



Request for Proposal

MANAGED INTERNAL BROADBAND SERVICES (MIBS) AND BASIC MAINTENANCE (BM)

For

Pikes Peak Library District RFP #520-21-02

February 11, 2021

The Pikes Peak Library District (PPLD) invites qualified vendors to submit a response to a Request for Proposal for Managed Internal Broadband Services (MIBS) and Basic Maintenance on all E-rate eligible equipment and service for PPLD.

Proposal deadline is **2 p.m. MST on Thursday, March 11, 2021.**

TABLE OF CONTENTS

1. TERMS & CONDITIONS	1
2. PROPOSAL SUBMISSION AND SELECTION, AND CONTRACT FORMATION	3
3. REQUIREMENTS	8
4. VENDOR INFORMATION, QUALIFICATION, AND REQUIREMENTS	11
5. PRICING	13
6. OTHER INFORMATION	13
APPENDIX A LIST OF SITES AND ADDRESSES	14
NETWORK DIAGRAM	15
LIST OF DEVICES	16
ADDENDUM A - PROPOSAL COVER SHEET	19
ADDENDUM B - IMMIGRATION CLAUSE FOR CONTRACTS	21

1.0 TERMS & CONDITIONS

- 1.1 Purpose. The objective of this RFP is to select a service provider meeting the managed internal broadband services and basic maintenance for PPLD based on current and future requirements.
 - 1.1.1. Federal E-Rate funding program. PPLD will utilize the Federal E-RATE funding program. PPLD is issuing this RFP under the FCC Form 470 for the year beginning July 1, 2021. Contract period of performance is base five (5) years with the option for two (2) additional one (1) year extensions thereafter.
 - 1.1.2. Vendors will follow all Form 470 and E-RATE program requirements and guidelines.
 - 1.1.3. Vendor will meet Federal E-RATE program qualifications (i.e., must possess Federal SPIN number and the SPI invoicing option).
 - 1.1.4. The vendor will label all Category 2 equipment with the funding request number (FRN).
- 1.2 Interested vendors. All interested companies that have the qualifications as stated herein, and are licensed to operate within El Paso County and the State of Colorado, are invited to submit a proposal in accordance with the terms, conditions, and specifications contained herein. Vendors can access an electronic version of this document at: <https://ppld.org/request-for-proposals>.
- 1.3 Equal Opportunity. The Vendor agrees not to refuse to hire, discharge, promote, or demote, nor to discriminate in matters of compensation against any person otherwise qualified, solely because of race, color, religion, national origin, gender, age, military status, sexual orientation, marital status, or physical or mental disability.
- 1.4 Expenses. PPLD assumes no liability for payment of vendor expenses incurred in the preparation and submission of proposals in response to this invitation.
- 1.5 Conflict of Interest. Any contractual relationship with any PPLD personnel in the twelve (12) months preceding the distribution of this RFP, or any similar or potential conflicts of interest may, at the sole discretion of PPLD, be grounds for rejection of the proposal and/or termination of any contract awarded.
- 1.6 Independent Contractor. The Vendor is an independent contractor. Notwithstanding any provision appearing in this RFP, all personnel assigned by the Vendor to perform work under the terms of this RFP and any subsequent agreement shall be, and remain at all times, employees or agents of the Vendor for all purposes. The Vendor shall make no representation that it is the employee of PPLD for any purpose.
- 1.7 Governing Law. The laws of the State of Colorado shall govern any contract executed between the successful Vendor and PPLD. Further, the place of performance and transaction of business shall be deemed to be in the County of El Paso, State of Colorado, and in the event of litigation, the exclusive venue and place of jurisdiction shall be the State of Colorado, and more specifically, El Paso County, Colorado.

1.8 Schedule of Events

Event	Date
RFP Release	February 11, 2021
Deadline for Receipt of Questions	9:00 AM February 22, 2021
Response to Questions	12:00 AM February 26, 2021
Proposal Due Date	2:00 PM March 11, 2021
Estimated Date of Contract Winner Notification	March 18, 2021

1.9 Vendor Questions, and Request for Clarifications. Vendors must send all questions and requests for clarifications via e-mail to bids@ppld.org. Vendors must include the RFP Number, title and word “question” or “clarification” in the subject line.

Questions and requests without this subject identification may be considered routine emails and may not be properly addressed.

All questions and answers will be posted on the PPLD website at: <https://ppld.org/request-for-proposals>.

Any PPLD response that is considered to be a change in the terms, conditions, and specifications of this RFP will be published as an addendum. No communications of any kind may be considered as a change to the terms, conditions, and specifications in this RFP unless posted as a formal addendum on the link above.

1.10 General Requirements. PPLD reserves the right to amend this RFP up to seven (7) business days prior to the date set for receipt of proposals. In addition, PPLD may extend deadlines or withdraw this RFP at any time prior to an award.

1.11 PPLD, as a local government entity, is exempt from sales and use taxes. Vendors will inform all prospective subcontractors and suppliers, as necessary, from whom they expect to obtain services or supplies of the tax-exempt status of PPLD. Following the contract award, PPLD will furnish tax exemption certificate(s) to the Vendor.

