

Carnegie Free Library of Beaver Falls Firewall and Wireless Replacement RFP

DATE ISSUED

FEBRUARY 24TH, 2025

FOR

The Carnegie Free Library is requesting proposals for a new firewall, wireless access system, and structured cable updates.

DEADLINE FOR RECEIVING SEALED PROPOSALS

MARCH 25TH, 2025 AT 2:00 PM

Proposals submitted after the deadline will not be accepted under any circumstances. Email and fax submissions are not acceptable.

RECEIVING OFFICE

**Carnegie Free Library of Beaver Falls
1301 7th Avenue, Beaver Falls, PA 15010**

Two (2) bound proposals, subject to all provisions of the Request for Proposals, must be submitted in a sealed opaque envelope or package with the name and address of the business and "Carnegie Free Library Firewall and Wireless Replacement" on the front of the package. Responses must include all required forms and information as described in the Request for Proposals package. All content relevant to the RFP response must be contained within the sealed package. Proposals MUST be submitted in the format prescribed herein. Failure to comply with the directions listed in this RFP, or omission of requested information could result in disqualification of your proposal. We also request One (1) digital copy on a USB Flash Drive.

Expenses incurred in the preparation of proposals to the RFP are the sole responsibility of the vendor.

Proposals received will become the property of Carnegie Free Library of Beaver Falls and shall be used as the CFLBF sees fit. All information contained in the proposals will remain confidential until after the award and signing of contract. The CFLBF reserves the right to cancel the Request for Proposals or to reject any and all responses received, or to waive any technicalities or other minor informalities if it determines, in its sole discretion, that such cancellation or rejection is in the best interests of the CFLBF.

The primary point of contact for this RFP with regards to all matters relating to the services described herein during the procurement process.

The Issuing Officer is:

John Sanderbeck, Vice-President – Board of Trustees
Carnegie Free Library of Beaver Falls
1301 7th Avenue, Beaver Falls, PA 15010
Phone: 724-846-4340
e-mail: john.sanderbeck@cflbf.org
Web Site: <http://www.cflbf.org>

Carnegie Free Library of Beaver Falls Firewall and Wireless Replacement RFP

Any vendor who wishes to participate should e-mail John Sanderbeck (john.sanderbeck@cflbf.org) stating their intent to participate and include all necessary contact information. Please send this information as soon as possible so we can contact you with any additional RFP information.

Timeline for the Procurement Process

FEB 24th, 2025	RFP available to interested respondents; E-Rate Form 470 posted
MAR 3rd – MAR 14th, 2025	Site Walkthroughs (schedule with onsite staff)
MAR 24th, 2025	RFP bid proposals due from service providers by 2:00 PM EDT
MAR 24th, 2025	Bid Opening 2:00 PM EDT
MAR 24th, 2025	Bid Reviews
MAR 25th, 2025	Final contract approval
MAY 1 st , 2025	Installation can begin anytime after this date

ADDENDA AND INTERPRETATIONS

No interpretation of the meaning of the specifications or other proposal documents will be made orally. To be given consideration, every request for such interpretations must be sent in writing to John Sanderbeck at john.sanderbeck@cflbf.org, and must be received no later than March 17th, 2025 at 5:00 PM Eastern Time. Any and all such interpretations and any supplemental instructions will be in the form of written Addenda to the Specifications which, if issued, will be posted to the e-rate website (<https://cflbf.org/e-rate-rfp-2025/>). Addenda will be provided by March 18th, 2025 no later than 5:00 PM Eastern Time. Failure of any respondents to receive any such addendum or interpretation shall not relieve them from any obligation under his proposal as submitted; it is the responsibility of the respondent to ensure receipt of any addenda. All addenda so issued shall become part of the contract documents.

INDEMNIFICATION

To the fullest extent permitted by law, Vendor shall defend, indemnify, and hold harmless Carnegie Free Library of Beaver Falls, State of Pennsylvania, and the Beaver County Library System, its agents, representatives, officers, directors, officials, and employees from and against all claims, damages, losses and expenses, including, but not limited to, attorney fees, court costs, expert witness fees, and the cost of appellate proceedings, relating to, arising out of, or alleged to have resulted from the negligent acts, errors, omissions or mistakes relating to the performance of this Contract. Vendor's duty to defend, indemnify and hold harmless Carnegie Free Library of Beaver Falls, State of Pennsylvania, and the Beaver County Library System, its agents, representatives, officers, directors, officials, and employees shall arise in connection with any claim, damage, loss or expense that is attributable to bodily injury, sickness, disease, death, or injury to, impairment, or destruction of property, including loss of use resulting there from, caused by any negligent acts, errors, omissions or mistakes in the performance of this Contract including any person for whose acts, errors, omissions or mistakes Vendor may be legally liable.

