contractor is responsible for obtaining all assumed business registrations required by State law or local government ordinance in order to conduct its business.
4. Federal and state income tax returns in the name of the business, or a business schedule C, were filed for the previous year if Contractor performed labor or services as an independent contractor in the previous year.
5. Contractor has performed services for two or more different persons or businesses within a calendar year.
6. Contractor assumes financial responsibility for services provided through appropriate insurance coverage(s).

Contractor is not an officer, employee, or agent of the Owners as those terms are used in ORS 30.265.

Contractor shall be responsible for any federal or state taxes applicable to any compensation or payments paid to Contractor under this contract and, the Owners will not withhold from such compensation or payments any amounts to cover Contractor's federal or state tax obligations.

Contractor is not eligible for any Social Security, unemployment insurance, or Workers Compensation, from compensation paid to Contractor under this contract except as a self-employed individual.

INSURANCE

The successful proposer shall, at its expense, obtain and maintain during the period of the contract for the work described in this RFP, in a form and with companies satisfactory to City and District, the following insurance coverage:

1. Workers' Compensation insurance to meet fully the requirements of Oregon Workers' Compensation laws applicable in connection with the death, disability or injury of Contractor's officers, agents, servants or employees arising directly or indirectly out of the performance of this contract, with a waiver of subrogation against City and District;
2. Employers' Liability Insurance with Limits of not less than Five Hundred Thousand and 00/00 Dollars (\$500,000) each accident, Five Hundred Thousand Dollars (\$500,000) policy limit, and Five Hundred Thousand Dollars (\$500,000) each employee;
3. Commercial General Liability Insurance with a combined single limit of not less than One Million Dollars (\$1,000,000) per occurrence for injury to or death of persons and damage to or loss or destruction of property. In addition, said policies shall be endorsed to name the City and District, and their divisions, officers and employees as additional insured's and shall include a severability of interests' provision for each additional insured. The General Liability insurance shall be a per occurrence form and must cover the time for which the work is being performed;
4. Automobile Liability Insurance with a combined single limit of not less than One Million Dollars (\$1,000,000) each occurrence for injury to or death of persons and damage to or loss or destruction of property. Said policy or policies shall be endorsed to name the City and District and their divisions, officers and employees as additional insured's and shall include a severability of interests provision for each additional insured;
5. Professional Liability Insurance, including errors and omissions coverage, with limits of not less than \$2,000,000.00 per occurrence;

6. An excess/umbrella policy with not less than One Million Dollars (\$1,000,000) each occurrence and aggregate that will provide excess limits of liability over the commercial general liability and automobile liability insurance described above. All excess/umbrella coverage shall be on an occurrence basis and not on a claim's made basis. This policy shall be endorsed to name the City and District as additional insured's.
7. The successful Proposer will be required to furnish certificates of insurance to City and District at the addresses as noted herein, certifying the existence of such insurance. The successful Proposer shall require all sub-contractors who are not covered by the insurance carried by successful Proposer to maintain the insurance coverage described in this Section. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled, reduced in coverage or limits or not renewed without thirty (30) days advance written notice to City and District.
8. With respect to the Commercial General Liability, Automobile Liability, and Excess/Umbrella coverages Proposer agrees to waive all rights of subrogation against Owner and each additional insured identified herein, and all such insurance shall be primary and without right of contribution from any insurance maintained by City or District.
9. City and District reserve the right to review, investigate and reject insurance companies proposed to be used by the successful Proposer if they are determined inadequate to provide the necessary coverages as herein specified. All insurance required herein to be purchased and maintained by Proposer shall be obtained from an insurance company licensed or authorized in the State of Oregon to issue the insurance policies for the limits and coverages required herein and carry a minimum Best's rating of "A-VI" or better.
10. If the City or District is required to use Federal or State insurance policy limits, or is subject to the Federal or State tort claim limits, the limits required through this directive shall be superseded by such limits.
11. Insurance policy limits as defined herein shall not be less than those listed in this RFP without the written consent of the City Manager, City Attorney, District Manager and District Attorney. Insurance policy limits may be waived at the discretion of the City and District. Insurance policy limits may be required to be higher based upon the City and District's review of the specific application for which the certificate is required.
12. Tail Coverage": If any of the required liability insurance is on a "claims made" basis, recipient shall maintain either "tail" coverage or continuous "claims made" liability coverage, provided the effective date of the continuous "claims made" coverage is on or before the effective date of the Contract/Agreement, for a minimum of 24 months following the later of:
 - a. Recipient's completion of all services and the City and District's acceptance of all services required under the Contract/Agreement, or
 - b. The expiration of all warranty periods provided under the Contract/Agreement.
 - c. Notwithstanding the foregoing 24-month requirement, if recipient elects to maintain "tail" coverage and the maximum time period "tail" coverage is reasonably available in the marketplace is less than the 24-month period described above, recipient shall maintain "tail" coverage for the maximum time period "tail" coverage is reasonably available in the marketplace for the coverage required.
13. Definitions:
 - Commercial General Liability: To cover bodily injury, death, and property damage. This insurance shall include contractual liability coverage for the indemnity provided under those listed in the Agreement/Contract, personal and advertising injury liability, products liability and completed operations liability. Coverage may be written in combination with Automobile Liability Insurance (with separate limits).
 - Professional Liability: To cover error, omission or negligent acts related to the professional services to be provided under the Agreement/Contract.

