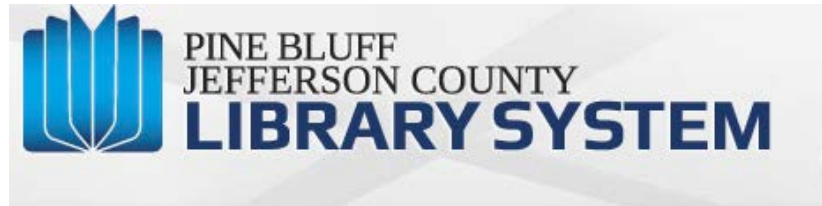


**The Pine Bluff/Jefferson County Library System  
Pine Bluff, Arkansas**



***Request for Proposal (RFP) # 2018-P1 for Lit Fiber Optic  
Internet Access and Transport including Installation  
and Equipment***

**E-Rate Funding Year 2018**

**Issued: February 7, 2018**

**Allowable contract date: March 6, 2018**

**Form 470 #180018100**

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# Request for Proposal

**PROJECT:** The Pine Bluff /Jefferson County Library System (PBJCLS), is soliciting competitive written proposals from qualified companies to provide high speed, robust and well-designed, Internet Access and Transport over lit fiber optic network for the Pine Bluff /Jefferson County Library Systems-Main Branch, White Hall Branch, Watson Chapel Branch, Redfield Branch, Alzheimer Branch. Proposals for internet access and transport over copper or comparable, meeting the speed specifications, will also be considered.

The Pine Bluff /Jefferson County Library System, will consider each proposal received. By issuing this Request for Proposal (RFP) for PBJCLS and collecting responses, PBJCLS is not under any obligation to accept proposals or to proceed with the services requested and reserves the right to reject any or all proposals. Questions concerning the RFP should be directed to Library Director Bobbie Morgan.

**REASONS FOR THIS RFP:** To accommodate an increase in visitors to our libraries the PBJCLS will be seeking higher bandwidths at all locations. The current connection speeds are not sufficient. Multiple users streaming videos has a negative effect on all networks. Installing a fiber optic connection to the internet will future proof the PBJCLS. As traffic to the library increases we want to have a connection capable of increasing bandwidth as well. Proposed services after installation: VOIP phone services, video conferencing, and classes' via media stream without buffering. See table below for Branch locations and current internet speeds.

Branch	Location	Current Speed
Main Library	200 E. 8 <sup>th</sup> Ave, Pine Bluff, AR 71601	20 Mbps Bonded T1's
White Hall Library	300 Anderson Ave White Hall, AR 71602	6 Mbps Bonded T1's
Watson Chapel	4120 S Camden Rd. Pine Bluff, AR 72004	6 Mbps Bonded T1's
Redfield Library	310 Brodie St Redfield, AR 72132	4.5 Mbps DSL
Alzheimer Library	222 S. Edline Alzheimer, AR 72004	4.5 Mbps Bonded T1's

**SPECIFICATIONS:** We are seeking the following services for proposals...

- ✓ 100mbps -1 Gigabit connection to Main Branch, White Hall, Watson Chapel. 25 Mbps – 1Gbps at Redfield and Altheimer.
- ✓ Prefer internet access and transport over lit fiber, but will consider proposals over copper or comparable.
- ✓ Dedicated Internet Access with static IP addresses for all locations
- ✓ Network designed so the Internet can be accessed easily, reliably and without delay.
- ✓ Vendor will provide everything needed to connect the demarcation point.
- ✓ The demarcation point will be decided by the PBJCLS for all locations
- ✓ Vendor will own and maintain all category 1 network equipment required to fulfill Internet Access and Transport. All location leased Routers will be capable of transmitting data at 1 Gbps
- ✓ Vendor will provide maintenance and operation of connections.
- ✓ Vendor must schedule a site visit prior to RFP deadline for the quote to be eligible for consideration.

