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 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 IT specialist Tim Gort at: _tgort@nols.org_. In order to ensure that the bidding process remains as open and fair as possible, copies of all RFPs, questions and answers shall be available on the NOLS web site at **http://www.nols.org/erate/2017/**. All proposers will be notified via email of any changes or newly answered questions. All vendors will be notified when there are any changes and/or questions that have been answered. Questions may be submitted no later than 4:30pm Pacific Standard Time on the question submission deadline date (see section 3 TIMELINE).

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 _tgort@nols.org_. In addition, to assure proper receipt of your proposals through our email system:

C. Do not use superfluous dots in the names of any file attachments.

D. Do not attach archives (.rar, .zip, etc.); only documents should be sent.

E. Proposal must be received on or before 4:30pm Pacific Standard Time on the deadline date for bid submissions (see section 3. TIMELINE for details). The North Olympic Library System will confirm via email that we have received your email submissions.

F. If/when physical correspondence is necessary, you can use the following address:

Tim Gort, IT Specialist
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 2017 and requires the contract and/or service start dates to be on or shortly after July 01, 2017. Payments are to be made for products and/or services on or shortly after July 01, 2017.

B. Important aspects of the bidding process are to take place on various dates listed under subsection **1.** If you have been solicited for bids due to NOLS receiving no bids or only one bid, skip to subsection **2.**

   1. The standard competitive bidding schedule is as follows:
      - 2017-04-04 - RFP and form 470 submitted. RFP questions may be submitted.
      - 2017-05-02 - Deadline for RFP question submission.
      - 2017-05-04 - Deadline for bid submissions.
      - 2017-05-07 - We will finalize the scoring of received bids.
      - 2017-05-08 - We will start contacting winning bidders at this time to arrange for purchases and/or contracts.

   2. In the event that we receive no bids or that we receive only one bid by the bid submission deadline, companies shall be contacted and solicited for bids as per the Erate program's requirements regarding the open competitive bidding process. If this occurs, the reopening of bids shall take place on the following dates:
      - 2017-05-05 - Companies will be solicited for bids.
      - 2017-06-01 - Deadline for RFP question submission.
      - 2017-06-03 - Deadline for bid submissions.
      - 2017-06-06 - We will finalize the scoring of received bids.
      - 2017-06-07 - 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 2017 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 power systems and configuration: The following is a brief description of the power systems already in use.

   1. Main Branch
      a. We are in the process of moving from a large number of lower-capacity UPS towers to a much smaller number of high-capacity rack-mount UPS units. Some older UPS units will remain in use for the time being.

   2. Satellite Branches
      a. We are currently using aging tower UPS units at the remote branches. They are to be replaced with rack-mounted units.

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. Define all hardware, software and interconnectivity that the Library will need for complete installation of the system. It is expected that vendors will propose an intelligent network design to contain the proposed system within the Library's environment.
4. 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. Uninterruptable Power Supplies & Accessories
   1. Managed Uninterruptable Power Supply
      a. Quantity required: 4
      b. Form factor must be rack mountable and is not to exceed 2 rack space units in height.
      c. Rack mounting must be the 2-post variety. If the item does not come with 2-post mounting hardware, the vendor shall add suitable mounting hardware to the proposal.
      d. Minimum required rack depth must not to exceed 16.5 inches.
      e. Input Power must be 120V Single Phase 15A input via NEMA 5-15P Plug.
      f. Power cord must be a minimum of 10' in length (not to exceed 15') and terminate in a NEMA 5-15P plug.
      g. Line-mode power efficiency to meet or exceed 95%.
      h. Output power must be true sinewave at 120 VAC +/- 5% in both line-mode and battery-mode.
      i. Must include over and under voltage correction when in line-mode with an adjustment amount of 12% or better for a range of 83V to 147V input.
      j. Must have a minimum of 8 powered NEMA 5-15R or NEMA 5-15/20R power receptacles.
      k. Must have a minimum of 2 switched load banks, each of which must have a minimum of 2 outlets.
      l. Output VoltAmp capacity to meet or exceed 1.5 KVA.
      m. Output power capacity to meet or exceed 1.35 KW.
      n. Batteries must be user replaceable from the front of the device.
      o. Must provide 45 to 60 minutes of running time at 200 watts power consumption while in battery-mode.
      p. Must not require an auxiliary battery pack to achieve the required running time.
      q. Must be manageable over the Internet via SNMP, Web, SSH, and Telnet. If an interface card is optional to the device, the vendor shall add an interface matching the specs below to the proposal.
         i. Ethernet (minimum 100Mbps) via RJ45 jack.
         ii. Must support SNMP, Web, SSH, and Telnet.
         iii. Must be capable of sending alert notifications via SNMP, SMS, and Email.
         iv. Must be able to use encrypted connections via SSL.
         v. Must be capable of both DHCP and Manual networking configuration.
   2. Power Distribution Unit
      a. Quantity required: 4
      b. Form factor must be rack mountable and is not to exceed 1 rack space unit in height.
      c. Mounting hardware must allow for 2-post rack mounting.
      d. Input Power must be 120V Single Phase 15A input via NEMA 5-15P Plug.
      e. Power cord to be a minimum of 10' in length (not to exceed 15') and terminate in a NEMA 5-15P plug.

f. Must have a minimum of 16 powered NEMA 5-15R or NEMA 5-15/20R power receptacles.
g. Individual power receptacles must be rated at 10A or better.
h. Must have a digital display for output load level measurement.
i. Must be manageable over the Internet according to the following requirements
j. Ethernet (minimum 100Mbps) via RJ45 jack.
k. Must support SNMP, Web, SSH, and Telnet.
l. Each power receptacle must be capable of being switched On or Off in an automated fashion and in real time or must be remote and real-time switchable (ON, OFF)
m. Must be capable of sending alert notifications via SNMP or email.
n. Must be able to use encrypted connections via SSL.
o. Must be capable of both DHCP and Manual networking configuration.

6. SELECTION PROCESS

A. A committee consisting of IT Manager Gabe Kitts and IT staff members will evaluate proposals. 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 system that is operating successfully, on schedule; and any other factors deemed relevant and in the best interests of the Library.

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 committee will be recommended to the Library Board of Trustees for contract award.