Automobile Liability: To cover each accident for bodily injury and property damage, including coverage for owned, hired, non-owned, leased, or rented vehicles as applicable. This coverage may be written in combination with the Commercial General Liability Insurance (with separate limits). Umbrella Liability: To cover excess liability over several of the insured's primary liability policies. An excess liability policy may be what is called a following form policy, which means it is subject to the same terms as the underlying policies; it may be a self-contained policy, which means it is subject to its own terms only; or it may be a combination of these two types of excess policies.

Umbrella policies provide three functions:

- (a) To provide additional limits above each occurrence limit of the insured's primary policies;
- (b) To take the place of primary insurance when primary aggregate limits are reduced or exhausted; and
- (c) To provide broader coverage for some claims that would not be covered by the insured's primary insurance policies, which would be subject to the policy retention.

Most umbrella liability policies contain one comprehensive insuring agreement. The agreement usually states it will pay the ultimate net loss, which is the total amount in excess of the primary limit for which the insured becomes legally obligated to pay for damages of bodily injury, property damage, personal injury, and advertising injury.

14. Should the Umbrella/Excess Insurance coverage combined with Commercial General Liability coverage not equal or exceed the minimum combined coverage shown, coverage must be increased to equal or exceed the minimum total coverage limits shown. If there is no Umbrella/Excess Insurance coverage, then the Commercial General Liability, Employers Liability, and Automobile Liability limits must be increased to equal or exceed the minimum total coverage limits shown.
15. Certificate(s) of insurance and endorsement(s) shall name the City and District as an additional insured for the commercial general liability, automobile liability, and umbrella liability policies. Copies of such endorsements or coverage enhancements shall be attached to the certificate. A waiver of subrogation under the workers' compensation, commercial general liability, automobile liability and Umbrella/Excess policies shall be provided. Thirty (30) days written notice shall be provided to the certificate holder prior to cancellation or significant modification of coverage. The Certificate of Insurance(s) and Endorsement(s) shall be provided to the City and District which will become a part of the Contract. Insurance Coverage provided must be underwritten by an insurance company deemed acceptable by the City/Agency. The City/Agency reserves the right to reject all or any insurance carrier(s) with an unacceptable financial rating.

APPENDIX A - SERVICE PROVIDER QUALIFICATION FORM

Information about the Vendor

Company Name	
E-rate SPIN	
Years in Business	
Number of years providing solutions similar to this proposal	
Contact Person/Title	
Full Mailing Address	
Telephone Number	
E-Mail Address	
Names and titles of personnel who will work on this project	

References – 3 required

Library/District Name	
Contact Person	
Phone Number	
E-mail Address	
Dates Services Provided	
Description of Services Provided	

Library/District Name	
Contact Person	
Phone Number	
E-mail Address	
Dates Services Provided	
Description of Services Provided	
Library/District Name	
Contact Person	
Phone Number	
E-mail Address	
Dates Services Provided	
Description of Services Provided	

Technical Competencies – Please list technical certifications

1.

Reseller Authorizations – Please list reseller authorizations

1.

APPENDIX B - SERVICE PROVIDER ASSURANCE FORM

Service Provider agrees to provide:

Installation and Testing

Service Provider will unbox, deliver, install, configure, and test all equipment based on the library's installation schedule.

Signature _____ (enter "NA" if not applicable)

Administrator Training

Service Provider will provide training to the library's network administrator(s) relative to the network operations of the new equipment and network software. Training will not cover end-user devices.

