



Campbell County Public Library
3920 Alexandria Pike
Cold Spring, Kentucky 41076
(859) 781-6166

REQUEST FOR PROPOSAL FOR SWITCH UPGRADES

All Proposals must be received no later than ~~March 3, 2022 (Thursday)~~ March 7, 2022 (Monday) at 1:00 p.m. EST. Each completed Proposal should clearly stand on its own merit and not require any further explanations, interpretations or extensive clarifications. Only signed paper versions of Proposals will be accepted. No Proposal may be electronically submitted. All submitted Proposals will be opened on that date at that time at the address below. Proposals that do not include a Service Provider Identification Number (SPIN/Form 498 ID) will be disqualified without any further consideration.

The completed Proposal should be sent to:

Campbell County Public Library
PROPOSAL FOR SWITCH UPGRADES
ATTN: JC Morgan, Library Director
3920 Alexandria Pike
Cold Spring, KY 41076

Until the final award, the Library reserves the right to reject any and/or all Proposals, to ask for additional information or clarification of any and/or all Proposals, to waive any informalities or irregularities, to negotiate for the modification of any and/or all provisions in a Proposal, and to award agreements to more than one Contractor as such action best serves the interests of the Library.

Purpose:

This Request for Proposal (RFP) describes the scope of the service to be provided and the general agreements between the Contractor and the Library.

This full RFP includes:

- Part I - Introduction
- Part II - Terms and conditions of Proposals
- Part III - General Information
- Part IV - Scope of work
- Part VI - Proposal Submittal Forms

Sections in the RFP are provided solely as a means of reference and do not imply any limitations on content. The RFP should be considered in its entirety.

I. Introduction:

The Campbell County Public Library is soliciting Proposals to provide switch upgrades for its branches, including installation. The service delivery addresses include the Newport location (901 East Sixth Street, Newport, KY); Cold Spring Branch (3920 Alexandria Pike, Cold Spring); Carrico/Fort Thomas (1000 Highland Avenue, Fort Thomas); and Alexandria Branch (8333 Alexandria Pike, Alexandria, KY).

II. Terms and conditions of Proposals:

1. Inspection of work sites: Prior to submitting a Proposal, each Contractor may personally inspect each site of the proposed work to have a clear understanding of the conditions under which the work is to be performed. These inspections are to be scheduled with ~~Jeff Prudencio, Information Technology Coordinator, at 859-572-5035 x385 or jprudencio@cc-pl.org~~ JC Morgan, Library Director, at ~~jcmorgan@cc-pl.org~~ and must take place before February 25, 2022 (Friday).
2. Questions or clarifications: Questions or clarifications regarding specifications should be directed to ~~Jeff Prudencio, Information Technology Coordinator, at 859-572-5035 x385 or jprudencio@cc-pl.org~~ JC Morgan, Library Director, at ~~jcmorgan@cc-pl.org~~ and must take place before February 25, 2022 (Friday). Any changes or clarifications to this Request for Proposal will be issued in a written addendum to this Request for Proposal.
3. Right to Reject, Waive, or Award: The Campbell County Public Library reserves the right to reject any or all Proposals, to waive technicalities, and to award the Contractor's Proposal that best serves the interests of Campbell County Public Library.

4. Delivery of Proposals: Proposals must be submitted in a sealed envelope bearing the title "PROPOSAL FOR SWITCH UPGRADES" and **be received no later than March 3, 2022 (Thursday) March 7, 2022 (Monday) at 1:00 p.m. EST.**
5. Late Proposals: Any Proposals received after the announced time and date for submittal, whether by mail or otherwise, will be rejected. It is the sole responsibility of the Contractor for ensuring that their Proposals are received and recorded by an authorized representative of the Campbell County Public Library by **March 3, 2022 (Thursday) March 7, 2022 (Monday) at 1:00 p.m. EST.** Any Proposal received after that time and date, by mail or otherwise, will be returned, unopened. However, nothing in this RFP precludes the Campbell County Public Library from requesting additional information at any time during the procurement process. Proposals will not be accepted via fax or e-mail.
6. Notification of withdrawal of Proposal: Proposals may be withdrawn prior to the date and time specified for submission with a formal written notice by an authorized representative of the Contractor. Proposals submitted will become the property of the Campbell County Public Library after the submission deadline.
7. Taxes: The Campbell County Public Library is a tax-exempt agency. Evidence of tax-exempt status can be provided upon request.
8. Firm Pricing: The Proposal price must be firm for acceptance by the Campbell County Public Library for ninety (90) days after opening date.
9. Payment: The Library will agree to a contractual payment plan. No further payments for equipment, support, warranties, or other items will be paid unless clearly specified in writing and agreed upon by both parties.
10. References: All Contractors must submit at least three (3) references of past projects within the last three (3) years similar in nature to the proposed project. The references must include company or agency name, person to contact, address and telephone number. Failure to include references may be ample cause for rejection of the Proposal.
11. Notice of award: The successful Contractor will be contacted upon approval of the Campbell County Public Library's acceptance of the Contractor's Proposal.
12. Contract Approval: The Campbell County Public Library must approve the contract resulting from this solicitation. The Contractor will provide a formal contract specific to this solicitation. The terms of the contract will include the terms of this RFP in its entirety.
13. Further information: Questions about this Proposal and/or its process, the specifications or scope of work shall be directed to **Jeff Prudencio, Information Technology Coordinator, at 859-572-5035 x385 or jprudencio@cc-pl.org JC Morgan, Library Director, at jcmorgan@cc-pl.org and must take place before February 25, 2022 (Friday).**

