

ST. LOUIS COUNTY LIBRARY DISTRICT
REQUEST FOR PROPOSAL
Fiber Internet Services 2024
DATE ISSUED: January 10, 2024

The Board of Trustees of the St. Louis County Library District (“Library District”) is accepting Proposals (“Proposal” or “Proposals”) pursuant to this Request for Proposal from qualified businesses for: Fiber Internet Services (the “Project”),

All Proposals are due no later than 1:00 P.M. C.T., on February 9, 2024.

Please email the completed Proposal in accordance with this Request for Proposal to Gib Van Cleve, Assistant Director, ITS via email at gvanclave@slcl.org.

To protect the integrity of the Proposal selection process, any questions concerning this Request for Proposal, the Proposal process or Proposal specifications shall be submitted per the directions in Section 6 under the “Proposal Requirements” listed in this document.

A proposer shall complete the Proposal as required in this Request for Proposal and email the completed Proposal to Gib Van Cleve, Assistant Director, ITS via email at gvanclave@slcl.org with the subject heading “Fiber Internet Services RFP 2024.”

The Library District reserves the right to reject any and all Proposals and to waive formalities in the best interest of the Library District.

BACKGROUND

The Library District is a political subdivision of the State of Missouri. The Board of Trustees (“Board of Trustees”) of the Library District is a body corporate with all the powers and rights of like or similar corporations serving more than 870,000 Library District residents. All management and control of the Library District is vested in a Board of Trustees consisting of five Trustees appointed by the County Executive of St. Louis County, Missouri. The Trustees serve staggered four-year terms.

The Board of Trustees appoints a qualified librarian who holds that office at the Board of Trustees’ pleasure as the chief executive and administrative officer (“Director”) of the Library District.

The Board of Trustees has the power to purchase grounds, erect appropriate buildings and improve existing buildings for the use of the Library District and its branches out of funds available or through the issuance of bonds or otherwise.

GENERAL REQUIREMENTS

The Project is subject to all applicable laws of the State of Missouri governing the Library District including but not limited to the following:

- Missouri law prohibits all employers from employing aliens unlawfully present in the United States to perform work within the State of Missouri, including the Project and proposers must comply with the provisions relating thereto in Section 285.530 RSMo, as amended.
- State law also requires all employees working on the site of public works projects to have received safety training, including the Project, pursuant to Section 292.675 RSMo, as amended.
- Every transient employer must comply with Sections 285.230 through 285.234 RSMo, as amended, when applicable.
- Pursuant to Sections 34.070 and 34.073, the Library District prefers to purchase those materials, products and supplies which are produced, manufactured, compounded, made or grown, within the State of Missouri when they are found in marketable quantities and are a quality suited to the purpose intended, and can be secured without additional cost over out-of-state products. Quality and fitness of articles will be considered in making purchases or letting contracts. Similarly, in letting contracts for the performance of any job or services, the Library District prefers Missouri firms, corporations or individuals, or firms, corporations or individuals which maintain Missouri offices, when the quality of performance promised is equal and the price quoted is the same or less.

Public entities, as well as the successful proposer, shall comply with these laws. Failure to comply with many of these laws constitutes a misdemeanor for the successful proposer. The purpose of these laws is to protect the tax base, keep worker safe and ensure that construction remains a high-skilled enterprise.

In addition to the general requirements listed above, the successful proposer shall comply with all laws, ordinances, regulations, applicable zoning and building requirements, and orders of federal, state, county, and local governing authorities pertaining and applicable to each Library District Location, the successful proposer and/or the Library District.

Applicable insurance coverage must be provided by the successful proposer before any work can be started on the Project.

The Library District will make every effort to target and utilize Minority/Women Business Enterprises (MBE/WBE) by using the Missouri Minority/Women Business Enterprise Program Directory as a source of identification of potential proposers. The Library District Policy provides that MBE/WBEs must be certified by the Office of Supplier and Workforce Diversity (OSWD), State of Missouri, and that such entities will be provided an equitable and fair opportunity to submit bids and proposals.

These general requirements, this Request for Proposal, the Proposal and the specifications, drawings, schedules and instructions of the Project shall be incorporated in the contract and/or purchase order signed by the parties should the proposer be awarded a contract under this Request for Proposal.

