

**West Georgia Regional Library System E-RATE
2024**

**REQUEST FOR PROPOSAL 2024-25
E-Rate Category 2**

**Structured Cabling
and Network Infrastructure and Switches for the
West Georgia Regional Library System**

E-Rate Funding Year July 1, 2024

Overview

The West Georgia Regional Library System (WGRL) is requesting vendor equipment pricing, installation and testing for structured network cabling and associated components per the detailed locations, quantities and specifications outlined in this RFP and associated attachments. Thirteen (13) public library facilities are included in this RFP located within various cities in the Carroll, Douglas, Haralson, Heard and Paulding counties, Georgia. The RFP provides the requirements and evaluative criteria for network cable upgrades and identifies the preferred response format from prospective vendors, including pricing and service descriptions.

The WGRLS requests an all-inclusive solution including all applicable taxes, shipping costs, installation, configuration, any necessary connections to existing network equipment, and testing of connections. Bids shall represent complete installation and integration with the existing network where necessary.

This RFP is for services to be subsidized under the Federal Communications Commission (FCC) Universal Services E-Rate Program for Schools and Libraries. No purchase order will be issued, no installation will occur and no services will be provided until funding approval of the form 471 application that is issued as a result of the proposals being submitted in response to this request.

Key Dates

RFP Release	January 30, 2024
Submission of Proposal	by 2:00 p.m., Wednesday, February 28, 2024 One electronic copy to: erate@wgrls.org One hard copy (signed by vendor's authorized agent) Delivered to 124 West Chandler Street, Carrollton, GA 30116
Vendor Selection	Estimated by March 12, 2024

Site Visitations

Site visits are not scheduled as a requirement of Proposal submission. However, 5 points will be awarded in the bidding matrix to submissions that performed site visits. WGRLS anticipates that vendors will need to verify the amount of cable runs needed for the cabling project and to assess the existing network equipment and infrastructure beyond APPENDIX B (site photographs). The identified WGRLS sites are available for visitation during public hours of operation.

Prior notice/request for visitation is required; utilize only the site contact provided in APPENDIX A. Site visits are recommended but not required for proposal submission.

Inquiries

All technical inquiries shall be addressed to **WGRLS IT Manager, Eric Napier (erate@wgrls.org)** electronically by Wednesday, February 14. Responses to inquiries shall be answered by Tuesday, February 20 on the FAQ section at wgrls.org/erate.

Background

The WGRLS is a 19-branch, public library system that serves a population of roughly 500,000 within Carroll, Douglas, Haralson, Heard and Paulding counties, Georgia. The WGRLS' Administrative Offices provide core services to the public libraries and their users through a shared ILS, e-content and databases, staff email, and various consulting and training services. The WGRLS Technology Department maintains LAN switches each library. We are currently in the process of transitioning toward Ubiquiti infrastructure. The building size, LAN configuration and technology equipment at each member library vary at each library. The thirteen member libraries participating in this RFP are outlined below:

Library Name	Physical Address	Current No. Terminated Connections	Longest Estimated Cable Run	Requested Additional Equipment
Warren P. Sewell Memorial Library of Bowdon	450 West Ave., Bowdon	48	75 ft.	
Warren P. Sewell Memorial Library of Bremen	315 Hamilton Ave., Bremen	48	215 ft.	Qty. (1) Ubiquiti UniFi Switch USW-PRO-48-POE - 48 Port (or equivalent)- To be managed by library system
Buchanan-Haralson Public Library	145 Courthouse Square, Buchanan	12	150 ft.	Qty. (1) Ubiquiti UniFi Switch USW-Pro-24-POE (or equivalent) - To be managed by library system
Dallas Public Library	1010 E. Memorial Drive, Dallas	112	175 ft.	Qty. (1) Ubiquiti UniFi Switch USW-PRO-48-POE - 48 Port (or equivalent) - To be managed by library system Qty. (1) Ubiquiti UniFi Switch USW-Pro-24-POE (or equivalent) - To be managed by library system
Douglas County Public Library	6810 Selman Drive, Douglasville	72	155 ft.	Qty. (1) Ubiquiti UniFi Switch USW-PRO-48-POE - 48 Port (or equivalent) - To be managed by library system Qty. (1) Ubiquiti UniFi Switch USW-Pro-24-POE (or equivalent) - To be managed by library system
Heard County Public Library	564 Main Street, Franklin	24	75 ft.	
Lithia Springs Public Library	7100 Turner Drive, Lithia Springs	96	132 ft.	Qty. (2) Ubiquiti UniFi Switch USW-PRO-48-POE - 48 Port (or equivalent) - To be managed by library system
Maude P. Ragsdale Public Library	1815 Hiram-Douglasville Hwy., Hiram	48	150 ft.	Qty. (1) Ubiquiti UniFi Switch USW-PRO-48-POE - 48 Port (or equivalent) - To be managed by library system