Signature _____ (enter "NA" if not applicable)

Asset Tagging and Inventory

Service Provider will tag all equipment with appropriate library and E-rate identification information and provide a digital and paper inventory.

Signature _____ (enter "NA" if not applicable)

Walk-through and Acceptance

After all services above have been provided, a Service Provider project manager will conduct a walkthrough with a library representative. At that time, project documentation will be given to the library. Documentation will include: digital and paper inventory; installation and testing data; as-built drawings; product documentation and warranty information; and Service Provider contact information. When all elements are provided, the library representative will sign an Acceptance Page.

Signature _____ (enter "NA" if not applicable)

Service Provider agrees to the following:

Contingent upon Funding – This proposal/contract will be contingent upon approved E-rate funding. The contract does not bind the Coos County Library Service District to the project if SLD or matching funds are not appropriated.

Project Scaling – Service Provider understands that District may not have access to required funds and may need to scale back the project to meet budgetary needs.

Portion Billing – If implementation occurs after E-rate approval, the library will be billed only for the library's USAC portion of charges.

Lowest Corresponding Price – The service provider will offer and charge the lowest price that the service provider charges to non-residential customers who are similarly situated to a particular school, library, or library consortium for similar services.

Signature _____

APPENDIX C - CABLING REQUIREMENTS

Service Provider agrees to the following:

Project Requirements

Technical Requirements – Must be met per each entity's specifications.

Complete Turnkey Solution – Cabling is to provide all materials and labor, including but not limited to: Cat 5e, Cat6, Cat 6A wire, or fiber drops in colors per library requirements; patch panels, racks, raceway, hooks, connectors, outlets, firestop, and other materials as needed.

As-built drawings – To be provided upon project completion. (Floor plans showing circuit identification number and location and room number of each outlet.)

Installation and Testing Documentation - Certification test result documents to be provided upon project completion.

Labeling – All ports to be labelled at both ends per library requirements.

Patch Cables – 2 patch cables are to be provided per each cable run. Lengths and colors per library requirements.

One Year Warranty – Service Provider will warrant and support products/services for a minimum of 1 year.

Signature _____

APPENDIX D - DARK-LIT FIBER SERVICE PROPOSAL REQUIREMENTS

If an applicant is seeking pricing for “Digital Transmission – Lit or Dark Fiber Service,” it is seeking pricing for **both** dark and lit fiber solutions as well as hardware for terminating dark fiber so that it can compare all options and determine the most cost effective solution. Multi-year pricing/contracts are encouraged. Prospective vendors can provide proposals for dark fiber, lit fiber, and/or terminating hardware.

If an applicant is seeking pricing for “Digital Transmission – Lit Fiber Service,” it is seeking pricing for lit fiber solutions only. Multi-year pricing/contracts are encouraged.

Dark Fiber Proposal Requirements

- Provide a proposed materials and labor itemized cost breakdown for service capable of bandwidth identified by district dedicated to each site identified by district.
- Provide cost breakouts for each library as separate line items.
- Include non-recurring installation and/or special construction costs.
- Include recurring monthly/yearly costs for continued ongoing maintenance and operation service costs.
- Include in the proposal an option to pay the upfront “build-out” costs in a monthly contract.
- In each cost, separate and itemize the portion that is eligible and non-eligible for E-rate reimbursement.
- Include minimum contract terms.

Lit Fiber Proposal Requirements

- Provide a proposed materials and labor itemized cost breakdown for service capable of bandwidth identified by district dedicated to each site identified by district.
- Include costs for fiber termination within each building.
- Include non-recurring installation and/or special construction costs.
- Include recurring monthly/yearly costs for continued ongoing service.
- Include minimum contract terms.
- In each cost, separate and itemize the portion that is eligible and non-eligible for E-rate reimbursement.

Terminating Hardware Proposal Requirements (for dark fiber – can be proposed separately or as part of dark fiber proposal)

- Provide Make/Model, quantities, and costs for provisioning and installation of network hardware required to light the dark fiber.
- Proposed hardware must be compatible with owner’s equipment at each of the locations.

Service Provider has read the above proposal requirements:

Signature _____

APPENDIX F - MASTER CONTRACT INFORMATION

Per USAC/SLD, a master contract is “a contract negotiated by a third party, the terms and conditions of which are then made available to an eligible entity that purchases directly from the service provider.”