Branch Location	Requested Speed
Main Library	100 Mbps -1Gbps
White Hall Library	100 Mbps -1Gbps
Watson Chapel Library	100 Mbps -1Gbps
Redfield Library	25 Mbps-1Gbps
Altheimer Library	25 Mbps-1Gbps

**PROPOSAL SUBMISSION:** Companies interested in participating in this RFP should submit written proposals no later than March 6, 2018. Proposals should address the Internet Access and Transport requested for the Library. All proposals must be received by March 6, 2018, 4:00 pm, by mail to 200 East 8<sup>th</sup> Avenue, Pine Bluff, AR 71601, by fax to (870) 534-8707 or email to [bmorgan@pineblufflibrary.org](mailto:bmorgan@pineblufflibrary.org) Proposals should be labeled:

**E-RATE: Internet Access and Transport BID #2018-P1**

Pine Bluff / Jefferson County Library Systems  
Attn: Bobbie Morgan, Library Director  
200 E. 8<sup>th</sup> Ave  
Pine Bluff, AR 71603

**INQUIRIES:** All correspondences and inquiries regarding this RFP must be done via email: [bmorgan@pineblufflibrary.org](mailto:bmorgan@pineblufflibrary.org)

If a Service Provider does not receive a response within 24 hours, it is the responsibility of the Service Provider to call Bobbie Morgan at (870) 534-4802 and confirm that the email message was received.

**SCOPE OF SERVICES:** Pine Bluff /Jefferson County Library System is interested in receiving proposals to provide Internet Access and Transport for 5 locations. Three of the locations will need speeds of 100mbps -1Gbps and the two other rural locations will need 25mbps -1 Gbps.

## **Legal Advertisement**

**Pine Bluff/Jefferson County Library System, Pine Bluff, Arkansas**

**REQUEST for PROPOSALS [RFP]**

**Request for Proposal (RFP) for Lit Fiber Optic Internet Access and Transport including Installation and Equipment**

The Pine Bluff/Jefferson County Library System, Pine Bluff, Arkansas is requesting proposals from qualified parties for Lit Fiber Optic Internet Access and Transport including Installation and Equipment services. Responders must be extremely experienced and knowledgeable in scopes of work for this type project.

**The opening of bids shall be held at the Pine Bluff/Jefferson County Library System at 4:01 pm on March 6, 2018.**

To obtain the RFQ Packet which details the requirement of the statement of proposals submittal, interested parties may: contact Bobbie Morgan, Director, Pine Bluff/Jefferson

County Library System by telephone, (870)-534-4615; by email, [bmorgan@pineblufflibrary.org](mailto:bmorgan@pineblufflibrary.org); or on-line, at [www.pineblufflibrary.org](http://www.pineblufflibrary.org).

## I. General Conditions

The following are the General Conditions for the work to be performed as outlined in the Detailed Specifications.

### 1. Location of Sites:

The location of the work is on property owned by The City of Pine Bluff and Jefferson County and through negotiated services on rights-of-way.

### 2. Scope of Work:

It is understood that, except as otherwise specifically stated in this RFP, The Service Provider shall provide and pay for all materials, labor, tools, equipment, transportation, temporary construction of every nature and all other services and facilities of every nature whatsoever, necessary to execute, complete and deliver the work within the specified time. Licenses necessary for the execution of the work shall be secured and paid for by The Service Provider. This would include all pole rights needed for fiber services obtained through local utilities.

Any work necessary to be performed after regular working hours, on weekends or legal holidays, shall be performed without additional expense to The Pine Bluff /Jefferson County Library System, unless the weekend or holiday work is due to a delay caused by The Pine Bluff /Jefferson County Library System.

The Service Provider will be fully responsible for securing all required rights-of-way, construction permits, and cross connects required to complete this project.

### 3. Protection in General:

The Service Provider shall protect all buildings, furniture, equipment, personal items, trees, shrubs, lawns and all landscaping on city property from damage. Any damaged property shall be repaired or replaced at the Service Provider's expense. Labor shall include all restoration (leveling, sod replacement, asphalt replacement) of grounds broken up during the installation of this network.

### 4. Change in Contract:

The Pine Bluff /Jefferson County Library System will not be responsible for any change in the work involving extra costs unless approval in writing is furnished by the Director of PBJCLS before such work is begun.