The amount and type of insurance coverage requirements set forth herein will in no way be construed as limiting the scope of the indemnity in this paragraph.

Carnegie Free Library of Beaver Falls Firewall and Wireless Replacement RFP

The scope of this indemnification does not extend to the sole negligence of Carnegie Free Library of Beaver Falls and the Beaver County Library System.

PERMITS AND FEES

It is the vendor's responsibility to secure and pay for permits, fees, licenses, and inspections necessary for proper execution of the work which are customarily secured after execution of the Contract.

SCOPE OF WORK

The Carnegie Free Library of Beaver Falls is seeking vendors to install a new Fortinet 50G Appliance with a 5-year license and initial configuration consisting of a private network and a publicly accessible network that are isolated from one another. DHCP should be handled by the firewall.

The Carnegie Free Library of Beaver Falls is also seeking vendors to install and configure a wireless access system including all the cabling (Cat6e minimum) required for the access points. We request four (4) Access Points on the ground floor, six (6) access points on the 1st Floor (Main Library Level), and five (5) access points on the 2nd Floor, and due to the building structure, many of these Access Points will more than likely be wall mounted and cabling will require wire moulding. We request that this wireless system does not require perpetual licenses to operate (access points continue to operate and can be configured without licensing) if possible, and if not, please note that in your proposal and include the cost for a 5-year license. The system should also be cloud-managed if possible. Ubiquity/Unifi is our preferred system however we are open to other systems. PoE switches are available on site. Wireless system should have two (2) SSIDs, one for a private network, and one for the public with a splash page. Also, as part of this proposal it is requested that a centrally located wiring rack be installed on the 2nd floor with a 1Gb fiber connection to the 1st floor rack for connectivity, ease of installation and future support.

PLEASE NOTE: This is a 125-year-old building and is listed on the National Historic Registry so a site walkthrough is REQUIRED so that installation can meet historical requirements.

The Contractor, and any sub-contractors, are responsible for becoming familiar with the conditions at the work site and allowing for them in the proposal. By submitting a proposal, the contractor or sub-contractor warrants that the contractor or sub-contractor is familiar with all such conditions and accepts full responsibility for the proposal.

The complete installation must be installed in accordance with all state and local codes and requirements.

Due to limited funding, the proposal acceptance will also be dependent on the libraries' ability to cover costs not covered under Category 2 E-rate guidelines.

All Contractors shall carry Worker's Compensation Insurance, in addition to Public Liability Insurance. Verification of this insurance must accompany the vendor's proposal.

All Contractors and Subcontractors must have all Pennsylvania required clearances. On-site work at the sites cannot commence until the vendor has obtained all relevant certifications, licenses, permits and/or required qualifications for its workers:

Carnegie Free Library of Beaver Falls Firewall and Wireless Replacement RFP

- For Pennsylvania Residents: Form SP4-164-Pennsylvania State Police "Request for Criminal Record Check" - call (717) 783-5494 (Act 34)
- Out-of-State Residents: Pa. Form SP4-164 and FBI Background Check (Act 114)
- Pennsylvania "Child Abuse History Clearance" - call (717) 783-6211 (Act 151)
- Fingerprints as required (Act 114)

The Contractor must remove from the premises any resultant debris and return the surrounding areas to previous condition.

SPIN AND FCCRN REQUIRED

It is the intention of the Carnegie Free Library of Beaver Falls to apply for discounts under the Schools and Libraries ("E-rate") program (Category 2) for all services that are the subject of this RFP. Therefore, all Service Providers responding to this RFP must participate in the E-rate Program and must comply with all applicable FCC rules. The Service Provider is required to submit its 498ID (SPIN) and FCCRN as part of the Proposal. If you do not have a 498ID (SPIN) and FCCRN, you MUST obtain them before you respond to this RFP.