_____ Yes, a master contract was used to provide pricing for this proposal/quote.

_____ No, a master contract was not used to provide pricing for this proposal/quote.

Contract Name:	
Contract Number:	
Start Date:	
End Date:	
Web address to find a copy of the contract:	

Contract Name:	
Contract Number:	
Start Date:	
End Date:	
Web address to find a copy of the contract:	

APPENDIX F – SITE SPECIFIC INFORMATION

Name of Entity:	COOS BAY PUBLIC LIBRARY 525 ANDERSON AVE; COOS BAY, OR 97420
E-rate Contact	Jessica Moss, jessica@mossconsult.net
Number of Libraries	1
Number of Other Buildings	0
Category 1	***All pricing MUST indicate all applicable taxes & fees***
Local phone - Long Distance	N/A
Internet Service	The library is seeking bids for Internet bandwidth options of 100Mbps, 200Mbps, 300Mbps & 400Mbps of business grade internet. All Internet service must be able to scale to 500Mbps when installed. Services should include static addresses, Service Level Agreement, and description of media type used to deliver service (i.e. Coaxial cable, Fiber Optic, Satellite, etc.) Although fiber deliveries will be given technical preference, all media types will be considered.
Digital Transmission – Lit or Dark Fiber Service	The library is seeking bids for Internet bandwidth options of 100Mbps, 200Mbps, 300Mbps & 400Mbps of business grade internet. All Internet service must be able to scale to 500Mbps when installed. Services should include static addresses, Service Level Agreement, and description of media type used to deliver service (i.e. Coaxial cable, Fiber Optic, Satellite, etc.) Although fiber deliveries will be given technical preference, all media types will be considered.
Category 2	***Indicate BOTH price per unit & lump sum pricing***
Switches w/BMIC & Firewall w/BMIC	New; switches Quantity 1 ea: 8 Port PoE, 24 Port PoE, 48 Port PoE New; Firewall Quantity 1, capable of supporting 100 users New; Applicable modules, cards, ports, cables, connectors, software, OS, licensing, Support, Maintenance as needed for above;
Wireless and BMIC of Wireless	New; Access Points; quantity approximately 5 New; WAP antennas; quantity approximately 5 New; Licenses, Software, Mounting hardware, Peripherals, Support, Maintenance as needed for above;
UPS and Racks	New; UPS 1500VA or equivalent; quantity 1 New; Wall/Floor mount shelf or rack to hold networking & cabling; quantity 1
Cabling	New; Copper Cabling CAT5e/CAT6, up to 10 drops, patch panels, ladder racking, etc. Pricing to include installation of cabling, labeling, re-patching, & other cabling related work.
Installation	For items listed above.

BID MATRIX: 1 The library will schedule a cabling walk-through for interested vendors. Please send an email to the E-rate contact to request the date, time, and location. Building maps will be available at the walk-through.

APPENDIX F – SITE SPECIFIC INFORMATION

Name of Entity:	FLORA M. LAIRD MEMORIAL LIBRARY 435 5TH STREET; MYRTLE POINT, OR 97458
E-rate Contact	Jessica Moss, jessica@mossconsult.net
Number of Libraries	1
Number of Other Buildings	0
<u>Category 1</u>	***All pricing MUST indicate all applicable taxes & fees***
Local phone - Long Distance	N/A
Internet Service	The library is seeking bids for Internet bandwidth options of 20Mbps, 50Mbps, & 100Mbps of business grade internet. All Internet service must be able to scale to 100Mbps when installed. Services should include static addresses, Service Level Agreement, and description of media type used to deliver service (i.e. Coaxial cable, Fiber Optic, Satellite, etc.) Although fiber deliveries will be given technical preference, all media types will be considered.
Digital Transmission – Lit or Dark Fiber Service	The library is seeking bids for Internet bandwidth options of 20Mbps, 50Mbps, & 100Mbps of business grade internet. All Internet service must be able to scale to 100Mbps when installed. Services should include static addresses, Service Level Agreement, and description of media type used to deliver service (i.e. Coaxial cable, Fiber Optic, Satellite, etc.) Although fiber deliveries will be given technical preference, all media types will be considered.
<u>Category 2</u>	***Indicate BOTH price per unit & lump sum pricing***
Switches w/BMIC & Firewall w/BMIC	New; switches Quantity 1 ea: 8 Port PoE, 24 Port PoE, 48 Port PoE New; Firewall Quantity 1, capable of supporting 100 users New; Applicable modules, cards, ports, cables, connectors, software, OS, licensing, Support, Maintenance as needed for above;
Wireless and BMIC of Wireless	New; Access Points; quantity approximately 2 New; WAP antennas; quantity approximately 2 New; Licenses, Software, Mounting hardware, Peripherals, Support, Maintenance as needed for above;
UPS and Racks	New; UPS 1500VA or equivalent; quantity 1 New; Wall/Floor mount shelf or rack to hold networking & cabling; quantity 1
Cabling	New; Copper Cabling CAT5e/CAT6, up to 10 drops, patch panels, ladder racking, etc. Pricing to include installation of cabling, labeling, re-patching, & other cabling related work.
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APPENDIX F – SITE SPECIFIC INFORMATION

