

Douglas County Library System
BEN:143421
Form 470 # 270000241
Internet Access

Procurement Timeline:

Task	Due Date
Deadline to Submit Questions	September 25, 2026
Posting of Questions/Clarifications	September 29, 2026
Proposal Submission Deadline	October 28, 2026

*The Library System may, at its sole discretion, extend the due date for the submission of proposals when it is in its best interest to do so. Such extensions shall be done via addendum posted in EPC.

Form 470 Contact(s):

- Timothy DeGhelder, timothy.deghelder@douglas.lib.nv.us
- Taylor Meriwether, nevada@e-ratecentral.com

Communications and Questions

All communication with the Douglas County Library System, (Library) regarding this solicitation **must** be emailed to the Form 470 Contacts listed above. Verbal inquiries are not allowed. Clarifications, when applicable, will be posted as an attachment/addendum to the Form 470. Each Offeror is responsible for downloading the current version of the Form 470 and attachments, including any addenda. The Library System reserves the right to ask vendors clarifying questions during the proposal review process.

Contact initiated by an Offeror concerning this solicitation with any other Library representative other than the one listed as Form 470 contact is prohibited. Unauthorized contact may result in the offeror's disqualification from this solicitation.

Proposal Instructions

Proposals **must** be submitted by the Proposal Submission Deadline in the Procurement Timeline.

Proposals should be emailed to ALL Form 470 Contacts listed above and include the following:

- Form 470 number
- SPIN (Service Provider Identification Number)
- Service provider's terms and conditions

Proposals **must** include **all** costs associated with providing service, including but not limited to:

- Monthly recurring charges (MRC) include any recurring charge related to delivering the services, such as monthly charges for Internet access, transport service, IP addresses, basic terminating equipment, etc.

Douglas County Library System

BEN:143421

Form 470 # 270000241

Internet Access

- Non-Recurring Charges (NRC) include any one-time fee other than special construction charges. This includes but is not limited to installation charges, connection charges, and/or basic terminating equipment charges.
- Special Construction Charges (SPC): one-time costs for deploying new fiber or upgrading network facilities for eligible entities. These charges are non-recurring and include the following components: construction of network facilities, design and engineering, and project management.
- Failure to identify the monthly recurring, non-recurring, and special construction charges will result in the disqualification of the proposal. Respondents are encouraged to provide the estimated taxes and surcharges associated with the service. Submissions indicating that there may be additional MRC, NRC, or SPC related to delivering the services **WILL** be disqualified.

Proposals **must** be in response to the specific requirements of this solicitation. Offers including a generic listing of services beyond the scope of this solicitation and/or encyclopedic price lists will be disqualified. SPAM and/or robotic responses will not be considered valid responses and will be disqualified from consideration.

Service Requirements

The Library is seeking proposals for Internet access at its two branch locations. Bidders may bid on one or both sites and are not required to submit bids to provide service to both locations. Synchronous bandwidths will be considered above nonsynchronous.

Library	Service Address	Current Service/Bandwidth	Requested Bandwidth Range
Douglas County Library System (Main Library)	1625 Library Lane Minden, NV 89423	500 Mbps lit fiber	500 Mbps to 2 Gbps lit solution
Lake Tahoe Branch Library	233 Warrior Way, Zephyr Cove, NV 89448	200 Mbps cable modem	100 Mbps to 1 Gbps, lit fiber or SPOTPN

Offerors may provide costs for static IPs, router lease options and any other optional services for consideration.

All solutions must terminate service or infrastructure at the demarcation point within the building, generally, the MDF. Solutions that only bring service to the property line but not to the demarcation point will be disqualified. The agreement must terminate service at an MDF designated by the Library.

Douglas County Library System

BEN:143421

Form 470 # 270000241

Internet Access

The Offeror should specify the exact demarcation setup included in the base fees, such as wall-mounted CPE and CAT6a handoff, rack mount patch panel, etc.

Contract Term and Modifications

Services are needed effective July 1, 2027. If the service cannot be guaranteed by this date, this should be indicated in the proposal, along with an estimated timeline for when the service will be available.

Offers of month-to-month or contracted services will be considered. Service providers submitting proposals for contracted service are requested to provide 36-month and 60- month pricing. Unless otherwise stated, the customer can voluntarily extend the agreement for two (2) additional twelve (12) month terms.

All contracts should permit bandwidth increases during the term. Any such increases, including those during optional renewal periods, will be treated as modifications to the existing agreement rather than new agreements and, therefore, will **NOT** extend the contract's term.

All contracts should include a provision allowing for early termination of circuits without penalty if a location is closed by the Library.

No price increases will be permitted during the term of the agreement.

Service providers proposing equipment whose prices may increase depending upon new U.S. government tariffs imposed on imports are encouraged to (a) identify such products in their offers, and (b) propose an acceptable methodology for limiting price adjustments over the life of the contract.

Subject to contract restrictions, services may be reevaluated for cost-effectiveness at any time during the life of the agreement including renewal periods.

E-Rate Specific Considerations/Information

Per USAC E-Rate rules, “cost of eligible services” will be the highest valued criterion in the evaluation process; however, other criteria with a lesser value may also be considered.

Service providers proposing to temporarily loan equipment for product demonstration and/or evaluation purposes are **required** to clearly state that such loans are of limited duration. Product demos extending beyond thirty (30) days must be explicitly authorized by both parties and provided at a fair market rate.

Douglas County Library System

BEN:143421

Form 470 # 270000241

Internet Access

By submitting a proposal on the requested services herein, the vendor certifies its proposed services and/or products comply with Part 47 Section 54.9 and 54.10 of the FCC rules which prohibits the sale, provision, maintenance, modification, or other support of equipment or services provided or manufactured by Huawei, ZTE, or any other covered company posing a national security threat to the integrity of communications networks or the communications supply chain. See <https://www.usac.org/about/reports-orders/supply-chain/> for more details.

As required by Section 54.500(f) of Part 47 of the Code of Federal Regulation all bids in response to this RFP **must** offer the lowest corresponding price (LCP) which is defined as the lowest price that a service provider charges to nonresidential customers who are similarly situated to a particular E-Rate Library System for similar services. See <https://www.usac.org/E-Rate/service-providers/step-2-responding-to-bids/lowest-corresponding-price/> for more details.

Additional Considerations/Information

The language in this solicitation has been standardized: "must," "shall," "mandatory," and "required" indicate mandatory specifications that the Library System expects in the proposed solution. Proposals failing to meet these will be disqualified. "Should" and "may" indicate desirable specifications. A mandatory requirement may be waived if all respondents fail to meet a mandatory requirement.

The Library reserves the right to waive any irregularities or informalities in the proposals received.

The Library reserves the right to award all, part or none of the services set forth in this procurement. This procurement does not obligate Library System until a valid agreement and/or valid Purchase Order is executed.

The Douglas County Library System may, at its sole discretion, extend the due date for the submission of proposals and any extensions shall be done via an addendum posted in the E-Rate Productivity Center (EPC.)

The vendor submission is subject to open records requests and, as such, the records will be released in accordance with those policies. Vendors are encouraged to mark pages as "Proprietary" or "Confidential" as appropriate, but the entire submission may not be marked as such. Identifying information as "Proprietary" or "Confidential" does not guarantee that the information will not be released but will be considered in determining whether the information is required to be released in accordance with the open records policies. Generally, pricing is not exempt from being publicly released.

Douglas County Library System

BEN:143421

Form 470 # 270000241

Internet Access

By submitting a proposal, the Offeror certifies that no relationship exists between the Offeror and the Douglas County Library System that would interfere with a fair and open competition or is a conflict of interest.