2.0 PROPOSAL SUBMISSION AND SELECTION, AND CONTRACT FORMATION

2.1 Submission Information and Documents. The proposal must be comprehensive and address all RFP requirements. To assure that the information provided can be readily identified, the proposal must include, but is not limited to, the submission of the following documents and their attachments:

2.1.1 Addendum A - PROPOSAL COVER SHEET signed

2.1.2 Addendum B - IMMIGRATION CLAUSE FOR CONTRACTS signed

2.1.3 Pricing

2.1.4 Response to all elements requested in:

- Section 3. Proposal Requirements

- Section 4. Vendor Information, Qualification and Requirements

Vendors are requested to submit a response for each numbered or lettered item of Sections 3 and 4. The response must be in the same format and sequence as in the RFP. The response must include description, schedules, when required, and any additional clarifying information, such as appendices, charts, diagrams, etc.

2.1.5 List of exceptions or deviations (if any).

2.2 Substantive Proposals. By submitting a proposal, the Vendor guarantees that (a) its proposal is genuine and is not made in the interest of, or on behalf of, any undisclosed person, firm, or corporation; (b) it has not directly or indirectly induced or solicited any other respondent to put in a false or sham bid; (c) it has not solicited or induced any other person, firm, or corporation from proposing; and (d) it has not sought by collusion to obtain for itself any advantage over any other proposer or over PPLD.

2.3 Signatures: The proposal must be signed by an officer of the proposing company.

2.4 Exceptions and Deviations: Any exceptions to or deviations from these Terms & Conditions must be identify in writing in included in the proposal. PPLD reserves the right to accept or reject, at its sole discretion, any exceptions, or deviations by the proposer.

2.5 Proposal Due Date. Sealed proposals must be received no later than 2 p.m. MST on Thursday, March 11, 2021. Definition of received is "in the hands of." Postmark date of mailed materials will not be relevant. PPLD will not accept e-mail or faxed bids. Proposals received after the stated due date and time will be rejected.

2.6 Proposal Submission. Vendors must submit proposals in sealed envelope(s), identified with the proposal number and title with all attachments. Vendors must submit three (3) hard copies and one (1) soft copy (i.e., flash drive, magnetic media, etc.) of the Proposal to:

Pikes Peak Library District
Attn: Tatiana Zonte, Accountant-Finance Office
1175 Chapel Hills Dr.
Colorado Springs, CO 80920

- 44 2.7 Duration of Proposal Offer. Price offers are irrevocable for 90 days following the
 45 proposal due date. Once a proposal is accepted, all prices, terms and conditions
 46 will remain unchanged throughout the contract period unless specifically agreed
 47 otherwise by both PPLD and the successful Vendor.
- 48 2.8 Proposal Withdrawal. A vendor may withdraw its proposal at any time prior to the
 49 proposal due date and time as identified herein. After that date and time, no vendor
 50 may withdraw its proposal for any reason.
- 51 2.9 Information to Vendors
- 52 2.9.1 Vendor Qualifications
- 53 No proposal shall be accepted from and no contract will be awarded to any
 54 person, firm or corporation that is deemed irresponsible or unreliable by
 55 PPLD. If requested, Vendors will submit satisfactory evidence that they
 56 have a practical knowledge of the service bid upon and that they have the
 57 necessary financial resources to provide the proposed service called for as
 58 described in this Request for Proposal.
- 59 2.9.2 Right to Investigate
- 60 PPLD reserves the right to investigate and confirm the vendor's financial
 61 stability. This may include reviewing financial statements, checking bank
 62 reference, and interviewing past contractors, employees, and creditors.
 63 Unfavorable responses to these investigations are grounds for rejection of
 64 the proposal.
- 65 2.9.3 Immigration Addendum.
- 66 The company is aware of Colorado's Immigration / illegal alien laws
 67 pertaining to public contracts. Addendum B (Colorado Statutes 8-17.5 –
 68 102) is signed and attached.
- 69 2.10 Insurance
- 70 The successful Vendor shall, during the term of this Agreement and until
 71 completion thereof, provide and maintain the following types and minimum
 72 insurance coverage as follows:

Type of Insurance	Minimum Limits of Liability
Standard Workers' Compensation & Employers' Liability Including Occupations Disease Coverage	Statutory in conformance with the compensation laws of the State of Colorado;
Comprehensive General Liability Insurance	\$1,000,000 each occurrence;
Comprehensive Automobile	\$250,000 each person;
Fidelity Bonding Insurance/Crime Insurance	\$100,000 Minimum

- 73 The successful Vendor shall provide proof of insurance in a company or companies
 74 and in a form satisfactory to PPLD. All policies and/or Certificates of Insurance shall
 75 include PPLD as an additional named insured, except for Workers Compensation
 76 and Auto.
- 77 2.11 Indemnification. The Vendor agrees to, and shall, defend, release, and indemnify,
 78 and save and hold harmless PPLD, its officer, agents, and employees from and
 79 against any and all damages to property or injuries to or death of any person or
 80 persons, including property and officers, employees, and agents of PPLD, and
 81 further agrees to, and shall, defend, indemnify, and save and hold harmless PPLD,

82 its officers, agents, and employees, from and against any and all claims, costs,
 83 demands, liabilities, suits, actions, causes of action, and other legal or equitable
 84 proceedings of any kind or nature whatsoever, of or by anyone whomsoever,
 85 including, but not limited to claims arising out of and/or predicated upon negligence,
 86 breach of contract, tort, or strict liability, in any way resulting from, connected with,
 87 or arising out of the Vendor's operations or performance in connection herewith.

88 2.12 Confidentiality. All materials submitted in response to this RFP become the property
 89 of PPLD, upon delivery.

