

## Timberland Regional Library Bid Instructions 2018

***TRL seeks broadband internet and connectivity service at all of its branches and will consider fiber, cable or other cost effective technologies. Currently, these services are provided via various fiber or copper circuit types that are covered under separate contracts that expire in 2018 and 2019. At this time, the library seeks costs for providing these services at all of their branches. The contract with the selected vendor(s) may initially cover service at branches where the existing contract terms will expire in 2018, and then additional branches may be added to the new contract through amendments when the terms of the current contracts expire. The library's current architecture includes a single internet connection to the Service Center which is then carried to the branches via fiber and copper WAN connections. However, TRL will consider all proposals for cost-effective methods of providing internet and WAN connectivity to our branches.***

- See TRL 2018 Internet & Connectivity Bid Format.xls for details and bid format for Internet and Connectivity Services requested. Bids must be submitted in this format. A vendor may provide quotes on only the branches they serve and do not have to serve all branches in the groupings on the bid format spreadsheet.
- The Internet & Connectivity Specs and Bid Format spreadsheet indicates the current circuit types, but bids with other proposed circuit types will also be evaluated for affordability and cost effective solutions to meet library demands. Vendors can provide multiple options with a variety of price points and architectures.
- Within the scope of this RFP and the signed contract, the Library may seek to increase speeds, change circuit type, add lines, or add service to a branch through change orders/contract amendments with the selected vendor to meet future system needs and to ensure cost effectiveness of the service. These changes may be a result of the need for greater capacity, greater cost effectiveness, expiration of existing contracts, new branch openings or other circumstances. The original contract termination date will remain the same.
- Potential speed range over life of contract could be 50 Mb – 5 G for WAN and 500 Mb – 10 G for internet.
- Instructions for filling out the bid format spreadsheet:
  1. List your company name and SPIN number. Are you current on your 2018 SPAC/473 requirements?
  2. Fill in the circuit type you are proposing. Indicate your current maximum speed for your circuit types since the library may require capacity beyond the listed speeds in the bid over the life of the contract.
  3. At this time, the library seeks costs for download speeds as listed below. Please fill in the cost for each speed and list both the download and upload speeds. Do not submit costs in boxes marked N/A.
    - 50 Mb, 100 Mb, 200 Mb and 500 Mb for WAN Connections
    - 100 Mb, 500 Mb and 1 G for Internet Access
  4. Itemize any nonrecurring set-up and/or installation fees.
  5. List any applicable taxes and fees for these services (% of MRC estimate is acceptable).
  6. Indicate if the lines have already been built and give the GUARANTEED service availability date. You may give the number of days required to build after a Notice to Proceed (may be dependent on the E-Rate Funding Commitment).
  7. Does proposed service require purchase of new equipment (routers, switches, firewalls, etc)? Provide suggested make/model #s (equivalent products will be considered in a separate bidding process).
  8. Indicate if your company owns the lines for the service you are proposing. If no, then provide name of company that owns the lines and the length of time you have worked with this other company
  9. Indicate if speeds can be burstable during peak usage periods. Indicated if Static IP is available.
  10. The Hoquiam branch is currently connected to the Service Center via the Aberdeen branch on a public utility fiber line that is not funded by E-rate. The library seeks new dedicated connections if available.

- Timberland Regional Library is generally seeking 3 year contracts with the option to automatically extend for up to 4 annual renewal periods. However, please indicate variable pricing if applicable for different contract periods. If the market supports a price reduction after the initial term, the library would like to exercise price reduction options, if any are available, as an amendment to the original contract.
- Bidding period will last a minimum of 28 days from the date the 470 application is posted, but may be extended at library's discretion if necessary to conduct a competitive bidding process.
- Questions regarding the RFP should be submitted in writing to Claire O'Flaherty at [claire@erateexpertise.com](mailto:claire@erateexpertise.com) within 14 days after the 470 has been posted.
- Interested bidders should provide their contact information to [claire@erateexpertise.com](mailto:claire@erateexpertise.com) in order to receive notifications, updates and Q&A regarding this RFP.
- For library branch addresses, please see <http://www.trl.org/Locations/Pages/Locations.aspx>
- All RFP documents, including instructions, bid formats, Q&A, updates, etc. will be posted at <http://www.trl.org/ContactUs/Pages/RFPs.aspx>