				Qty. (1) Ubiquiti UniFi Switch USW-Pro-24-POE (or equivalent) - To be managed by library system
Mt. Zion Public Library	4455 Mt. Zion Rd., Carrollton	12	135 ft.	Qty. (1) Ubiquiti UniFi Switch USW-Pro-24-POE (or equivalent) - To be managed by library system
New Georgia Public Library	94 Ridge Road, Dallas	64	80 ft.	Qty. (1) Ubiquiti UniFi Switch USW-PRO-48-POE - 48 Port (or equivalent) - To be managed by library system Qty. (1) Ubiquiti UniFi Switch USW-Pro-24-POE (or equivalent) - To be managed by library system
Ruth Holder Public Library	337 Sage Street, Temple	24	80 ft.	
Tallapoosa Public Library	388 Bowdon Street, Tallapoosa	48	120 ft.	
Whitesburg Public Library	800 Main Street, Whitesburg	24	60 ft	

Scope of Services Requested

The Scope of Work for this network cabling RFP includes installation of approximately 632 CAT6A data drops and associated cable runs offering reliable performance up to 10Gb for participating WGRS member libraries that meets or exceeds Industry Standards. See APPENDIX C for detailed specifications, standards and guidelines. The contractor must be a certified installer of the manufacturer they are representing; they must also warrant the installation for at least 20 years or more. A statement of warranty must be included in your bid proposal. The vendor shall provide a complete, tested, cable distribution system for data network system (local area network). The data distribution system shall be fully terminated and all cables must be certified.

We are also seeking installation and configuration of multiple Ubiquiti or equivalent USW-Pro-24-POE (or equivalent) and USW-PRO-48-POE - 48 Port (or equivalent) switches, to be managed by the library system.

The proposed installation shall occur no earlier than July 1, 2024 and no later than September 30, 2025. An installation schedule proposed by the awarded vendor shall be approved by the WGRS IT Manager. Installations shall be designed to minimize operational disruption of participating libraries and shall occur outside of hours of operation where feasible. Member hours of operation are included in APPENDIX A.

Vendors are responsible for determining the amount of cable that must be installed, at their own expense. Please note the amount of cabling estimated on the Form 470 is not binding; this was provided as a best estimate and to comply with E-rate requirements.

The WGRS defines Cabling for the purpose of this RFP as:

- Pulling, terminating, testing, and grounding (where necessary) of unshielded twisted pair cable.
- Mounting racks, patch panels, faceplates, and light guide interconnection units.
- Installing workstation outlet connectors and blank inserts.
- Installing surface mounted raceways at locations where required.
- Installing floor monuments where required.
- Labeling all cabling to make it easily identifiable.

General Requirements

- Vendor must supply all tools required for work, including ladders and carts.
- Where possible all cabling should use existing pathways. Single drop locations should be fished through the walls to replace existing cabling.
- When conduit is not available in a location, the installation of metal wire molding will be required.
- Flexible sleeves must be placed above the false ceiling to link buildings where construction is of modular building design (having air space between closely set buildings). The sleeves shall be large enough to adequately hold all cabling and provide extra room for future growth. The connection must be weather tight.
- If drops penetrate a fire rated wall, then the wall must be restored to rating.
- Cable supports shall provide a bearing surface of sufficient width to comply with required bend radii of high-performance cable.
- Cable supports shall have flared edges to prevent damage while installing cables.
- All dirt, dust, etc. created by vendor work must be cleaned up at the end of each work day. Broken ceiling tiles must be replaced.
- Upon completion of the installation and prior to acceptance by the WGRSL, the bidder is to remove any extraneous debris resulting from the installation.
- The bidder shall take all necessary precautions to prevent injury or hazard to WGRSL and member Library property and personnel, and shall avoid causing unreasonable inconvenience to the WGRSL.
- If any WGRSL or member-owned property is damaged during installation, the property will be replaced or restored at the bidder's expense and to the satisfaction of the WGRSL.

Proposal Requirements

The expectation of the RFP is to bid the cable specification listed. Any deviation from the specifications must be clearly noted on proposal documents. The WGRSL shall determine, at its sole discretion, whether substitution or modifications of specifications outside of APPENDIX C are comparable.

Proposal pricing must include any and all delivery charges. In addition to a total project cost, all proposals are to contain costs for materials and labor. All prices must be valid for 120 days from date of submission.

The proposal should address or include the following items:

1. Provide a complete design and itemized (BY LOCATION) quotation for a structured cabling system.
2. Vendor's proposal shall include total costs and items needed to complete the project: Patch Cables, Patch Panels, Panduit, Keystone Jacks, Face Plates, etc.
3. Vendor may utilize existing patch panel space. Quotation should indicate if the existing patch panel space will be utilized.
4. Provide documentation and assurances that all materials and installation practices will meet or exceed BICSI specifications for materials and installation, and meets minimum standards in APPENDIX C.
5. Confirm vendor is responsible for inspecting all existing structures, cableways, IDFs, wiring closets and associated infrastructure to determine if they are adequate for the purpose.
6. Subcontractors must be identified in the proposal. Any additional subcontractors that were not

identified in the proposal/contract shall require specific written request and approval must be granted in writing by the WGRLS.