90 Proposals are public information. If a vendor submits proprietary information, the
 91 vendor will label each proprietary page as "CONFIDENTIAL" and submit in a
 92 separate package so PPLD will not release any information marked as Confidential.

93 2.13 Selection

94 Basis of Award. A team will evaluate the merit of proposals received in accordance
 95 with the evaluation criteria defined in the table below. The PPLD Board of Trustee
 96 is the final approval for evaluation team recommendations of the winning vendor.

97 The following table indicates the evaluation criteria and weight given to each
 98 criteria:

Evaluation Criteria	Percentage	Description
Price-E-Rate eligible items	30	Price of E-Rate eligible products & services (primary factor)
Technical Merit	20	-Quality / technical merit of the proposed solution to meet needs of PPLD. -Equipment proposed (10 points) -Timeline (5 points) -services offered (5 points)
Responsiveness	20	-Schedules (10 points) -- vendor transition schedule (paragraph 3.4) and sustainment schedule (paragraph 3.3) -Service Level Agreement (SLA) (10 points)
Past Performance	15	-Vendor past performance with similar projects (7.5 points) -Customer references (7.5Points)
Personnel Qualifications	10	-Qualifications of management (5 points) -Qualifications of staff (5 points)
Price-Other Costs	5	Other costs (items not eligible for E-Rate discount)

99
 100 No modification of award shall be binding upon PPLD unless made in writing and
 101 signed by authorized agents of both parties.

102

103

104 2.14 Contract Formation:

105 2.14.1 Agreement in Writing. The successful Vendor is required to enter into a
106 written contract with PPLD for maintaining specified equipment for duration
107 of the contract.

108 The winning Vendor's proposal will be included and integrated into the final
109 contract documents.

110 If, in PPLD's sole discretion, the selected Vendor has not executed the
111 contract documents within a reasonable time after selection, PPLD reserves
112 the right to rescind the award and select another Vendor.

113 2.14.2 Amendments To Contract: Parties hereto reserve the right to make
114 amendments or modifications to the contract by written amendment signed
115 by both parties. No amendment shall be effective unless approved by
116 PPLD.

117 2.14.3 Non-Appropriation/TABOR Amendment. PPLD and Vendor acknowledge
118 and agree that this Agreement does not constitute a multi-year financial
119 obligation of the Pikes Peak Library District under the Taxpayers Bill of
120 rights (TABOR) of the Colorado Constitution. Therefore, this Agreement is
121 subject to annual appropriation for payment by the Pikes Peak Library
122 District's Board of Trustees In the event of a non-appropriation for payment
123 by PPLD, this Agreement shall terminate without further obligation (financial
124 or otherwise) of PPLD to Vendor on 30 days written notice to Vendor, other
125 than for payments on services previously rendered through the termination
126 of the Agreement.

127 2.14.4 Vendor is solely responsible for all equipment that they install over the term
128 of the contract. Responsibility includes, but is not limited to, the following:

- 129 – Maintenance
- 130 – Ownership (not PPLD's equipment)
- 131 – Insurance
- 132 – Replacement
- 133 – Removal
- 134 – Transfer of location

135
136 2.14.5 Termination of Contract for Cause

137 If, through any cause, the successful Vendor shall fail to fulfill in a timely and
138 proper manner its obligations or if the successful Vendor shall violate any of
139 the covenants, agreements, or stipulations of the Contract, PPLD shall
140 thereupon have the right to terminate the Contract by giving written notice to
141 the successful Vendor of such termination and specifying the effective date
142 of termination. In that event, all finished or unfinished services, reports or
143 other materials prepared by the successful Vendor shall, at the option of
144 PPLD, become its property, and the successful Vendor shall be entitled to
145 receive just, equitable compensation for any satisfactory work completed,
146 prepared documents or materials as furnished. Notwithstanding the above,
147 the successful Vendor shall not be relieved of liability to PPLD for damage
148 sustained by PPLD by virtue of breach of the Contract by the successful
149 Vendor and PPLD may withhold any payments to the successful vendor for

150 the purpose of set offer until such time as the exact amount of damages due
151 PPLD from the successful Vendor is determined.

152
153 2.14.6 Termination of Contract for Convenience

154 PPLD may terminate the Contract at any time by giving written notice to the
155 successful vendor of such termination and specifying the effective date
156 thereof, at least thirty (30) working days before the effective date of such
157 termination. In that event, all finished or unfinished services, reports,
158 material(s) prepared or furnished by the successful Vendor under the
159 Contract shall, at the option of PPLD, become its property.

160 2.14.7 Cancellation

161 Either party may cancel the Contract in the event that a petition, either
162 voluntary or involuntary, is filed to declare the other party bankrupt or
163 insolvent or in the event that such party makes an assignment for the
164 benefit of creditors.
165
166

167 3.0 REQUIREMENTS

168

169 3.1 PPLD seeks services for operation, maintenance, management, and monitoring of
170 E-rate eligible Category Two internal connections, basic maintenance, and
171 managed internal broadband services as identified in this RFP. Broadband
172 LAN/WLAN components including installation, activation, and initial configuration of
173 eligible components necessary for broadband connectivity for the Library.

174 PPLD seeks a five-year term contract with two one-year options a turnkey (ready
175 for immediate use) Managed Internal Broadband Services (MIBS) and Basic
176 Maintenance (BM) on all E-rate eligible equipment and service (leased, new, or
177 existing) under this agreement. Services to start July 1, 2021 with the beginning of
178 the 2021 E-rate funding year.