III. General Information:

1. Regulatory Requirements: The Contractor shall comply with all applicable Federal, State and local laws, ordinances and regulations pertaining to the performance of the work specified herein.
2. Delivery, Storage and Handling:
 - a. Delivery of only new products in the manufacturer's original containers, dry, undamaged, with seals and labels intact.
 - b. Store any work materials or equipment in (and only in) areas designated by the Library.
3. Quality Assurance:
 - a. Contractor shall be specializing in the services and products specified herein with a minimum of five (5) years of experience.
4. Use of Premises:
 - a. The Contractor is to repair or replace to the full satisfaction of the Campbell County Public Library or its owner representative, or reimburse the Library for damages to Library-owned facilities caused by the Contractor, as a result of the performance of work specified herein.
 - b. During the progress of the work specified herein, the Contractor shall keep the premises free from the accumulation of waste materials, rubbish and other debris resulting from the work. After completion of the work, the Contractor shall remove all waste materials, construction equipment, machinery and surplus materials. The Contractor shall leave the site clean and ready for use by the Campbell County Public Library. All reasonable accommodations are to be made to preserve the Library's function during the specified work.
5. Safety and Protection:
 - a. The Contractor and its Subcontractors shall be solely and completely responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the work. The Contractor shall take all necessary protection to prevent injury to all employees on the work site and other persons including, but not limited to, the general public who may be affected thereby.
 - b. The Contractor and its Subcontractors, performing services for the Campbell County Public Library are required and shall comply with all Occupational Safety and Health Administration (OSHA), State and County Safety and

Occupational Health Standards and any other applicable rules and regulations.

6. Workmanship and Inspection:

- a. All work under the resulting contract shall be performed in a skillful and workmanlike manner, and according to applicable code.
- b. The Campbell County Public Library may, at its sole discretion, require the Contractor to remove any employee from work that the Library deems incompetent or careless. Further, the Library may, from time to time, make inspections of the work performed under this contract. Any inspection by the Library does not relieve the Contractor from any responsibility regarding defects or other failures to meet the contract requirements.

IV. Scope of work:

The Contractor shall be responsible for measuring and calculating any/all costs for bidding purposes. **Bidders may submit alternative equipment as long as the equipment is an equivalent make and model or serves an equivalent functionality.** Proposal should include any licenses, power supplies, cables, or other components necessary for successful operation. The Library reserves the right to adjust quantities prior to purchasing to meet its needs.

1. Switch Equipment and Installation: The Contractor shall provide:

Newport Branch		
Quantity	Model Number	Description
4	JL256A	HPE Aruba 2930F 48G PoE+ 4SFP+ - Switch - L3 - managed - 48 x 10/100/1000 (PoE+) + 4 x 1 Gigabit / 10 Gigabit SFP+ - side to side airflow - rack-mountable - PoE+ (370 W)
3	J9281D	HPE Aruba SFP+ to SFP+ 1m DAC Cable - 3.28 ft SFP+ Network Cable for Network Device, Switch, Transceiver - SFP+ Network - SFP+ Network
1	J9283D	HPE Aruba SFP+ to SFP+ 3m DAC Cable - 9.84 ft SFP+ Network Cable for Network Device, Transceiver, Switch - First End: 1 x SFP+ Network - Second End: 1 x SFP+ Network
1	Labor	Contractor IT services to install and configure equipment at 901 East Sixth Street, Newport, KY

Cold Spring		
Quantity	Model Number	Description
3	JL256A	HPE Aruba 2930F 48G PoE+ 4SFP+ - Switch - L3 - managed - 48 x 10/100/1000 (PoE+) + 4 x 1 Gigabit / 10 Gigabit SFP+ - side to side airflow - rack-mountable - PoE+ (370 W)
3	J9281D	HPE Aruba SFP+ to SFP+ 1m DAC Cable - 3.28 ft SFP+ Network Cable for Network Device, Switch, Transceiver - SFP+ Network - SFP+ Network
1	Labor	Contractor IT services to install and configure equipment at 3920 Alexandria Pike, Cold Spring, KY 41076