Name of Entity:	DORA PUBLIC LIBRARY 56125 GOLDBRICK RD; MYRTLE POINT, OR 97458
E-rate Contact	Jessica Moss, jessica@mossconsult.net
Number of Librariess	1
Number of Other Buildings	0
<u>Category 1</u>	***All pricing MUST indicate all applicable taxes & fees***
Local phone - Long Distance	N/A
Internet Service	The library is seeking bids for Internet bandwidth options of 10Mbps, 20Mbps, 50Mbps, & 100Mbps of business grade internet. All Internet service must be able to scale to 100Mbps when installed. Services should include static addresses, Service Level Agreement, and description of media type used to deliver service (i.e. Coaxial cable, Fiber Optic, Satellite, etc.) Although fiber deliveries will be given technical preference, all media types will be considered.
Digital Transmission – Lit or Dark Fiber Service	The library is seeking bids for Internet bandwidth options of 10Mbps, 20Mbps, 50Mbps, & 100Mbps of business grade internet. All Internet service must be able to scale to 100Mbps when installed. Services should include static addresses, Service Level Agreement, and description of media type used to deliver service (i.e. Coaxial cable, Fiber Optic, Satellite, etc.) Although fiber deliveries will be given technical preference, all media types will be considered.
<u>Category 2</u>	***Indicate BOTH price per unit & lump sum pricing***
Switches w/BMIC & Firewall w/BMIC	New; switches Quantity 1 ea: 8 Port PoE, 24 Port PoE, 48 Port PoE New; Firewall Quantity 1, capable of supporting 100 users New; Applicable modules, cards, ports, cables, connectors, software, OS, licensing, Support, Maintenance as needed for above;
Wireless and BMIC of Wireless	New; Access Points; quantity approximately 3 New; WAP antennas; quantity approximately 3 New; Licenses, Software, Mounting hardware, Peripherals, Support, Maintenance as needed for above;
UPS and Racks	New; UPS 1500VA or equivalent; quantity 1 New; Wall/Floor mount shelf or rack to hold networking & cabling; quantity 1
Cabling	New; Copper Cabling CAT5e/CAT6, up to 10 drops, patch panels, ladder racking, etc. Pricing to include installation of cabling, labeling, re-patching, & other cabling related work.
Installation	For items listed above.

BID MATRIX: 1 The library will schedule a cabling walk-through for interested vendors. Please send an email to the E-rate contact to request the date, time, and location. Building maps will be available at the walk-through.

APPENDIX F – SITE SPECIFIC INFORMATION

Name of Entity:	HAZEL M LEWIS LIBRARY 511 3D AVENUE; POWERS, OR 97466
E-rate Contact	Jessica Moss, jessica@mossconsult.net
Number of Librariess	1
Number of Other Buildings	0
<u>Category 1</u>	***All pricing MUST indicate all applicable taxes & fees***
Local phone - Long Distance	N/A
Internet Service	The library is seeking bids for Internet bandwidth options of 10Mbps, 20Mbps, 50Mbps, & 100Mbps of business grade internet. All Internet service must be able to scale to 100Mbps when installed. Services should include static addresses, Service Level Agreement, and description of media type used to deliver service (i.e. Coaxial cable, Fiber Optic, Satellite, etc.) Although fiber deliveries will be given technical preference, all media types will be considered.
Digital Transmission – Lit or Dark Fiber Service	The library is seeking bids for Internet bandwidth options of 10Mbps, 20Mbps, 50Mbps, & 100Mbps of business grade internet. All Internet service must be able to scale to 100Mbps when installed. Services should include static addresses, Service Level Agreement, and description of media type used to deliver service (i.e. Coaxial cable, Fiber Optic, Satellite, etc.) Although fiber deliveries will be given technical preference, all media types will be considered.
<u>Category 2</u>	***Indicate BOTH price per unit & lump sum pricing***
Switches w/BMIC & Firewall w/BMIC	New; switches Quantity 1 ea: 8 Port PoE, 24 Port PoE, 48 Port PoE New; Firewall Quantity 1, capable of supporting 100 users New; Applicable modules, cards, ports, cables, connectors, software, OS, licensing, Support, Maintenance as needed for above;
Wireless and BMIC of Wireless	New; Access Points; quantity approximately 2 New; WAP antennas; quantity approximately 2 New; Licenses, Software, Mounting hardware, Peripherals, Support, Maintenance as needed for above;
UPS and Racks	New; UPS 1500VA or equivalent; quantity 1 New; Wall/Floor mount shelf or rack to hold networking & cabling; quantity 1
Cabling	New; Copper Cabling CAT5e/CAT6, up to 10 drops, patch panels, ladder racking, etc. Pricing to include installation of cabling, labeling, re-patching, & other cabling related work.
Installation	For items listed above.