179 3.2 PPLD has the following equipment for MIBS and BM:

- 180 • 84 +/- Aruba Access Points
- 181 • 1 +/- Aruba wireless controller and related server
- 182 • 103 +/- Cisco Switches
- 183 • 5 +/- Cisco Firewalls
- 184 • 1 Cisco Router
- 185 • 25 +/- APC/Tripp Lite UPS

186 An initial list of devices (switches, firewalls, and router) is included with this RFP
187 ([see List of Devices](#)). This list is subject to change during period of performance
188 based on winning vendor input. For example, the wireless system requires
189 replacement during period of this contract. The winning vendor will replace the
190 wireless system and any other E-Rate eligible systems (i.e., UPS, switches,
191 firewalls, etc.) as needed. The winning vendor will need to support the current
192 equipment until replacement is authorized.

193 3.3 PPLD wants to change E-rate eligible equipment to a permanent MIBS service with
194 gradual equipment updates during period of performances. Vendors must submit a
195 sustainment plan to gradually move all PPLD equipment to a service Category 2 E-
196 rate eligible model over the next five years.

197 3.4 Schedule. The services start date shall be July 1, 2021. This will allow time for any
198 build or planned infrastructure enhancements. The contract will be for five (5) years
199 with the possibility of two (2) one-year extensions. Vendor will propose a 30-day
200 transition schedule with the current managed service provider. Vendor must define
201 how they will mitigate the transition risk.

202 3.5 MIBS services include the 24 x 7 operation, maintenance, management, and
203 monitoring of eligible broadband LAN/WLAN components (managed Wi-Fi,
204 switches, firewalls, routers, UPS), including installation, activation, initial
205 configuration and on-site training of eligible components necessary for broadband
206 connectivity for PPLD.
207

-
- 208 Installation, activation, and initial configuration of eligible components may include:
- 209 • Design and engineering costs if these services are provided as an integral
- 210 component of the installation of the relevant services.
- 211 • Project management costs if these services are provided as an integral
- 212 component of the installation of the relevant services.
- 213
- 214 On-site training as related to the basic instruction on the use of eligible equipment,
- 215 directly associated with equipment installation, and is part of the contract or
- 216 agreement for the equipment. Training must occur coincidentally or within a
- 217 reasonable time after installation.
- 218
- 219 3.6 Basic Maintenance of eligible broadband internal connections components for
- 220 repair and upkeep of eligible hardware, wire and cable maintenance, configuration
- 221 changes, basic technical support including online and telephone based technical
- 222 support, and software upgrades and patches including bug fixes and security
- 223 patches.
- 224 3.6.1 Repair and upkeep of eligible hardware
- 225 3.6.2 Wire and cable maintenance
- 226 3.6.3 Configuration changes
- 227 3.6.4 Basic technical support including online and telephone-based technical
- 228 support
- 229 3.6.5 Software upgrades and patches including bug fixes and security patches
- 230 3.7 Basic Maintenance - Cabling. Vendors will adhere to installation standards and
- 231 testing specified in accordance with industry standards (i.e., EIA/TIA, ANSI, etc.).
- 232 3.7.1 Any communications installation will require design submissions for review
- 233 and approval.
- 234 3.7.2 Installation accomplished in accordance with PPLD standard operating
- 235 procedure (SOP) for cabling installation.
- 236 3.7.3 All cables and termination hardware shall be 100% tested by the selected
- 237 vendor/contractor for defects in installation and to verify cable performance
- 238 under installed conditions. All conductors of each installed cable shall be
- 239 verified useable by the selected vendor/contractor prior to system
- 240 acceptance. Any defect in the cabling system installation including but not
- 241 limited to cable, connectors, feed through couplers, patch panels, and
- 242 connector blocks shall be repaired or replaced in order to ensure 100%
- 243 useable conductors in all cables installed. All cables shall be tested in
- 244 accordance with the specifications contained herein and/or best industry
- 245 standards and practices. Test documentation shall be provided in soft copy
- 246 within one (1) week of completion of the project.
- 247 3.8 Service Level Agreement (SLA). The vendor must provide support services offered
- 248 on a 24/7/365 basis. The vendor must propose a SLA for PPLD review depicting
- 249 service levels for MIBS and BM. The SLA must address response times,

-
- 250 availability and methodology for meeting SLA thresholds. The final SLA will be
251 negotiated with the winning vendor.
- 252 3.9 Vendor will provide a 24 x 7 telephone number for PPLD IT staff to call for
253 assistance. Vendor will provide an online ticketing system for PPLD to enter
254 trouble tickets to allow for tracking from ticket open to ticket close. Vendor will
255 provide training to the IT staff for the ticketing system. Vendor will provide a
256 monthly report on tickets along with metrics such as mean time to repair and
257 average response time.
- 258 3.10 A list of the sites, corresponding addresses, and a map of the respective locations
259 is included in Appendix A.
- 260 3.11 Additional documentation. The vendor must provide the following documentation in
261 their bid:
- 262 3.11.1 Vendor transition schedule from current incumbent vendor.
- 263 3.11.2 Sustainment schedule (identifies milestones, duration, work breakdown
264 structure, etc.) from contract start date to base five-year period of
265 performance.
- 266 3.11.3 SLA
- 267 3.11.4 Overview of online ticketing system and sample of monthly report (see
268 paragraph 3.9).
- 269 3.12 Quality assurance. Vendor must describe the company's philosophy for servicing a
270 client and commitment to customer service and quality assurance.