SCOPE OF WORK

This Scope of Work provides an overview of the terms and conditions being sought by the Library District for the Service:

Fiber Internet Services

The St. Louis County Library District is requesting Proposals for high speed fiber based Internet service at two locations in St. Louis County, as described in Exhibit A, attached hereto and incorporated herein as part of this RFP. The Library District is nearing the end of an Internet Services contract on two 1 Gbps fiber Internet connections. The Library District desires to enter into a new three-year contract for high speed fiber based Internet services at the Lynn Beckwith, Jr. Administrative Building and the Hostirian Colocation Site commencing on 7/1/2024 for 36 months.

The District utilizes a centralized computing model with key server infrastructure and backbone network infrastructure located at the Lynn Beckwith, Jr. Administrative Building location or in leased rack space at a colocation site in the St. Louis area. The Internet Service solution will provide Internet access to over 1,000 public access and staff PCs via the District's Wide Area Network.

Responses to this RFP should only be for those "locations and services" described within. Proposers that stray from these specifications may result in their entire proposal being declared unresponsive.

The selected provider will best meet the desired capabilities identified in this Scope of Work and the Service section of this RFP, at the best price. The acceptance of a proposal does not obligate the St. Louis County Library to purchase a system from any vendor. The St. Louis County Library reserves the right to reject all proposals. All costs for proposal preparation are the responsibility of the bidder. After receipt of the proposals and prior to signing a contract, the St. Louis County Library reserves the right to modify the system requirements by adding or deleting specific equipment or optional features.

SERVICE

I. Key Requirements:

The Proposer must meet the following requirements:

- Have a Service Provider Identification Number (SPIN) on file with the Universal Service Administrative Company.
- Be an approved USAC telecom provider.
- Provide services that are E-Rate Category 1 eligible.
- Provide high speed Fiber Internet “always on” Internet service at the Lynn Beckwith, Jr. Administrative Building.
- Provide Ethernet CAT-6 hand off from the ISP.
- Provide bi-directional speeds. State the throughput speeds for up and down Internet traffic on the connections.
- Provide a pricing option for Fiber Internet services at Hostirian Colocation Site.
- Identify the Tier Level of the Internet services that bidder will provide the Library.
- Internet services at the Lynn Beckwith, Jr. Administrative Building location must be able to accommodate SLCL’s existing external Class C IP address range. Internet service provider must be able to allow this address range to be moved to the District’s fiber Internet service located at its colocation site within 24 hours in the event of a disaster.
- Provide a web based management interface to monitor bandwidth usage.
- **Any Wi-Fi services that are normally enabled on ISP’s equipment must be disabled by the service provider. All “wireless” Internet connectivity to the proposer’s provided Internet solution must be made through hardware owned by the Library District. Proposer shall not leverage provided service as a connectivity option for its other customers. The intent of this restriction is to assure that the contracted bandwidth of the physical connection is reserved exclusively for Library District patrons and staff.**

II. Required Information. All proposals should demonstrate the Proposer’s satisfaction of the Scope of Work and Key Requirements listed above and include the following information:

1. Internet Bandwidth Service Solution:

- Please provide a description of the proposed Internet Bandwidth solution.
- Please provide a brief description of your company’s background as an ISP.
- **Please provide a description of your company’s broadband latency and throughput.**
- Please provide product information and brochures featuring your product. **Responses with links to websites containing descriptions do not provide lasting documentation of a proposer's specifications and its services as the content of websites can also be changed at the proposer's discretion without the knowledge of the Library District.**
- If you are partnering with another company for service or equipment, please include a description of this company’s background.

2. Installation and Training:

- Please describe the installation process of the Internet Solution. Please include a description of any installation requirements applicable to the Library District.
- Please describe the training that will be provided to Library District staff after the installation.

3. ISP Service and Support

- Address the proposer's support organization and how it assures Internet uptime 24/7.