Carrico/Fort Thomas		
Quantity	Model Number	Description
2	JL256A	HPE Aruba 2930F 48G PoE+ 4SFP+ - Switch - L3 - managed - 48 x 10/100/1000 (PoE+) + 4 x 1 Gigabit / 10 Gigabit SFP+ - side to side airflow - rack-mountable - PoE+ (370 W)
2	J9281D	HPE Aruba SFP+ to SFP+ 1m DAC Cable - 3.28 ft SFP+ Network Cable for Network Device, Switch, Transceiver - SFP+ Network - SFP+ Network
1	Labor	Contractor IT services to install and configure equipment at 1000 Highland Ave, Fort Thomas, KY 41075

Alexandria		
Quantity	Model Number	Description
1	JL253A JL255A	HPE Aruba 2930F 24G PoE+ 4SFP+ - Switch - L3 - managed - 24 x 10/100/1000 (PoE+) + 4 x 1 Gigabit / 10 Gigabit SFP+ - side to side airflow - rack-mountable - PoE+
1	Labor	Contractor IT services to install and configure equipment at 8333 Alexandria Pike, Alexandria, KY 41001

2. Pricing: The Contractor shall provide:
 - a. Pricing showing any and all monthly recurring costs. Monthly costs should be indicated as a monthly total and not as an annual total.
 - b. Any and all non-recurring costs, including installation costs, and timing of expected payment for these costs.
3. Installation schedule: Any onsite installation work will be scheduled and approved by ~~Jeff Prudencio, Information Technology Coordinator, at 859-572-5035 x385 or jprudencio@cc-pl.org~~ JC Morgan, Library Director, at jcmorgan@cc-pl.org.
4. SERVICE OPERATION AND AVAILABILITY: **SERVICE WILL BE PERFORMED ON/AFTER JULY 1, 2022 (START OF E-RATE FUNDING YEAR 2022).**

V. Proposal Submittal Forms:

The following forms are to be returned without modification with any completed Proposal.

All Proposals must include supporting documentation that the Contractor has obtained and maintains proper insurance, specifically:

- Worker's Disability Compensation Insurance including Employer's Liability Coverage in accordance with all applicable statutes of the State of Kentucky.
- Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability of not less than \$1,000,000 per occurrence and/or aggregate combined single limit. Coverage shall include the following: (A) contractual liability; (B) products and completed operations; (C) Independent Contractor's Coverage; (D) Broad Form General Liability Endorsement or equivalent.
- Motor Vehicle Liability Insurance, including Kentucky No-Fault Coverage, with limits of liability of not less than \$1,000,000 per occurrence; combined single limit bodily injury and property damage. Coverage shall include all owned vehicles, all non-owned vehicles and all hired vehicles.

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**CAMPBELL COUNTY PUBLIC LIBRARY
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BIDDER'S DATA SHEET

TO BE COMPLETED BY PROPOSERS AND SUBMITTED WITH PROPOSAL
PLEASE TYPE OR PRINT CLEARLY IN INK

Company Name: _____

Company Address: _____

Company Phone: _____

Company Fax: _____

Federal ID Number: _____

The Contractor shall have the capability and capacity in all respects to fulfill the contractual requirements to the satisfaction of the Campbell County Public Library.

Indicate the length of time that the Contractor has been in business as a company providing the type of service required for this project:

_____ years _____ months

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BIDDER'S REFERENCES

TO BE COMPLETED BY BIDDER AND SUBMITTED WITH PROPOSAL
PLEASE TYPE OR PRINT CLEARLY IN INK

Provide a minimum of three (3) references that substantiate the Contractor's past work performance and experience in the type of work required for this project.

Company name: _____

Company address: _____

Company phone: _____

Contact person: _____

Company name: _____

Company address: _____

Company phone: _____

Contact person: _____

Company name: _____

Company address: _____

Company phone: _____

Contact person: _____

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PRICING SHEET

TO BE COMPLETED BY BIDDER AND SUBMITTED WITH PROPOSAL
PLEASE TYPE OR PRINT CLEARLY IN INK

COST

Monthly cost to provide described services: \$ _____

Total non-recurring costs (please specify): \$ _____

ANTICIPATED SCHEDULE OF INSTALLATION:

Projected start date: _____

Projected date of completion: _____

Projected invoicing date: _____

EQUIPMENT/SOFTWARE SPECIFICATIONS

Switch manufacturer name: _____

SERVICE WILL BE PERFORMED ON/AFTER JULY 1, 2022 (START OF E-RATE FUNDING YEAR 2022).

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SIGNATURE SHEET

TO BE COMPLETED BY BIDDER AND SUBMITTED WITH PROPOSAL
PLEASE TYPE OR PRINT CLEARLY IN INK

My signature certifies that the Proposal as submitted complies with all Terms and Conditions as set forth in the Request for Proposal. My signature also certifies that the accompanying Proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce.

My signature further certifies that I am authorized to act as a representative of the Contractor described in this Proposal.

Name (printed/typed): _____

Title: _____

Telephone: (____) _____

Fax No.: (____) _____

Signature: _____ Date: _____

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