

**Kitsap Regional Library**  
**E-RATE BEN 145246**  
**REQUEST FOR PROPOSAL (RFP)**

<b>Title</b>	<b>Deadlines</b>
<b>Branch Cabling Project at Poulsbo</b>	<b>Mandatory Building Walk Through: January 5, 2024 @ 8:00 a.m. Pacific Time</b> <b>Bids Due: January 26, 2024 @ 5 p.m. Pacific Time</b>

Contact: Claire O’Flaherty Christnacht, Consultant, E-Rate Expertise, Inc.  
Phone: (253) 320-0664  
Email: [claire@erateexpertise.com](mailto:claire@erateexpertise.com)

**Description of Products & Services Needed:**

Kitsap Regional Library seeks bids for labor and supplies required to update the cabling infrastructure at the Poulsbo Branch building located at 700 NE Lincoln Rd, Poulsbo, WA 98370. The area inside this building is 11,835 square feet. The Library intends to purchase Cat6, Cat6A, OM3, or OM4 fiber cabling (or a combination of cable types). All installation work must be guaranteed to be up to current safety codes and consistent with industry best practices.

The feet of cable entered on the 470 form has not been officially calculated and the current estimate equals 250 feet of cable on average for each of the approximately 70 data jacks. The final quantity and type of cable for the contract will be based on the winning vendor’s final assessment of needs after the mandatory building walk through.

**MANDATORY Walk Through of Poulsbo Branch:**

Bidders are required to attend a walk through of the Poulsbo branch located at 700 NE Lincoln Street, Poulsbo, WA 98370. **The mandatory walk through is scheduled for January 5, 2024, at 8:00 a.m.** At its discretion, the Library may choose to schedule an additional walk through if needed to ensure receipt of enough qualified bids in this process. Mike Rose will be the contact for logistical issues regarding the walk through and he can be reached at 360-405-9153. Please email him at [mrose@krl.org](mailto:mrose@krl.org) if you intend to attend. A building map will be distributed to interested vendors during the mandatory walk through. Specifics on drop locations and cable runs/groupings will be discussed and questions about the project will be answered during this walk through.

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. Vendors must attend the mandatory walk through to submit a bid. Bidders should also be approved vendors on the Washington State Master Contract #05620 for IT Cabling or have completed similar cabling projects under the E-rate program.

**Requested Information & Bid Format:**

1. To facilitate entry of information into the E-rate application system, bids should include only a single cost for each of the following categories:

- a. Cable (also note the total length and type of cable)
  - b. Other Supplies (combined total for all other supplies, do not itemize costs for each product)
  - c. Labor (total installation costs for project – this is a prevailing wage project)
2. The Library reserves the right to work with the winning vendor to review the project needs and to modify the quantities and project details within the scope of this RFP. Substitutions can be made with equivalent products as needed. An updated quote may be required for the final E-rate 471 application.
3. Bids should indicate if any items or services are not eligible or are 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 describe your company's standards of quality control for safety issues, testing, labeling, and accessibility of cables and equipment.
5. Provide your anticipated timeline for completion of every phase of the project and your compensation and remediation policies for non-completion according to schedule.
6. Explain your warranty terms, conditions and exclusions and provide the guaranteed response time in the event of a needed repair covered by warranty.
7. To minimize the disruption to staff and patrons, please assume the installation will be done during library closed times (see <https://www.krl.org/locations> for branch hours). For comparison purposes, please indicate the cost savings if the project can be scheduled and efficiently managed during open hours.
8. Bids should include an example of the billing statement that includes all estimated costs, taxes and fees. Details in billing statements should match the bid.
9. Vendors shall notify KRL in writing upon completion of the project. Vendor will test all connections and provide satisfactory results to KRL. Library project manager will notify the vendor in writing of acceptance of the project. Final billing and payments will occur upon the library's acceptance of the project.
10. Provide qualifications and experience of the dedicated project manager for implementation.
11. Bids should include three (3) reference sites where your company has performed a similar service, including business name, contact name and contact information. It is preferable that at least one reference should be for a library/school district of similar size within 100 miles of Kitsap Regional Library.
12. Please indicate if your company has successfully installed 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 2022 SPAC/473 requirements. Failure to maintain E-rate SPIN eligibility requirements could result in contract termination. Vendors must be willing to do either SPI or BEAR methods of reimbursement and per E-rate rules, the Library will decide which method will be used.
13. Responders are required to read and understand all information contained within this entire RFP package. Submitting a bid constitutes complete understanding and compliance with the terms and conditions in this RFP.
14. Bidders must be a prequalified vendor listed in the current WA DES Master contract# 05620 for IT Cabling or must be willing to accept all terms and conditions of the Master contract# 05620.

#### **Vendor Contract Terms:**

The new contract for these services will include a copy of the vendor's 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, 2024 to September 30, 2024. 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 1-year contract with the option to automatically extend for two 1-year periods in the event of project delays.
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. **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.
5. This is a prevailing wage project.

**Bidding Period Information:**

1. The 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 all proposals and to not pursue this project at this time.

**Evaluation criteria for selecting the winning bid:**

1.	40 Points	Price (Most heavily weighted criteria.)
2.	20 Points	Quality of standards and procedures in proposal
3.	20 Points	Positive previous experience working with library and vendor's E-rate experience
4.	15 Points	Completeness of bid (includes items requested)
5.	5 Points	References

**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. Must attend a building walk through to submit a bid.
3. Bidders should also be approved vendors on the Washington State Master Contract #05620 for IT Cabling or have completed similar cabling projects under the E-rate program.

**Contact, Submittal & Misc Information:**

1. **The mandatory walk through is scheduled for January 5, 2024, at 8:00 a.m.** Bidders are required to attend this walk through of the Poulsbo branch located at 700 NE Lincoln Street, Poulsbo, WA 98370.
2. **The bid deadline is January 26, 2024, at 5 p.m. Pacific Time.** Any responses received after 5:00 p.m. on the due date of this solicitation will be considered non-responsive and will not be included in the scoring process.
3. Questions regarding the RFP should be submitted in writing to Claire O'Flaherty Christnacht at [claire@erateexpertise.com](mailto:claire@erateexpertise.com) within 1 week after the walk through. Answers will be posted on the library's website and on the 470 form within 5 business days after the questions deadline.
4. Bids should be submitted to Claire O'Flaherty, [claire@erateexpertise.com](mailto:claire@erateexpertise.com) and to Mike Rose, [mrose@krl.org](mailto:mrose@krl.org).
5. 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.krl.org/rfp>
6. For library branch addresses and hours of operation, please see <https://www.krl.org/locations>