### 5. Existing Conditions:

The Service Provider, in submission of this proposal, will have visited the premises and will be assumed to have taken into consideration all conditions, which might affect this work. The location of the demarc shall be specified by PBJCLS technical personnel. To schedule a site visit, contact Ricky Williams at [rwilliams@pineblufflibrary.org](mailto:rwilliams@pineblufflibrary.org)

If a Service Provider does not receive a response within 24 hours, it is the responsibility of the Service Provider to call Ricky Williams at (870)-534-4802 and confirm that the email message was received.

## **6. Workmanship**

All work shall be performed in a professional manner. Personnel from PBJCLS may observe the work procedures and workmanship of the Service Provider, but such observation will not relieve the Service Provider from any responsibility of performance or constitute acceptance of the work performed.

## **7. Proposed Services and Service Provider Qualifications**

The Service Provider shall furnish a written document that describes the services in the order listed proposed under these specifications. Provider must have required licensure.

It is understood that the Service Provider is not responsible for the function of existing equipment already installed at the library. However, limited troubleshooting of existing equipment or cabling will be provided by the Service Provider free of charge to determine if the existing equipment or cabling can be re-utilized.

## **8. Financing**

The Service Provider will provide a binding contract to The PBJCLS for submission.

## **9. Lease**

In the case of leased equipment such as routers, contractual terms of the lease, including pricing information, must be provided with The Service Provider's Bid. The term "lease" is used to refer to contractual arrangements whereby the ownership of the property remains with the service provider.

## **10. Application for Payment**

All applications (invoices) for payment shall be submitted to The Pine Bluff /Jefferson County Library System. The Service Provider must submit an FCC Form 474 (Service Provider Invoice) "SPI" to USAC for reimbursement of the discounted portion of the bill.

## **11. Time of Completion**

Project planning phase must be completed as soon as possible after verification of E-rate funding. The planning phase will determine the timeline and schedule for the

remaining phases of the project. Project initiation phase is contingent upon notification of E-rate funding commitment.

## **12. PBJCLS Regulations**

The Service Provider and his representatives shall follow all applicable City of Pine Bluff regulations while on The PBJCLS property, including, no weapons, and drug free policies. No work shall interfere with library activities or the environment unless the Director gives permission. All Service Providers personnel shall be easily identified using identification badges and uniforms or shirts with The Service Provider's logo clearly visible.

## **13. The PBJCLS reserves the right to:**

- a. Give full and proper consideration to the service, reputation, product knowledge, and experience of all companies presenting proposals, and to disqualify any such Service Provider it deems unqualified to provide the services requested.
- b. Reject any and all proposals if deemed necessary.
- c. Accept any alternative proposal believed to be in the best interest of the PBJCLS.
- d. Cancel any awarded bid if the service proves unsatisfactory.

## **14. Price Quotations**

Price quotations are to include the furnishing of all materials, equipment, maintenance, shipping costs, delivery, installation, drawings and the provision of all labor and services necessary or proper for the completion of the work as may be otherwise expressly provided in the contract documents. The PBJCLS will not be liable for any costs beyond those proposed herein.

In case of discrepancy in computed proposal prices, the unit price shall govern, and the total price shall be revised accordingly.

## **15. Term of Contract and E-Rate Subsidies**

Payment for PBJCLS networking circuits is contingent on E-Rate funding. The Library System will file required applicant E-Rate forms throughout the term of the contract. In the event that the Library System's E-Rate subsidies were to cease, the PBJCLS would notify the service provider as to the date of the cessation and the PBJCLS will be liable only for payment for services until the time of termination. If E-Rate subsidies stop, the Library System will not be bound by the remainder of the contract.



## 2. REQUEST FOR PROPOSAL TIMELINE

- |                                |  |
|--------------------------------|--|
| 1. Public Advertisement        | February 7-8 2018  |
| 2. Addendum (if necessary)     | 27 February 2018 (final inquiries);<br>4:00P.M. Local Time;<br>Issue: 28 February 2018 |
| 3. Deadline for RFP Submittal  | 6 March 2018 4:00 P.M.<br>Local Time   |
| 4. Evaluation Committee Review | 9 March 2018   |
| 5. RFP Selection               | 12 March 2018  |
| 6. Notification of Decision    | 15 March 2018  |

All dates subject to change at the sole discretion of the Library.