4.0 VENDOR INFORMATION, QUALIFICATION, AND REQUIREMENTS

The following information and documents must be included in submitted proposal:

4.1 Company Background and Experience

The following information and documents must be included in submitted proposal:

4.1.1 A brief Company description, including qualifications, experience, and services offered.

4.1.2 Evidence of authorization as primary provider or authorized reseller of the service proposed.

4.1.3 Statements from a minimum of three (3) references, including name, telephone number and a brief statement describing their association with your company. References from clients of a similar nature to PPLD are preferred, e.g.: other library, educational or public sector clients. References from the Colorado Front Range are also preferred.

Vendor references will demonstrate knowledge of managed internal broadband services and basic maintenance operating requirements, innovative solutions and a demonstrated level of ability to provide a redundant and reliable solution and shall have been in business for no less than five years.

4.1.4 List of current and recent clients, similar size, during the past five years. This should include the company name, type of equipment and services provided, and contact information. PPLD has approximately 500 staff, 16 locations, and 1500 endpoints.

4.2 Personnel Experience and Qualification

4.2.1 Project manager.

Provide a resume of the Project Manager that will be assigned to this project and detail of Project Manager's experience with the proposed solution and partners. PPLD must approve any Project Manager change.

4.2.2 Key Personnel. Specific individuals to key positions, such as account manager, technical engineer, technical coordinator, provisioning coordinator, etc., must be assigned overall contract.

4.2.2.1 Provide a list of individuals who will be assigned to the contract and their backups. For each of these individuals the proposal must include details on:

- a) responsibilities
- b) experience, qualification and certification
- c) number of years of experience on engagements of similar scope and complexity

4.2.2.2 Key personnel will include a network administrator with a CCNA certification or equivalent. Evidence of certification must be provided.

-
- 311 4.2.2.3 Provide organizational chart showing the Key Personnel position,
312 department head, or comparable and their roles and responsibilities,
313 the lines of communication between all parties and the hierarchy of
314 responsibility between all parties.
- 315 4.2.2.4 Key Personnel should remain assigned to the PPLD account for the
316 duration of the contract.
- 317 4.2.2.5 If a change in staff is needed, the vendor will give PPLD two weeks'
318 notice if the person is replaced.
- 319 4.2.3 As requested by PPLD, for demonstrated reason, Vendor shall remove
320 and/or replace Key Personnel for performance under the contract.
- 321 4.3 E-Rate Program. The successful bidder is responsible for qualifying in the Federal
322 E-Rate program. Bidders must comply with the following:
- 323 4.3.1 PPLD expects the vendor to make themselves thoroughly familiar with any
324 rules or regulations regarding the E-rate program as listed in Section 1.
325 Terms and Conditions:
- 326 a) Vendors will follow all Form 470 and E-RATE program requirements and
327 guidelines.
- 328 b) Vendor will meet Federal ERATE program qualifications (i.e., must
329 possess Federal SPIN number and the SPI invoicing option).
- 330 c) The vendor will label all Category 2 equipment with the funding request
331 number (FRN).
- 332 4.3.2 In the event of questions during the E-Rate audit process, the successful
333 vendor is expected to reply within 3 days to questions associated with their
334 proposal.
- 335 4.4 Other requirements. Vendor must comply with the following:
- 336 4.4.1 Vendor will sign a non-disclosure agreement with PPLD prior to contract.
- 337 4.4.2 **Exit Transition.** Vendor must provide three (3) documented references on
338 transitions when they were displaced as the incumbent.
- 339 4.4.3 Invoicing. PPLD payment terms is NET 30 days from the date of invoice.
340 Vendor will provide detailed invoices that separate removal cost, installation
341 cost, hardware cost and maintenance on a monthly basis and clearly define
342 services that are E-Rate eligible and ineligible. A sample of the invoice must
343 be included in the proposal.
- 344 4.5 Subcontractors. Vendor must provide subcontracting company name, type of work,
345 and percentage to be completed by subcontractor for PPLD to conduct review to
346 ensure subcontractor maintains same qualifications as vendor. The prime vendor
347 must do at least 60% of the contract work. Any changes in subcontractors must be
348 approved by submitting the change in writing to PPLD with a 30-day notice. PPLD
349 reserves the right to reject any subcontractors for any reason.

350 **5.0 PRICING**

351

352 Vendors must provide a **pricing table** to reflect the specific pricing features of their
353 solution for the period of contract. Vendors will guarantee their prices for a minimum of 90
354 days from the date of submission of this RFP to the date of contract award.

355 If there is not cost for an item, please indicate accordingly.

356 PPLD requires a detail list of services, products, and other pricing components to easy
357 identify and group the E-Rate eligible and ineligible elements in pricing offer and invoices.
358 If there is not cost for an item, must be indicated accordingly.