*You can obtain a 498ID (SPIN) by following the directions on the Schools and Libraries Division ("SLD") web site which is found at the following URL: <https://www.usac.org/sp/about/obtain-498ID/default.aspx>

*You can obtain an FCCRN from the FCC web site which is found at the following URL: <https://apps.fcc.gov/coresWeb/publicHome.do>

DOCUMENT RETENTION, PRODUCTION OF RECORDS, AND AUDITS

Pursuant to 47 C.F.R. § 54.516, the Service Providers have the following obligations with respect to document retention, production of records and audits:

The Service Providers shall retain documents related to the delivery of discounted telecommunications and other supported services for at least 10 years after the last day of the delivery of discounted services. Any other document that demonstrates compliance with the statutory or regulatory requirements for the schools and libraries mechanism shall be retained as well. Comprehensive information about document retention requirements is found in the FCC's Fifth Report and Order (FCC 04-190).

The Service Providers shall produce such records at the request of any representative (including any auditor) appointed by a state education department, the Administrator, the FCC or any local, state or federal agency with jurisdiction over the entity.

The Service Providers shall be subject to audits and other investigations to evaluate their compliance with the statutory and regulatory requirements for the schools and libraries universal service support program including those requirements pertaining to what services and products are purchased, what services and products are delivered, and how services and products are being used. The Carnegie Free Library of Beaver Falls must provide written consent before a Service Provider releases information to the auditor, reviewer, or other representative.

Carnegie Free Library of Beaver Falls Firewall and Wireless Replacement RFP

The Service Provider shall assume responsibility for its subcontractors' compliance with the FCC requirements on document retention, production of records, and auditing.

LOWEST CORRESPONDING PRICE

Pursuant to 47 C.F.R. § 54.511, Service Providers shall not submit bids for or charge the Carnegie Free Library of Beaver Falls a price above the lowest corresponding price for supported services, unless the FCC, with respect to interstate services or the state commission with respect to intrastate services, finds that the lowest corresponding price is not compensatory. Promotional rates offered by a Service Provider for a period of more than 90 days must be included among the comparable rates upon which the lowest corresponding price is determined.

Pursuant to the FCC's E-rate Modernization Order (FCC14-99) released July 23rd, 2014, the Commission provided notice to all Service Providers that the receipt of E-rate support will be conditioned on disclosure of pricing information beginning in Funding Year 2024. The Commission states in the Order that contracts executed after the effective date of the Report and Order may not contain restrictions barring publication of purchasing price data, and that any such restrictions shall have no effect.

CONTRACT TERMS & CONDITIONS

The following Terms & Conditions are to be included in contract resulting from this RFP:

- Should the Service Provider, its principals, agents or employees act in violation of the FCC's policy regarding gifts, and should Carnegie Free Library of Beaver Falls be denied funding on a funding request or be subject to a commitment adjustment as a result of the aforementioned action, the Service Provider shall be liable for liquidated damages in the amount of the Carnegie Free Library of Beaver Falls's discounted portion on each of the funding requests so denied.
- The Service Provider shall comply with all applicable FCC rules, Orders, and guidance which govern the E-rate program. Notwithstanding any other remedies at law or equity, in the event the Service Provider acts or fails to act in such a way that causes Carnegie Free Library of Beaver Falls to lose E-rate funding, the Service Provider shall be liable to Carnegie Free Library of Beaver Falls for the amount of denied, reduced or adjusted funding. Additionally, the Service Provider shall be liable to Carnegie Free Library of Beaver Falls for legal or consulting fees Carnegie Free Library of Beaver Falls incurs to ensure compliance with the E-rate program, to respond to the FCC or USAC directives, and/or to pursue an appeal.

SCORING MATRIX

Overall total cost including installation	70 points
Bidders ability to provide all options requested in this RFP	15 points
Responses to questions started in the RFP	10 points
Prior E-Rate Experience	5 points
Total	100 points

QUESTIONS FOR PROPOSERS

Please respond to the following questions:

Carnegie Free Library of Beaver Falls Firewall and Wireless Replacement RFP

Company and Staff Profiles

- Describe your company's history and qualifications to perform the proposed work.
- Describe the qualifications of the staff who would be involved in our project, including our primary contacts.
- Describe your experience with projects similar to the one described in this Request for Proposal.