BID MATRIX: 1 The library will schedule a cabling walk-through for interested vendors. Please send an email to the E-rate contact to request the date, time, and location. Building maps will be available at the walk-through.

APPENDIX F – SITE SPECIFIC INFORMATION

Name of Entity:	BANDON PUBLIC LIBRARY 1204 11TH ST SW; BANDON, OR 97411
E-rate Contact	Jessica Moss, jessica@mossconsult.net
Number of Librariess	1
Number of Other Buildings	0
<u>Category 1</u>	***All pricing MUST indicate all applicable taxes & fees***
Local phone - Long Distance	N/A
Internet Service	The library is seeking bids for Internet bandwidth options of 100Mbps, 200Mbps, 300Mbps & 400Mbps of business grade internet. All Internet service must be able to scale to 500Mbps when installed. Services should include static addresses, Service Level Agreement, and description of media type used to deliver service (i.e. Coaxial cable, Fiber Optic, Satellite, etc.) Although fiber deliveries will be given technical preference, all media types will be considered.
Digital Transmission – Lit or Dark Fiber Service	The library is seeking bids for Internet bandwidth options of 100Mbps, 200Mbps, 300Mbps & 400Mbps of business grade internet. All Internet service must be able to scale to 500Mbps when installed. Services should include static addresses, Service Level Agreement, and description of media type used to deliver service (i.e. Coaxial cable, Fiber Optic, Satellite, etc.) Although fiber deliveries will be given technical preference, all media types will be considered.
<u>Category 2</u>	***Indicate BOTH price per unit & lump sum pricing***
Switches w/BMIC & Firewall w/BMIC	New; switches Quantity 1 ea: 8 Port PoE, 24 Port PoE, 48 Port PoE New; Firewall Quantity 1, capable of supporting 100 users New; Applicable modules, cards, ports, cables, connectors, software, OS, licensing, Support, Maintenance as needed for above;
Wireless and BMIC of Wireless	New; Access Points; quantity approximately 5 New; WAP antennas; quantity approximately 5 New; Licenses, Software, Mounting hardware, Peripherals, Support, Maintenance as needed for above;
UPS and Racks	New; UPS 1500VA or equivalent; quantity 1 New; Wall/Floor mount shelf or rack to hold networking & cabling; quantity 1
Cabling	New; Copper Cabling CAT5e/CAT6, up to 10 drops, patch panels, ladder racking, etc. Pricing to include installation of cabling, labeling, re-patching, & other cabling related work.
Installation	For items listed above.

BID MATRIX: 1 The library will schedule a cabling walk-through for interested vendors. Please send an email to the E-rate contact to request the date, time, and location. Building maps will be available at the walk-through.