359 For the budget purpose, the pricing elements must be organized by month and year for the
360 period of contract.

361
362 Vendor must clearly list the costs of products and services to include the following:

- 363
- 364 1. Description of Services
 - 365 2. Monthly (recurring) charges
 - 366 3. One Time (non-recurring) charges
 - 367 4. % Eligibility. If the product is fully eligible, show 100%. If not eligible, 0% eligible for E-
368 Rate Discount. This is NOT the applicant's E-Rate discount %.
 - 369 5. Quantity
 - 370 6. Unit of Measure (Each, Feet)
 - 371 7. Make, Model and part number, if applicable
 - 372 8. Installation and Configuration
 - 373 9. Shipping and Handling
 - 374 10. Estimate of Surcharges and Fees
 - 375 11. Overall discount % off manufacturers' list product pricing
 - 376 12. Other pricing elements specific to the solution proposed
- 377

378 Vendor can provide more than one solution and describe the benefits of each.

379
380 PPLD will not pay for items not included in the pricing table. That does not include a
381 change in the scope of services, as outlined in the RFP.

382
383

384 **6.0 OTHER INFORMATION**

385
386 Vendor is invited to provide any other information that feels should be considered in the
387 selection process.

388

APPENDIX A LIST OF SITES AND ADDRESSES
Calhan

600 Bank Street
Calhan, CO 80808

Cheyenne Mountain Library

1785 S. 8th St. Suite 100
Colorado Springs, CO 80905

East Library

5550 N. Union Blvd.
Colorado Springs, CO 80918

Fountain Library

230 South Main St.
Fountain, CO 80817

High Prairie Library

7035 Old Meridian Rd.
Peyton, CO 80831

Library 21c

1175 Chapel Hills Dr.
Colorado Springs, CO 80920

Manitou Springs Library

701 Manitou Ave.
Manitou Springs, CO 80829

(moving on 3/5/2021 to

513 and 515 Manitou Ave.

Manitou Springs, CO 80829)

Monument Library

1706 Lake Woodmoor Dr.
Monument, CO 80132

Old Colorado City Library

2418 West Pikes Peak Ave
Colorado Springs, CO 80904

Palmer Lake Library

66 Lower Glenway
Palmer Lake, CO 80133

Penrose Library

20 N. Cascade Ave
Colorado Springs, CO 80903

Rockrimmon Library

832 Village Center Drive
Colorado Springs, CO 80919

Ruth Holley Library

685 North Murray Blvd.
Colorado Springs, CO 80915

Sand Creek Library

1821 South Academy Blvd.
Colorado Springs, CO 80916

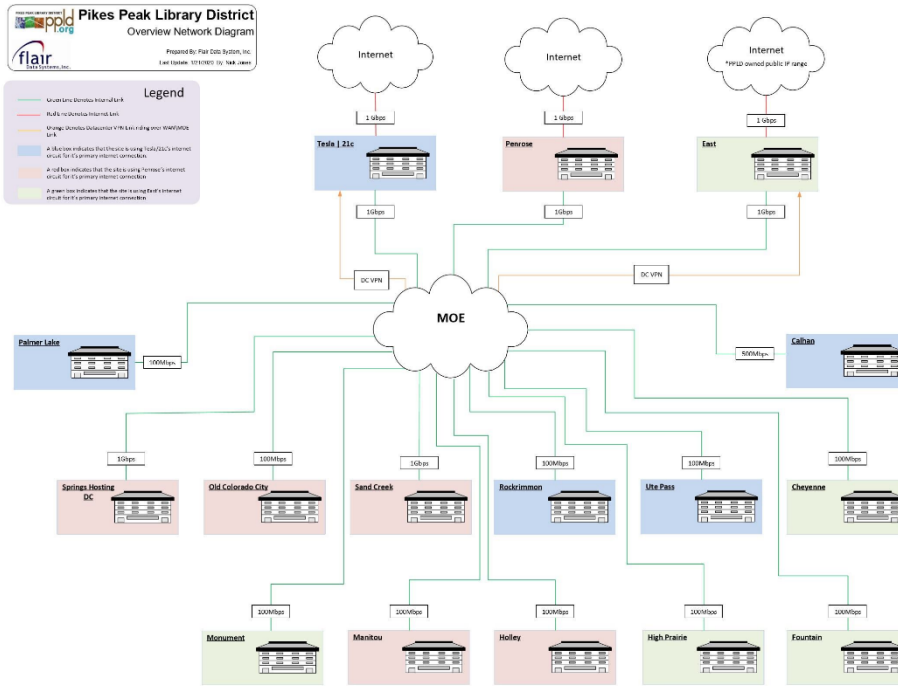
Ute Pass Library

8010 Severy
Cascade, CO 80809

Data Center

1205 Shasta Dr
Colorado Springs, CO 80910

NETWORK DIAGRAM



395
396

LIST OF DEVICES

Type	Model Number	Serial Number
Firewall	FTD2110	JMX2133Y0FT
Firewall	FS-VMW-10-SW-K9	7361J5CB854
Firewall	L-FPR2110T-TMC-1Y	
Firewall	FTD2110	JMX2133Y0FV
Firewall	FS-VMW-10-SW-K9	7361J10A63A
Firewall	L-FPR2110T-TMC-1Y	
Firewall	L-AC-APX-1Y-S1 AnyConnect 1 yr 25-99 USERS QTY 75	
router	CISCO3945	FTX1737AK9X
switch	WS-C2960X-48TD-L	FCW1804A2Q0
switch	WS-C2960X-48TD-L	FCW1804A2RQ
switch	WS-C2960X-48TD-L	FCW1804A2RX
switch	WS-C2960X-48FPD-L	FCW1804A2S9
switch	WS-C2960X-48TD-L	FCW1804A2SA
switch	WS-C2960X-48TD-L	FCW1804A2SB
switch	WS-C2960X-48TD-L	FCW1804A2SE
switch	WS-C2960X-48TD-L	FCW1804A2TX
switch	WS-C2960X-48TD-L	FCW1804A2U2
switch	WS-C2960X-48TD-L	FCW1804A2U4
switch	WS-C2960X-48TD-L	FCW1804A2UA
switch	WS-C2960X-48FPS-L	FCW1906E01R
switch	WS-C2960X-24PS-L	FCW1907E0G9
switch	WS-C2960X-48FPD-L	FCW1944B6TD
switch	WS-C2960X-24PS-L	FCW1945B653
switch	WS-C2960X-24PS-L	FCW1945B662
switch	WS-C2960X-48TS-L	FCW2231B2Z8
switch	WS-C2960X-48TS-L	FCW2231B32U
switch	WS-C2960X-48TS-L	FCW2231B32Z
switch	WS-C2960X-48TS-L	FCW2231B339
switch	WS-C2960X-48TS-L	FCW2231B33P