INSTALLATION TIMELINE

Please list your proposed timeline.

EXCEPTIONS

Please describe in full any aspects of the specifications or other parts of the Request for Proposal (e.g., Standard Terms and Conditions) with which you disagree or cannot comply.

REASONS FOR DISQUALIFICATION OF PROPOSALS

If any of the following conditions occur, Vendor's proposal may be disqualified from being evaluated.

- Vendor's proposal is submitted after proposals are received after the due date.
- Vendor is on Red Light Status with the FCC or is delinquent on a debt to a state or federal governmental agency or entity.
- Vendor is not authorized to do business in Pennsylvania.
- Vendor has not been in business for at least 5 years performing services or furnishing equipment required in the bid.
- Vendor does not have an E-rate SPIN number.
- Vendor has no previous experience with the federal E-rate program
- Vendor cannot provide all equipment and services listed in the RFP Scope.
- Vendor has not provided all the required documentation and information requested in this RFP.
- Equipment is found to contain components, or equipment is made by companies on the FCC's list of companies identified as national security risks - <https://www.fcc.gov/supplychain/coveredlist>.

Carnegie Free Library of Beaver Falls Firewall and Wireless Replacement RFP

PROPOSER INFORMATION FORM

The undersigned agrees, if this proposal is accepted within 60 calendar days after date of opening, to furnish all equipment, materials, or services in strict accordance with the provisions of this Request for Proposal, at the price and terms included on the Proposal Pricing Schedule, and according to specifications or other provisions in this package.

Company Name	
Tax ID #	
Address	
Mailing Address (if different)	
Telephone #	
Fax #	
Primary Contact Name	
Primary Contact Telephone #	
Primary Contact Email	
Secondary Contact Name	
Secondary Contact Telephone #	
Secondary Contact Email	

Name

Title

Authorized Signature

Date

Carnegie Free Library of Beaver Falls Firewall and Wireless Replacement RFP

PROPOSAL PRICING SCHEDULE

The prices listed below must be all-inclusive.

Budgetary constraints prevent the CFLBF from accepting add-ons such a fuel surcharge. Be sure to include all costs associated with labor (MUST follow all prevailing wage requirements), equipment, fees, transportation, and insurance in the proposal price.

Do not include any taxes in the price, as Carnegie Free Library of Beaver Falls is exempt by law.

This form will be attached to the contract with the successful vendor.

Fortinet 50G Firewall

Hardware Costs	\$ _____
Configuration Costs	\$ _____
5-Year License	\$ _____

Wireless Access Points

Hardware Costs	\$ _____
Installation Costs	\$ _____
Configuration Costs	\$ _____
5-Year License (optional)	\$ _____

Structured Cabling

Material Costs	\$ _____
Installation Costs	\$ _____

Carnegie Free Library of Beaver Falls Firewall and Wireless Replacement RFP

PROPOSER REFERENCES FORM

You must have at least three (3) client references listed on this form. Reference information must reflect current or recent work that is comparable in scope to the CFLBF job. Note: Please list references who are knowledgeable about your company and your staff. You may submit multiple reference forms if you wish to provide more than three (3) references.

Please list company name, contact name, address, a business telephone number, and email address.

Client Reference #1:

Client Reference #2:

Client Reference #3:

Carnegie Free Library of Beaver Falls Firewall and Wireless Replacement RFP

IS YOUR BID COMPLETE?

Bidder Check List

- Non-Collusion Affidavit Signed and Enclosed
- Two bound copies and a digital copy (on flash drive) of the bid proposals
- Three references from other organizations for similar projects
- Company Profile detailing years in business, number of employees, certification and service center locations
- Materials Equipment Specification Sheets
- Did you include your SPIN number?
- Did you include your FCCRN number?
- Did you include evidence of non-Red Light status?

