

CITY OF CASA GRANDE, ARIZONA
NOTICE OF REQUEST FOR PROPOSALS

CASA GRANDE PUBLIC LIBRARY – E-RATE 2014

The City of Casa Grande Requests for Proposals (RFP) for Casa Grande Public Library – E-Rate 2014.

Each submittal shall be in accordance with the specifications and instructions on file with the City Clerk at City Hall, 510 East Florence Boulevard, Casa Grande, Arizona, 85122, where copies can be obtained by calling the City Clerk’s Office (520) 421-8600, or a complete packet is available to download on the City’s website: www.casagrandeaz.us All responses must be submitted by **2:00 p.m. City time on Friday, March 21, 2014.**

Offers must be in the actual possession of the City Clerk’s Department on or prior to the time and date, and at the location indicated above. Offers must be submitted in a sealed envelope or box with the Contractor’s name and address as well as the title of the description clearly indicated. Late offers will not be considered and will be returned unopened.

OFFERORS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THE ENTIRE SOLICITATION. All questions must be submitted in writing no later than twenty four hours prior to the submittal.

For questions regarding General Terms and Conditions contact:
Amber Kent
Library Manager
(520)421-8710 ext. 5110
akent@casagrandeaz.gov

Proposals must be addressed to:

Remilie S. Miller, City Clerk
City of Casa Grande
510 E. Florence Boulevard
Casa Grande, Arizona 85122

THE ENVELOPE MUST BE BOLDLY MARKED:
PROPOSAL ON CASA GRANDE PUBLIC LIBRARY – E-RATE 2014
DUE MARCH 21, 2014 AT 2:00 P.M. LOCAL TIME

/s/ James V. Thompson
City Manager

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1.0 BACKGROUND

The Casa Grande Public Library invites vendors to submit proposals for our evaluation for E-Rate funding year 2014. This Request for Proposal is for Internet access only at both library locations.

The Casa Grande Public Library operates as a division of the Community Services Department of the City of Casa Grande. The Main Library is located at 449 North Dry Lake Street, Casa Grande, AZ 85122. The Vista Grande Library is a joint-use facility located on the Vista Grande High School campus at 1556 North Arizola Road, Casa Grande, AZ 85122.

1.1 INTENT

The Casa Grande Public Library is participating in the Federal Universal Service Discount program for schools and libraries (E-Rate), offered by the Federal Communications Commissions (FCC). The proposal and the contract negotiated implementing this proposal are conditional and subject to E-Rate funding. The Library reserves the right to cancel or, in any manner, reduce the scope of this procurement in the event E-Rate does not completely fund the request for funding submitted.

Calculating our NSLP discount, we are a part of the Casa Grande Elementary School District and according to the latest numbers we are qualifying for a discount of 80%.

1.2 SERVICE REQUIREMENTS

Current Technologies:

- Internet Access (wired and wireless) – 6 Mbps
- Cisco Router at Main Library with /28 subnet - 14 static IP addresses for Internet connection
- Adtram Router at Vista Library with /29 subnet - 6 static IP addresses for Internet connection

Requested Technologies:

- Internet Access – 10 Mbps or greater
- Necessary hardware to connect to Internet
- /29 Subnet with 6 Static IP addresses for each library

2.0 SUBMISSION REQUIREMENTS

Please submit four (4) 8 1/2 X 11 hard copy versions and one (1) electronic copy either on disk or thumb drive to the City Clerk’s office.

This is an open and competitive process. All proposals should include detailed descriptions of the products and services with clearly identified per unit cost as pertinent to the request. Vendors should submit an explicit, detailed, and thoroughly complete proposal.

The proposal should include (minimum):

1. Length of time business has provided this type of service.
2. The Service Level Agreement (SLA) for your proposal.
3. Any sub-contractors and the work they will perform.
4. Name, address, and EIN of the sub-contractor.
5. Indicate any options available.
6. Trouble reporting and escalation procedures.
7. Hours of operation for help or trouble reporting.
8. Describe maintenance and trouble notification procedures.
9. Costs: Detail all service costs with cost of supported equipment separate.
10. Please show applicable discounts separately, if applicable.
11. Your E-Rate Service Provider Identification Number (SPIN) on your proposal.
12. An implementation timeline proposal starting July 1, 2014.
13. The signature of a duly authorized officer or agent of the company submitting the proposal.

Provisions of this RFP and the contents of the successful responses are considered available for inclusion in final contractual obligations.

3.0 EVALUATION CRITERIA

The criteria below are listed in order of relative importance.

Price of eligible services	30%
Submittal Presentation - Scope and Understanding	25%
Prior experience with vendor	25%
Ability of the service provider to meet time deadlines	20%

4.0 EVALUATION PANEL

The City of Casa Grande will negotiate contract terms upon selection . Submittals will be reviewed by an evaluation panel. A project will be awarded upon signing of an agreement or contract, which outlines terms, scope, budget, and other necessary items. Award shall be made to the most responsive, responsible Proposer whose proposal is determined to be the most advantageous to the City.

5.0 OFFER

Proposer certifies that they have read, understand, and will fully and faithfully comply with this solicitation, its attachments and any referenced documents. Proposer also certifies that the prices offered were independently developed without consultation with any of the other proposers or potential proposers.

Signature

Company's Legal Name

Printed Name

Address

Title

City, State & Zip Code

Telephone Number

FAX Number

Company E-mail Address

FEDERAL TAXPAYER ID NUMBER: _____

Arizona Sales Tax No. _____

Tax Rate _____

Proposer certifies it is a: Proprietorship ____ Partnership ____ Corporation ____