switch	WS-C3560X-48	FDO1424K0V6
switch	WS-C3560X-48	FDO1424P1PD
switch	WS-C3560X-48	FDO1424P1PG
switch	WS-C3560X-48	FDO1424P1PM
switch	WS-C3560X-48	FDO1424P1QP
switch	WS-C3560X-48	FDO1424P1RA
switch	WS-C3560X-48	FDO1615P03F
switch	WS-C3560X-24	FDO1621V0AB
switch	WS-C3560X-48	FDO1653P0KE
switch	WS-C3650-24TD	FDO1849E0PE
switch	WS-C3650-48TQ	FDO2010E35V
switch	WS-C3650-48TQ	FDO2010E35W
switch	WS-C3650-48TQ	FDO2010E35Z
switch	WS-C3650-48TQ	FDO2010E361
switch	WS-C3650-48TQ	FDO2010E363
switch	WS-C3650-48TQ	FDO2010Q19J
switch	WS-C3650-48TQ	FDO2010Q19M
switch	WS-C3650-24TS	FDO2218E0UP
switch	WS-C3650-24TS	FDO2218I0KX
switch	C9500-NM-8X	FJB2351E04E
switch	C9500-NM-8X	FJB2330E05D
switch	C9500-24X-A V01	FJB2330E066
switch	C9500-24X-A V01	FJB2330E06D
switch	WS-C2960X-48FPD-L	FJC2312W01Y
switch	C9300-48P-A V02	FJC2331T0UB
switch	C9300-48P	FJC2332E03D
switch	WS-C2960X-48FPD-L	FOC1803S38H
switch	WS-C2960X-48FPD-L	FOC1803S391
switch	WS-C2960X-48FPD-L	FOC1803S39F
switch	WS-C2960X-48FPD-L	FOC1803S39T
switch	WS-C2960X-48FPD-L	FOC1803S39W
switch	WS-C2960X-48FPD-L	FOC1803S3AA
switch	WS-C2960X-48FPD-L	FOC1803S3AV
switch	WS-C2960X-48FPD-L	FOC1803S3B2
switch	WS-C2960X-48FPD-L	FOC1803S3B4
switch	WS-C2960X-48FPD-L	FOC1803S3B8
switch	WS-C2960X-48TD-L	FOC1804S43V

switch	WS-C2960X-48TD-L	FOC1804S443
switch	WS-C2960X-48FPS-L	FOC1906S3LV
switch	WS-C2960X-48FPS-L	FOC1906S3UY
switch	WS-C2960X-48FPS-L	FOC1906S4BW
switch	WS-C2960X-48FPS-L	FOC1906S4C1
switch	WS-C2960X-48FPS-L	FOC1906S4C9
switch	WS-C2960X-48FPS-L	FOC1906S4E2
switch	WS-C2960X-48FPS-L	FOC1906S4EC
switch	WS-C2960X-48FPS-L	FOC1906S4ES
switch	WS-C2960X-48FPS-L	FOC1906S4F7
switch	WS-C2960X-48FPS-L	FOC1906S4FN
switch	WS-C2960X-48FPS-L	FOC1906S4FQ
switch	WS-C2960X-48FPS-L	FOC1906S4GE
switch	WS-C2960X-48FPS-L	FOC1906S4GN
switch	WS-C2960X-24FPD-L	FOC1907S100
switch	WS-C2960X-24PS-L	FOC1907S104
switch	WS-C2960X-24PS-L	FOC1907S108
switch	WS-C2960X-24PS-L	FOC1907S10A
switch	WS-C2960X-24PS-L	FOC1907S10C
switch	WS-C2960X-24PS-L	FOC1907S10H
switch	WS-C2960X-24PS-L	FOC1907S10Y
switch	WS-C2960X-24PD-L	FOC1944S7YB
switch	5672UP	FOC2037R0CK
switch	5672UP	FOC2042R0EW
switch	N3K-C3048TP-1	FOC2052R2EC
switch	3048	FOC2052R2XR
switch	N3K-C3048TP-1	FOC2052R30A
switch	3048	FOC2052R314
switch	WS-C2960X-48FPS-L	FOC2229V3GH
switch	WS-C2960X-48FPS-L	FOC2229V3KH
switch	WS-C2960X-48FPD-L	FOC2416LG6N
switch	C9300-48P	JAD23320HRQ
switch	C9200-48P-E V01	JAD23370779
switch	N5K-C5548UP	SSI17130C40
switch	N5K-C5548UP	SSI17130ED0
switch	Cisco Catalyst 3650 24 Port Data 2x10G Uplink IP Base	FDO1849E0NQ