INSTRUCTIONS FOR NON-COLLUSION AFFIDAVIT

1. Vendors are required to submit a Non-Collusion Affidavit with their proposals. An acceptable sample with instructions is included below. Vendors may use their own version.
2. This Non-Collusion Affidavit is material to any contract pursuant to this proposal. Per the Pennsylvania Antibid-Rigging Act, 62 Pa. C.S.A., Section 4501, et. seq. governmental agencies may require Non-Collusion Affidavits to be submitted together with proposals.
3. This Non-Collusion Affidavit must be executed by the member, officer or employee of the responder who makes the final decision on prices and the amount quoted in the proposal.
4. Proposal rigging and other efforts to restrain competition, and the making of false sworn statements in connection with the submission of proposals are unlawful and may be subject to criminal prosecution. The person who signs the Affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the responder with responsibilities for the preparation, approval or submission of the proposal.
5. In the case of a proposal submitted by a joint venture, each party to the venture must be identified in the Proposal Documents, and an Affidavit must be submitted separately on behalf of each party.
6. The term "complementary proposal" as used in the Affidavit has the meaning commonly associated with that term in the proposing process, and includes the knowing submission of proposals higher than the proposal of another firm, any intentionally high or noncompetitive proposal, and any other form of proposal submitted for the purpose of giving a false appearance of competition.
7. Failure to file an Affidavit in compliance with these instructions will result in disqualification of the proposal.

NON-COLLUSION AFFIDAVIT

Project Name: _____

Owner: _____

Project No.: _____

COMMONWEALTH OF PENNSYLVANIA:

COUNTY OF _____

I state that I am of and that I am authorized to make this affidavit on behalf of my firm _____, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this proposal.

I state that:

- The price(s) and amount of this proposal have been arrived at independently and without consultation, communication or agreement with any other contractor, responder or potential responder.
- Neither the price(s) nor the amount of this proposal, and neither the approximate price(s) nor approximate amount of this proposal, have been disclosed to any other firm or person who is a responder or potential responder, and they will not be disclosed before proposal opening.
- No attempt has been made or will be made to induce any firm or person to refrain from proposing on this contract, or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal or other form of complementary proposal.
- The proposal of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive proposal.
- The proposal of my firm has been prepared and submitted in complete compliance with the Pennsylvania Antitid-Rigging Act, 62 Pa.C.S.A., Section 4501 et. seq.
- _____ its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to proposing on any public contract, except as follows:

I state that I understand and acknowledge that the above representations are material and important, and will be relied on by the Owner in awarding the contract(s) for which this proposal is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as

Carnegie Free Library of Beaver Falls Firewall and Wireless Replacement RFP

fraudulent concealment from Owner of the true facts relating to the submission of proposals for this Agreement.

Name

Title

SWORN TO AND SUBSCRIBED

BEFORE ME THIS _____ DAY OF _____, 20_____

NOTARY PUBLIC

My Commission Expires _____, 20__

STATE CONTRACTOR'S NONDISCRIMINATION NOTICE

THE EQUAL EMPLOYMENT OPPORTUNITY REQUIREMENTS OF THE COMMONWEALTH'S AFFIRMATIVE ACTION-CONTRACT COMPLIANCE PROGRAM FOR STATE CONTRACTORS COVER ALL EMPLOYMENT PRACTICES WHICH INCLUDE HIRING, RECRUITMENT, PLACEMENT, SELECTION FOR TRAINING, PROMOTION AND COMPENSATION.

STATE CONTRACTORS AND THEIR SUBCONTRACTORS MUST ENSURE THAT APPLICANTS AND EMPLOYEES ARE NOT DISCRIMINATED AGAINST ON THE BASIS OF RACE, COLOR, RELIGIOUS CREED, ANCESTRY, NATIONAL ORIGIN, AGE, DISABILITY, SEX, SEXUAL ORIENTATION OR UNION MEMBERSHIP.

COMPLIANCE REVIEWS ARE CONDUCTED BY THE COMMONWEALTH TO ENSURE THAT THESE REQUIREMENTS ARE MET.

Our company is a state contractor and is committed to the principles of EQUAL EMPLOYMENT OPPORTUNITY for all persons and AFFIRMATIVE ACTION. we have agreed to the NON-Discrimination Clause in our contract in accordance with the Commonwealth requirements.

Employees of our company who would like to receive additional information about the nondiscrimination requirements should contact the personnel manager of this company or:

THE BUREAU OF AFFIRMATIVE ACTION/CONTRACT COMPLIANCE
COMMONWEALTH OF PENNSYLVANIA

OFFICE OF ADMINISTRATION
ROOM 510, FINANCE BUILDING
HARRISBURG, PA 17120
TELEPHONE: (717) 783-1130