NOLS
NORTH OLYMPIC
LIBRARY
SYSTEM
www.nols.org

1. INTRODUCTION AND GENERAL INSTRUCTIONS

A. The North Olympic Library System (NOLS or the "Library"), announces requirements for

B. All qualified individuals and firms interested in providing these services to the Library are invited to respond to this Request for Proposals.

C. The Library reserves the right, without penalty, to add, remove, modify or otherwise update the RFP in any way the Library sees fit, provided that such modifications shall be submitted with due notice prior to the deadline for submission.

D. This invitation does not commit the Library to pay any costs incurred in the preparation of proposals nor commit the Library to select any proposer that responds.

E. The Library reserves the right to waive any irregularities or informalities in procedure and to reject any or all proposals without penalty. Any and all submissions may be rejected for any cause. Further, the Library reserves the right to cancel the project with or without reason.

F. Vendors participating in the bidding process must have a valid SPIN (Service Provider Identification Number) provided by USAC (The Universal Service Administrative Company). Vendors should include their SPIN in any correspondence with NOLS.

G. Vendors and consultants shall comply with all management and administrative requirements established by the Washington Administrative Code (WAC), and the Revised Code of the State of Washington (RCW), and any subsequent amendments or modifications, as applicable to providers licensed in the State of Washington.

2. HOW TO RESPOND TO THIS RFP

A. Questions about this RFP: All questions should be directed to Tim Gort, Library IT Specialist at: *gkitts@nols.org*. NOLS reserves the right to share its answers to questions with other proposers if it is determined that the answer would give unfair advantage to one proposer. Questions may be submitted no later than Tuesday, February 09, 2016.

B. Proposal submission: To be considered for selection, proposers must submit a complete response to the RFP as defined in this section. Responses are to be in MS Document (.doc or .docx), Adobe PDF (.pdf) or Rich Text Format (.rtf). Proposals are to be emailed to *gkitts@nols.org*. In addition, to assure proper receipt of your proposals through our email system:
   - Do not use superfluous dots in the names of any file attachments.
   - Do not attach archives (.rar, .zip, etc.); only documents should be sent.

C. Proposal must be received on or before 4:30pm Pacific Standard Time on Tuesday, February 23, 2016. Confirmation of receipt of email submissions are the responsibility of the vendor.

D. If/when physical correspondence is necessary, you can use the following address:
   Gabe Kitts, IT Manager
   North Olympic Library System
   2210 South Peabody Street
   Port Angeles. WA 98362

3. TIMELINE

A. The Library intends to install, configure and begin using the new equipment starting in July of 2016 and requires the contract and/or service start dates to be on or after July 1, 2016. Payments are to be made for products and/or services on or after July 1st, 2016.

B. Important aspects of the bidding process are to take place on the following dates:

- 2016-01-12 - RFP and form 470 submitted. RFP questions may be submitted.
- 2016-02-09 - Deadline for RFP question submission.
- 2016-02-23 - Deadline for accepting bids.
- 2016-02-24 - Bids will be solicited from vendors if one or zero bids have been received by the deadlines.
- 2016-03-01 - We will finalize the scoring of received bids.
- 2016-03-09 - We will start contacting winning bidders at this time to arrange for purchases and/or contracts.

C. Proposals should be brief, concise and responsive to the specific requests in this section.

D. Proposals should fully address all requirements under section *4. SCOPE OF WORK*.

4. SCOPE OF WORK

A. Context: The North Olympic Library System is a public library system providing services at four locations in Clallam County: Port Angeles, Sequim, Forks, and Clallam Bay. IT Staff have been making incremental upgrades to computing and networking infrastructure over the last few years as part of its ongoing long-term technology plan. The year of 2016 will see the North Olympic Library System undergoing another incremental networking infrastructure upgrade at most of its branches in order to reconfigure suboptimal installations as well as to add/upgrade hardware.

B. Existing UPS configurations: Almost all UPSs connected to our networking hardware are floor/desktop units that contribute to clutter, pose a tripping hazard, etc. and are aging as well. In addition, the units for networking equipment at the main branch do not provide the optimal power capacity and running time necessary for when an emergency arises. The goal is to replace all UPS units for networking hardware with rack mounted units to make better use of space as well as to make access and management easier. The following is a brief description of the UPS installations for the library.

  1. Port Angeles – Currently, there are four floor/desktop units and three rack mount units that combined notionally supply emergency power to a total of 15 total networking devices at the Main Distribution Frame.
  2. Satellite Branches – Networking equipment at the branches in Sequim, Forks and Clallam Bay are each served by a 1500VA (900w) floor/desktop UPS unit.

C. Vendor's tasks: Vendors that can demonstrate the ability to deliver the proposed equipment and can provide references and examples of similar installed products are asked to submit a proposal with a detailed price quotation for a complete solution that includes the following:

  1. Provide hardware solutions that meet the functional and technical requirements defined in this document. When an item requires compatibility with a specification or hardware system, the vendor is giving a guarantee that proposed products/solutions are compatible. The vendor can inquire as to any particular details of what is required to meet compatibility.
  2. Provide information on items cited in Section *5. EQUIPMENT LIST AND FEATURES*.

        3. No training or installation services will be required.

D. Technical requirements: The requested equipment must meet the following technical requirements as specified in Section *5. EQUIPMENT LIST AND FEATURES*.