4. Configuration/Pricing

- Provide pricing options for 1 Gbps, 2 Gbps, 5 Gbps and 10 Gbps service or similar pricing models, for a three-year term.
- Itemize all charges for individually identifiable components of the proposed system, including all associated installation, programming, and cabling. Proposer must include charges for all components required to provide Internet connectivity, all design charges, interface charges, and training charges. **Please identify and include the estimated taxes and surcharges to be assessed in the response.**

5. Payment Options

- Describe your accepted methods of payment, including leasing options. The Library is specifically interested in E-rate eligible services.

6. Payment Schedule

- Describe payment schedules available with the proposed system.

7. Conditions:

- Permits - The successful proposer shall obtain and pay for any permits and licenses required for the performance of the work, post all notices required by law, and comply with all laws, ordinances and regulations bearing on the conduct of the work, as specified herein. On any work that requires an inspection certificate issued by local authorities, underwriters, or any other governing body, such inspection certificate(s) shall be obtained by and paid for by the successful proposer. The successful proposer shall procure all required certificates of acceptance or of completions issued by the state, municipal or other authorities and must deliver these to the Library District.
- Proposer Responsibility - Unless otherwise stipulated, the successful proposer shall provide, and pay for, all materials, labor, tools, equipment, transportation, and other facilities necessary for the performance and completion of the work. The successful proposer shall verify conditions at the building, particularly door openings and passages. Any pieces too bulky for existing facilities shall be hoisted and otherwise handled with apparatus as required.
- RFP Responses - All materials submitted by the proposer in response to this RFP become the sole property of the St. Louis County Library District upon receipt. The material contained in these responses will be appended to the final contract, further defining the contractual responsibilities of the successful proposer.
- **Upon placement of a contract and/or service order, proposers must confirm their installation timeline within thirty (30) days. If the timeline is found to be considerably longer than what was proposed in the proposal, the Library District reserves the right**

to cancel the service order or contract without penalty due to non-performance. The Library District shall not be held responsible for any early termination penalties should the contract be terminated under these conditions. If the contract is terminated due to non-performance, the Library District may award the contract to the proposer that scores second in the evaluation process, or may repeat the proposal process for the service.

8. References

- Please provide at least 3 references from similar sized installations that your company has provided within the last three years.

9. Network Drawing

- Please submit a detailed network drawing providing details of how the network will be designed, implemented and maintained.

The successful proposer agrees to enter into a contract with the Library District for services provided.

PROPOSAL REQUIREMENTS

The Proposal must be received via email to gvanclave@slcl.org by 1:00 P.M. C.T. on February 9, 2024. No Proposal will be accepted after this time and any Proposal arriving after this time will be returned unopened.

1. The Proposal email shall bear the following legend:

Fiber Internet Services RFP 2024

2. Proposals must be PDF file format viewable as an eight-and-one-half inch (8 1/2") by eleven inch (11") white paper printed on one side. [Sheets containing graphic images may fold out to eleven inches (11") by seventeen inches (17").] The Proposal must clearly and easily identify the individual or firm and contain the name, address, and a telephone number of its principal spokesperson, which may be released by the Library District as public information as required by applicable law and/or Library District policy. Colored and/or tabbed divider sheets may be used to delineate discrete sections.

3. Each proposer shall submit via email a signed, complete copy of the Proposal and one "public/press" copy of the Proposal in which the individual or firm should redact any information which it deems confidential or proprietary.

4. Any proposer desiring an explanation or interpretation of this Request for Proposal must request it in writing no later than 1:00 P.M. C.T. on January 22, 2024 and such request shall be emailed only to gvanclave@slcl.org. Oral explanations or instructions given before the award of the contract will not be binding. Any information given to a proposer concerning a solicitation will be furnished promptly to all other proposers as an amendment of this Request for Proposal, if that information is necessary in submitting Proposals or if the lack of it would be prejudicial to any other prospective proposers.

5. If this Request for Proposal is amended, then all terms and conditions, which are not modified, remain unchanged. Proposers shall acknowledge receipt of any amendments to this Request for Proposal by: (i) signing and returning the amendment; and (ii) identifying the amendment number and date in the space provided for this purpose. The Library District must receive the acknowledgement by the time specified for receipt of the Proposal.