7. The products quoted must be eligible for E-Rate under the Category 2 Internal Connections provision compliant with the Schools and Libraries Division Eligible Services List for the current funding year. The costs for services not eligible for E-Rate must be clearly itemized separate from eligible services.
8. Estimated Discount is 80% for the WGRLS.
9. Verify adherence to standard practices for network installation as follows:
 - a. Cableways must be utilized where available.
 - b. If a sleeve does not exist in the existing corridor walls, new conduit should be installed and sealed in accordance with General Requirements, UL testing detail and with approval by the WGRLS or its designated consultant.
 - c. Cabling shall not be laid on ceiling grid structure, ceiling tiles or supported on any structure not specifically designed for supporting cables. Identify proposed cable supports and fasteners as identified in General Requirements.
 - d. Cables running parallel of power conduits or fluorescent light fixtures shall maintain a minimum one (1) foot separation or separation recommended by manufacturer's specifications.
10. Provide written confirmation of the following:
 - Vendor is an authorized dealer in the State of Georgia for all products.
 - Vendor maintains liability insurance and workers compensation insurance, which shall be a requirement of award.
 - Vendor examples of relevant cabling and network installation certifications.
11. Provide two (2) references of recent cabling projects within the last two years, with client name and contact information.
12. Proposals must include a description of the manufacturer's equipment warranty for each component submitted in the proposal. Descriptions should be specific and include the number of years covered by the warranty.

Additional Proposal Requirements

All responding vendors shall be in compliance with the E-Rate program established by the FCC. All respondents must provide a "Service Provider Identification Number" (SPIN). The vendor is requested to obtain direct reimbursement through the E-rate program, billing the WGRLS for the eligible, non-discounted portions of equipment and installation costs. The awarded vendor shall file form 474, the Service Provider Invoice (SPI) form, as directed via the program. The vendor will only invoice the WGRLS for the E-rate percentage that applies to the WGRLS. No work or billing can take place before the date specified by E-Rate program for Year 2024-25.

Evaluation Criteria

The WGRLS, in compliance with FCC regulations § 54.503 (c)(2)(vii) and § 54.511, we will award to the

vendor providing the most cost-effective service offering.

Factor	Weight
<p>E-Rate eligible costs</p> <p>(E-Rate eligible costs: the total cost of ownership for the eligible components of the proposed service. Total cost of ownership takes into account all one-time and recurring costs. Note that E-Rate eligible costs refers to the pre-discount cost of the solution, not the post-discount portion of costs that are the responsibility of the Applicant. This criterion must be the highest weighted per E-Rate program rules.)</p>	40
<p>Overall suitability of the proposal for current and future needs of the Library System as well as Quality of Response (A substantially responsive Bid is one that conforms to all the terms, conditions, and specifications of the RFP without material deviation, reservation, or omission)</p>	30
<p>Evidence of prior successful experience is detailed and related to the proposed services; References provide assurance that vendor can deliver the services and/or required products. Prior Experience in a similar environment of size and project scope.</p> <p>Strong and unequivocal evidence that proposing organization's human, organizational, technical, and professional resources (including Library and E- Rate expertise) and abilities can support the proposed project, which will meet the full scope of the requirements specified in the RFP in a timely manner.</p>	25
<p>If a site visit was performed as a part of the bidding process.</p>	5

Right to Reject

The WGRLS reserves the right to accept or reject all proposals or sections thereof when the rejection is in the best interest of the WGRLS. The WGRLS reserves the right to award without further discussion. Therefore, responses should be submitted initially with the most favorable terms the vendor proposes. The WGRLS assumes participation of all seventeen facilities proposed in this RFP; however, member libraries reserve the right to reject its site proposal, and prospective vendors shall consider each site quotation as a stand-alone proposal.

The WGRLS reserves the right to reject the proposal of a vendor who has previously failed to perform properly or complete on-time contracts or Purchase Orders, and to reject the proposal of any vendor who in the opinion of the WGRLS and its Board of Trustees, is not in a position to adequately perform the contract. The WGRLS reserves the right to reject any and all proposals, any part or parts of a proposal, waive any technicalities/informalities, increase or reduce quantities, make modifications or specifications, and award any or the entire contract in a manner that is in the best interest of the WGRLS and its Board of Trustees.

Errors and Omissions

If there is an error in the description or specifications contained in the proposal response, the WGRLS reserves the right to notify each of the responding vendors of such specification or description change and may require all proposals to be in compliance with such modification. In the case of an error in the specifications or the descriptions, the WGRLS further reserves the right to cancel the RFP and re-issue. Omissions in the proposal of any provision herein described shall not be construed as to relieve the vendor of any responsibility or obligation to the complete and satisfactory delivery, operation, and support of any and all equipment or services.