## 3. RESPONSE SUBMITTAL REQUIREMENTS

**Format-Proposals must be received** The Service Provider shall furnish a written document that describes the services in the order listed proposed under these specifications. All responses should be direct, concise, complete, and unambiguous. Any alternative to any of the specifications must be completed in the same aforementioned manner. NOTE: Omitting any of the following specified information to be submitted may result in the proposer's RFQ response being disqualified.

### A. General-Attachments

1. Section 5 of the RFP: Signature Form
2. Section 6 of this RFP: Non Discrimination Form

### B. Firm's specialized experience, technical competence for the required work, and past record of performance with respect to control of costs, quality of work and ability to meet schedules and deadlines:

1. Vendor must include copy of Arkansas Contractors License and proof of insurance
2. Description of Help Desk Procedures
3. Description of Service Response Procedures
4. Description or list of service locations that will provide service and support for the PBJCLS installation and the number of technicians available for that support.
5. Full description of the Network Service to be provided to include bandwidth, network performance specifications and all necessary installation and equipment for connections
6. Provide full detailed network diagram for all locations
7. Copy of proposed contract
8. Vendor must attend a mandatory on-site visit to see the facilities into which the vendor's equipment will be installed. This visit will be scheduled with Ricky Williams via email at [rwilliams@pineblufflibrary.org](mailto:rwilliams@pineblufflibrary.org).

This Request for Proposals (RFP) covers services that are E-Rate eligible and must be provided by an Eligible Provider as per FCC regulations. It is the responsibility of the service provider to separate the cost of e-rate eligible services from the services that are not eligible for E-Rate. Any service provider that has questions concerning E-Rate or FCC regulations should visit [www.universalservice.org/sl](http://www.universalservice.org/sl).

#### **4. PROPOSAL EVALUATION**

All proposals will be evaluated using weighted criteria including cost of the eligible products and services, prior experience, support and maintenance and value-added for any extra incentive provided by vendor. The proposal that is deemed to be in the best interest of the library will be accepted. There will be a cost evaluation of E-Rate eligible services and e- rate non-eligible services. The library reserves the right to reject any and all proposals.

**SECTION 5: SIGNATURE FORM**

**RFP Opening Location:** Pine Bluff Public Library

Library Board Room,

Pine Bluff Civic Center

200 East 8<sup>th</sup> Street,

Pine Bluff, Arkansas 71601

**RFP Opening Date & Time: 6 March 2018 at 4:01 P.M. local time**

Name of Firm \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Name and Title of Authorized Proposer:

\_\_\_\_\_

*(please print)*

Email Address \_\_\_\_\_

Signature of Authorized Proposer:

\_\_\_\_\_

**ADDENDA:**

The undersigned has received and examined the following addenda:

#1 date \_\_\_\_\_ #2 date \_\_\_\_\_ #3 date \_\_\_\_\_

**SECTION 6: NON-DISCRIMINATION STATEMENT**

The proposer certifies that:

- (1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin, or gender in connection with any bid submitted to the Pine Bluff/Jefferson County Library System or the performance of any contract resulting therefrom;
- (2) That it is and shall be the policy of the company to provide equal opportunity to all business persons seeking to contract or otherwise interested in contracting with this Company, including those companies owned and controlled by racial minorities, cultural minorities, and women;
- (3) That the failure of this company to satisfactorily discharge any of the promises on non-discrimination as made and set forth herein shall constitute a material breach of contract entitling the Pine Bluff/Jefferson County Library System to declare the contract in default and to exercise any and all applicable rights and remedies including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and/or forfeiture of compensation due and owing on a contract.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

NOTARY

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission expires \_\_\_\_\_ 20 \_\_\_\_\_

**END OF PINE BLUFF/JEFFERSON COUNTY LIBRARY SYSTEM**

**REQUEST FOR PROPOSALS #2018-P1**