5. EQUIPMENT LIST AND FEATURES

A. Address each item listed below indicating relevant details, and whether a feature is unavailable or is an add-on option. All proposals are to contain only new items; No "open box", display models, or refurbished items are acceptable regardless of apparent condition or warrantees.

B. UPSs

  1. Managed Uninterruptable Power Supply

    a. Quantity: 1

    b. Must be 2-post rack mountable. If the item does not come with 2-post mounting hardware, the vendor shall add suitable mounting hardware to the proposal.

    c. Input Power must be 120V Single Phase 20A input via NEMA 5-20P Plug.

    d. Power cord must be between 8 and 12 feet in length and terminate in a NEMA 5-20P plug.

    e. Line-mode power efficiency to meet or exceed 95%

    f. Output Power must be 120 VAC (True Sinewave) in battery mode

    g. Must include over/under voltage correction when in line-mode; adjustment of 10% or better for 95V to 145V range.

    h. Power Outlets: minimum of 8 powered NEMA 5-15R or NEMA 5-15/20R receptacles in at least 2 switched banks

    i. Power Capacity: 2.5 to 3.0 KVA capacity (1.9 to 2.25 KW)

    j. Batteries must be user replaceable

    k. Must provide a minimum of 80 minutes of running time at 800 watts power consumption while in battery-mode. An additional auxiliary battery unit can be written in to the proposal for attachment to the UPS if an auxiliary unit is found to be necessary to provide the required running time in battery-mode. An auxiliary battery unit must also be 2-post rack mountable and hardware for 2-post mounting must be added to the proposal if it is not included with the auxiliary battery unit.

    l. Total size of UPS with battery unit not to exceed 5 rack units.

    m. Must be manageable over the Internet. If an interface card is optional, the vendor shall add an interface matching the specs below to the proposal.

    n. Network interface should be 10/100 Mb/s Ethernet at a minimum via RJ-45 jack.

  2. Managed Uninterruptable Power Supply

    a. Quantity Required: 3

    b. Must be 2-post rack mountable. If the item does not come with 2-post mounting hardware, the vendor shall add suitable mounting hardware to the proposal.

    c. Must be line interactive.

    d. Input Power must be 120V Single Phase 15A input via NEMA 5-15P Plug.

    e. Power cord must be between 8 and 12 feet in length and terminate in a NEMA 5-15P plug.

    f. Line-mode power efficiency to meet or exceed 95%.

    g. Output Power must be 120 VAC (True Sinewave) in battery-mode.

    h. Must include over/under voltage correction when in line-mode; adjustment of 10% or better for 95V to 145V range.

    i. Power Outlets: minimum of 8 powered NEMA 5-15R receptacles in at least 2 switched banks.

j. Power Capacity: 1.5 to 1.8 KVA capacity (1.2 to 1.6 KW)
k. Batteries must be user replaceable.
l. Must provide a minimum of 80 minutes of running time at 250 watts power consumption while in battery-mode. An additional auxiliary battery unit can be written in to the proposal for attachment to the UPS if an auxiliary unit is found to be necessary to provide the required running time in battery-mode. An auxiliary battery unit must also be 2-post rack mountable and hardware for 2-post mounting must be added to the proposal if it is not included with the auxiliary battery unit.
m. Total size of UPS with battery unit not to exceed 4 rack units.
n. Must be manageable over the Internet. If an interface card is optional, the vendor shall add an interface matching the specs below to the proposal.
o. Network interface should be 10/100 Mb/s Ethernet at a minimum via RJ-45 jack.

C. PDUs
1. Power Distribution Unit (Switched)
a. Quantity Required: 1
b. Must be 2-post rack mountable. If the item does not come with 2-post mounting hardware, the vendor shall add suitable mounting hardware to the proposal.
c. Form factor must be 1U, horizontal orientation.
d. Power Input must be 120VAC Single Phase via a NEMA 5-15P plug.
e. Power cord must be 8 to 12 feet in length.
f. Power Output from 8 to 12 NEMA 5-15R Receptacles.
g. Each outlet must be manageable (On, Off, Reboot); must be real time and programmable.
h. Power Capacity must be between 1200w to 1500w @ 120V.
i. Must support user programmable alarm thresholds.
j. Must report critical data such as current loads, voltages, frequency.
k. Must be manageable over the Internet. If an interface card is optional, the vendor shall add an interface matching the specs below to the proposal.
l. Network interface should be 10/100 Mb/s Ethernet at a minimum via RJ-45 jack.
m. Must support DHCP and manual configuration.

7. SELECTION PROCESS

A. Proposals will be evaluated by the Manager of the IT Department and the Library System Director. Proposals will be evaluated on the basis of vendor qualifications and capacity to deliver the proposed system; how well the proposed system fulfills the Library's communications needs; flexibility and usability for staff; vendor's ability to deliver a products/solutions that operate successfully, on schedule; and any other factors deemed relevant and in the best interests of the Library. In addition, as per USACs (the Universal Service Administrative Company) mandate, cost will be the most heavily weighted of all metrics used in the selection process.

B. Final selection will be based on the evaluation of proposals, and vendors may be requested to provide additional information after submitting proposals and prior to final selection. A negotiation phase of this process may commence prior to final selection. The vendor selected by the IT Manager and Library System Director will be awarded a contract.