6. No Proposal shall be withdrawn for a period of 90 days subsequent to the submittal of the Proposal without prior written consent of the Library District.

7. The **COVER LETTER** must indicate that the signer is authorized to bind the proposer contractually and must identify the title or position of the signer. The **COVER LETTER** shall also contain the following:

- (i) The name of the proposer, address, telephone number and email address;
- (ii) A statement that (a) the proposer is willing and able to provide the goods and services required for a successful engagement; (b) the proposer has read and understands the Request for Proposal; (c) the proposer understands the conditions and needs of each Library District Location; and (d) the Proposal is made in accordance with the Request for Proposal and is based upon the materials, products, systems and equipment required by the Request for Proposal.
- (iii) The name of the individual within the proposer, who will be the primary contact concerning this engagement;
- (iv) Copies of all license(s) from applicable governing authority to do business at each Library District Location and certificate of good standing for the State of Missouri, as applicable;
- (v) Proposal security in the form of a Proposal bond or cashier's check of not less than 5% of the Proposal amount; and
- (vi) Documentation and sworn affidavit with respect to employees working in connection with the Proposal, affirming enrollment in a Federal Work Authorization Program.

10. An unsigned submission shall be rejected.

11. The Library District is not liable for any cost incurred by the proposer prior to issuance of a legally executed contract by the Library District and/or purchase order authorized by the Library District.

12. Please provide at least 3 references from similar sized contracts that your company has provided Fiber Internet Services for a multi-site customer within the last three years.

13. RFP Responses - All materials submitted by the proposer in response to this RFP become the sole property of The St. Louis County Library upon receipt. The material contained in these responses will be appended to the final contract, further defining the contractual responsibilities of the proposer.

14. Performance, labor and materials insurance shall be provided by a company rated A+ in Best ratings. All other coverage shall be provided by companies rated A or above in Best ratings.

SELECTION PROCEDURES

1. A tentative schedule of the selection process for this RFP is listed in Exhibit B (“Tentative Schedule”).
2. Proposals shall be referred to and reviewed by a Selection Committee composed of members selected by the Director.
3. Proposals that fail to adhere to the requirements of this Request for Proposal may result in the Proposal being disqualified as non-responsive.
4. In determining the best Proposal, among other factors, the Library District may consider all factors in this Request for Proposal including, but not limited to location of the proposer and references.
5. The Selection Committee will make a recommendation to the Director who will make a recommendation to the Board of Trustees.

AWARD

1. The right is reserved by the Board of Trustees to cancel this Request for Proposal or to reject any and all Proposals and to waive formalities in the best interest of the Library District.
2. The Board of Trustees reserves the right to split awards, make multiple awards and to reject any and all Proposals.
3. Subject to the rights reserved by the Library District, an award will be made by the Board of Trustees to the proposer determined to have the lowest and best Proposal.
4. All proposers will be notified of the Library District’s selection as soon as possible.
5. Each successful Responder is required to procure and maintain professional liability insurance coverage in a sufficient amount taking into consideration the number, size and specifics of the Project services to be provided. Each Responder should list the professional liability insurance coverage to be provided in the Response to RFP.
6. The successful proposer will be issued a Notice of Award. Within ten business days, the successful proposer shall provide the following documentation:
 - (a) Proof of the appropriate insurance coverage.
 - (b) Federal Identification Number.
 - (c) Evidence that the proposer is authorized to do business in Missouri and at each Library District Location.

Exhibit A

Locations

Site	Location Name	Address
1	Hostirian Colocation Site	11756 Borman Drive, St. Louis, MO, 63146
2	Lynn Beckwith, Jr. Administrative Building	1412 S. Spoeede Road, St. Louis, MO, 63131

Exhibit B

Tentative Schedule

To provide a clear understanding of the RFP process, below is a tentative schedule of events for this project.

Date and Time	Event
January 10, 2024	Request For Proposal Issued
January 22, 2024 at 1:00 p.m.	Deadline for submission of questions by Proposers
January 25, 2024 at 2:00 p.m.	Answers to Proposers' questions will be posted on website
February 9, 2024 at 1:00 p.m.	RFP Closing Date and Time
February 20, 2024	Board of Trustees meeting for approval