APPENDIX F – SITE SPECIFIC INFORMATION

Name of Entity:	COQUILLE PUBLIC LIBRARY 105 N BIRCH; COQUILLE, OR 97423
E-rate Contact	Jessica Moss, jessica@mossconsult.net
Number of Libraries	1
Number of Other Buildings	0
<u>Category 1</u>	***All pricing MUST indicate all applicable taxes & fees***
Local phone - Long Distance	N/A
Internet Service	The library is seeking bids for Internet bandwidth options of 100Mbps, 200Mbps, & 400Mbps of business grade internet. All Internet service must be able to scale to 500Mbps when installed. Services should include static addresses, Service Level Agreement, and description of media type used to deliver service (i.e. Coaxial cable, Fiber Optic, Satellite, etc.) Although fiber deliveries will be given technical preference, all media types will be considered.
Digital Transmission – Lit or Dark Fiber Service	The library is seeking bids for Internet bandwidth options of 100Mbps, 200Mbps, & 400Mbps of business grade internet. All Internet service must be able to scale to 500Mbps when installed. Services should include static addresses, Service Level Agreement, and description of media type used to deliver service (i.e. Coaxial cable, Fiber Optic, Satellite, etc.) Although fiber deliveries will be given technical preference, all media types will be considered.
<u>Category 2</u>	***Indicate BOTH price per unit & lump sum pricing***
Switches w/BMIC & Firewall w/BMIC	New; switches Quantity 1 ea: 8 Port PoE, 24 Port PoE, 48 Port PoE New; Firewall Quantity 1, capable of supporting 100 users New; Applicable modules, cards, ports, cables, connectors, software, OS, licensing, Support, Maintenance as needed for above;
Wireless and BMIC of Wireless	New; Access Points; quantity approximately 2 New; WAP antennas; quantity approximately 2 New; Licenses, Software, Mounting hardware, Peripherals, Support, Maintenance as needed for above;
UPS and Racks	New; UPS 1500VA or equivalent; quantity 1 New; Wall/Floor mount shelf or rack to hold networking & cabling; quantity 1
Cabling	New; Copper Cabling CAT5e/CAT6, up to 10 drops, patch panels, ladder racking, etc. Pricing to include installation of cabling, labeling, re-patching, & other cabling related work.
Installation	For items listed above.

BID MATRIX: 1 The library will schedule a cabling walk-through for interested vendors. Please send an email to the E-rate contact to request the date, time, and location. Building maps will be available at the walk-through.

APPENDIX F – SITE SPECIFIC INFORMATION

Name of Entity:	LAKESIDE PUBLIC LIBRARY 915 N LAKE ROAD; LAKESIDE, OR 97449
E-rate Contact	Jessica Moss, jessica@mossconsult.net
Number of Libraries	1
Number of Other Buildings	0
<u>Category 1</u>	***All pricing MUST indicate all applicable taxes & fees***
Local phone - Long Distance	N/A
Internet Service	The library is seeking bids for Internet bandwidth options of 50Mbps, 100Mbps, and 200Mbps of business grade internet. All Internet service must be able to scale to 500Mbps when installed. Services should include static addresses, Service Level Agreement, and description of media type used to deliver service (i.e. Coaxial cable, Fiber Optic, Satellite, etc.) Although fiber deliveries will be given technical preference, all media types will be considered.
Digital Transmission – Lit or Dark Fiber Service	The library is seeking bids for Internet bandwidth options of 50Mbps, 100Mbps, and 200Mbps of business grade internet. All Internet service must be able to scale to 500Mbps when installed. Services should include static addresses, Service Level Agreement, and description of media type used to deliver service (i.e. Coaxial cable, Fiber Optic, Satellite, etc.) Although fiber deliveries will be given technical preference, all media types will be considered.
<u>Category 2</u>	***Indicate BOTH price per unit & lump sum pricing***
Switches w/BMIC & Firewall w/BMIC	New; switches Quantity 1 ea: 8 Port PoE, 24 Port PoE, 48 Port PoE New; Firewall Quantity 1, capable of supporting 100 users New; Applicable modules, cards, ports, cables, connectors, software, OS, licensing, Support, Maintenance as needed for above;
Wireless and BMIC of Wireless	New; Access Points; quantity approximately 2 New; WAP antennas; quantity approximately 2 New; Licenses, Software, Mounting hardware, Peripherals, Support, Maintenance as needed for above;
UPS and Racks	New; UPS 1500VA or equivalent; quantity 1 New; Wall/Floor mount shelf or rack to hold networking & cabling; quantity 1
Cabling	New; Copper Cabling CAT5e/CAT6, up to 10 drops, patch panels, ladder racking, etc. Pricing to include installation of cabling, labeling, re-patching, & other cabling related work.
Installation	For items listed above.

BID MATRIX: 1 The library will schedule a cabling walk-through for interested vendors. Please send an email to the E-rate contact to request the date, time, and location. Building maps will be available at the walk-through.