397
398
399
400
401
402
403
404
405
406
407
408
409
410
411
412
413
414
415
416
417
418
419
420
421
422
423
424
425
426
427
428
429
430
431
432
433
434
435
436
437
438
439
440
441

ADDENDUM A - PROPOSAL COVER SHEET

PIKES PEAK LIBRARY DISTRICT RFP #520-21-02

I. GENERAL INFORMATION

1. COMPANY NAME _____

2. ADDRESS

3. PHONE

5. E-MAIL _____ AND _____ WEBSITE

6. CONTACT

II. STATEMENT OF MINIMUM QUALIFICATION

I, _____ (printed name)
hereby declare

that I am the _____ (title) of

_____ (name of company)

submitting this profile and declaration, and that I am duly authorized to sign this profile and declaration on behalf of the above named company. All information set forth in this profile and declaration and all attachments hereto are, to the best of my knowledge, true, accurate, and complete as of the submission date.

The signer further certifies that (please initial):

- a. The company has carefully examined all instructions, requirements, specifications, and terms and conditions of the RFP for which this proposal is submitted. The

442 company understands all instructions, requirements, specifications, and terms and
443 conditions of this RFP, and hereby offers and proposes to furnish the goods and
444 services described herein at the prices, fees, and/or rates identified in this proposal,
445 in accordance with the instructions, requirements, specifications, and terms and
446 conditions of this RFP.

447
448 b. This proposal is a valid and irrevocable offer that will not be revoked and shall remain
449 open for the PPLD's acceptance for a period of ninety (90) calendar days from the
450 proposal due date.

451
452 c. The company is in full compliance with all applicable federal, state, and local laws,
453 rules, regulations, and ordinances governing business practices.

454
455 d. All statements, information, and representations prepared and submitted in this
456 proposal are current, complete, true, and accurate.

457
458 e. Submission of this proposal indicates the signer's acceptance of the evaluation
459 technique and that some subjective judgments may be made by PPLD as part of the
460 evaluation.

461 f. The company has to provide proof of all required insurance coverage.

462
463 g. A list of exceptions and deviations (if any) is attached.

464
465
466 h. A proof of eligibility to operate in El Paso County and the State of Colorado is
467 attached.

468
469
470 i. There have been no claims, litigation, or other issues filed or pending against our
471 company in the past 5 years except as listed below.

472
473
474 j. The company is aware of Colorado's Immigration / illegal alien laws pertaining to
475 public contracts. Addendum B (Colorado Statutes 8-17.5 – 102) is signed and
476 attached.

477
478
479
480

Authorized Signature _____ Date _____

481 **ADDENDUM B - IMMIGRATION CLAUSE FOR CONTRACTS**

482 **PIKES PEAK LIBRARY DISTRICT**
483 **IMMIGRATION CLAUSE FOR CONTRACTS**

484 Pursuant to Colorado Revised Statutes Section 8-17.5-102, the Pikes Peak Library District
485 ("PPLD") shall not enter into or renew a public contract for services with a contractor who
486 knowingly employs or contracts with an illegal alien to perform work under the contract or who
487 knowingly contracts with a subcontractor who knowingly employs or contracts with an illegal alien
488 to perform work under the contract.
489

490 Accordingly, Contractor agrees that it shall not:

491 Knowingly employ or contract with an illegal alien to perform work under this Agreement; or
492 Enter into a contract with a subcontractor for work under this Agreement that fails to certify to the
493 Contractor that the subcontractor shall not knowingly employ or contract with an illegal alien to
494 perform work under this Agreement.
495

496 Further, Contractor agrees that it shall comply with the following:

497 Contractor has verified or attempted to verify through participation in the Basic Pilot Employment
498 Verification Program (the "Basic Pilot program") of the U.S. Department of Homeland Security that
499 Contractor does not employ any illegal aliens and, if Contractor is not accepted into the Basic Pilot
500 Program prior to entering into this Agreement, that Contractor shall apply to participate in the
501 Basic Pilot Program every three months until Contractor is accepted or the services under this
502 Agreement have been completed, whichever is earlier. This requirement shall terminate if the
503 Basic Pilot Program is discontinued.

504 Contractor shall not use Basic Pilot Program procedures to undertake pre-employment screening
505 of job applicants while the services under this Agreement are being performed.

506 Should Contractor obtain actual knowledge that a subcontractor performing work under this
507 Agreement knowingly employs or contracts with an illegal alien, the Contractor shall:

508 Notify the subcontractor and the PPLD within three days that Contractor has actual knowledge that
509 the subcontractor is employing or contracting with an illegal alien; and

510 Terminate the subcontract with the subcontractor if within three days of receiving the notice
511 pursuant to Paragraph 1(b)(iii)(1) the subcontractor does not stop employing or contracting with
512 the illegal alien; except that Contractor shall not terminate the contract with the subcontractor if
513 during such three days the subcontractor provides information to establish that the subcontractor
514 has not knowingly employed or contracted with an illegal alien.

515 Contractor shall comply with any reasonable request by the Colorado Department of Labor and
516 Employment made in the course of an investigation that the Department may undertake pursuant
517 to its authority under Colorado Revised Statutes Section 8-17.5-102(5).

518
519
520
521
522 _____
523 Authorized Signature

_____ Date