APPENDIX F – SITE SPECIFIC INFORMATION

Name of Entity:	NORTH BEND PUBLIC LIBRARY 1800 SHERMAN AVE; NORTH BEND, OR 97459
E-rate Contact	Jessica Moss, jessica@mossconsult.net
Number of Libraries	1
Number of Other Buildings	0
Category 1	***All pricing MUST indicate all applicable taxes & fees***
Local phone - Long Distance	N/A
Internet Service	The library is seeking bids for Internet bandwidth options of 100Mbps, 200Mbps, 400Mbps, 500Mbps of business grade internet. All Internet service must be able to scale to 500Mbps when installed. Services should include static addresses, Service Level Agreement, and description of media type used to deliver service (i.e. Coaxial cable, Fiber Optic, Satellite, etc.) Although fiber deliveries will be given technical preference, all media types will be considered.
Digital Transmission – Lit or Dark Fiber Service	The library is seeking bids for Internet bandwidth options of 100Mbps, 200Mbps, 400Mbps, 500Mbps of business grade internet. All Internet service must be able to scale to 500Mbps when installed. Services should include static addresses, Service Level Agreement, and description of media type used to deliver service (i.e. Coaxial cable, Fiber Optic, Satellite, etc.) Although fiber deliveries will be given technical preference, all media types will be considered.
Category 2	***Indicate BOTH price per unit & lump sum pricing***
Switches w/BMIC & Firewall w/BMIC	New; switches Quantity 1 ea: 8 Port PoE, 24 Port PoE, 48 Port PoE New; Firewall Quantity 1, capable of supporting 100 users New; Applicable modules, cards, ports, cables, connectors, software, OS, licensing, Support, Maintenance as needed for above;
Wireless and BMIC of Wireless	New; Access Points; quantity approximately 4 New; WAP antennas; quantity approximately 4 New; Licenses, Software, Mounting hardware, Peripherals, Support, Maintenance as needed for above;
UPS and Racks	New; UPS 1500VA or equivalent; quantity 1 New; Wall/Floor mount shelf or rack to hold networking & cabling; quantity 1
Cabling	New; Copper Cabling CAT5e/CAT6, up to 10 drops, patch panels, ladder racking, etc. Pricing to include installation of cabling, labeling, re-patching, & other cabling related work.
Installation	For items listed above.

BID MATRIX: 1 The library will schedule a cabling walk-through for interested vendors. Please send an email to the E-rate contact to request the date, time, and location. Building maps will be available at the walk-through.

APPENDIX G – BID EVALUATION MATRIXES

Scoring Category	Max Points
Option 1 - SLD Sample	
Price of the eligible products and services	30
Prior experience with the vendor	20
Prices for ineligible services, products, and fees	25
Flexible invoicing: FCC Form 472 or FCC Form 474	15
Local or in-state vendor	10
<i>TOTAL</i>	<i>100</i>
Option 2	
Cost for Services (Life-Cycle Cost of Ownership)	30
Service Level Agreement	15
Implementation Plan with Time Lines	10
Overall Service Value	15
Network Architecture	10
Overall History, Experience, and Knowledge	15
References	5
<i>TOTAL</i>	<i>100</i>
Option 3	
Pricing	25
Quality of Technical Response	20
Compatibility With Existing Network Infrastructure	15
Total Cost of Ownership	15
Experience	10
Service/Support	10
References	5
<i>TOTAL</i>	<i>100</i>

Option 4	
Cost	35
Prior similar experience with E-RATE projects of this size	25
Compliance with RFP submittal requirements	20
Local or regional vendor	20
<i>TOTAL</i>	<i>100</i>

Option 5	
Total project cost	30
Quality & value of the proposed systems and services	20
Prior similar experience	20
Quality of references	10
Bidder's representatives attended the walk through/pre-bid mtg	10
Proximity to District	10
<i>TOTAL</i>	<i>100</i>

Option 6	
Cost of E-Rate eligible products and services	50
References and qualifications	25
Support infrastructure, Service Level Agreement, workplan	25
<i>TOTAL</i>	<i>100</i>

Option 7	
Cost of Eligible Goods and Services	30
Vendor Experience	25
Understanding District Needs	25
Cost of Ineligible Goods and Services	20
<i>TOTAL</i>	<i>100</i>

Option 8	
Cost	35
Prior similar experience with K-12 projects of this size	25
Compliance with RFP submittal requirements	20
Local or regional vendor	20
<i>TOTAL</i>	<i>100</i>
Option 9	
Cost	100
<i>TOTAL</i>	<i>100</i>