

Washoe County Library System
BEN: 143429
Form 470 # 270000245
Dedicated Internet with Transport

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Procurement Timeline

Task	Due Date
Deadline to Submit Questions	October 6, 2026
Posting of Questions/Clarifications	October 8, 2026
Proposal Submission Deadline	November 6, 2026

Communications and Questions

All communication with the Library regarding this solicitation **must** be emailed and received by the “Deadline to Submit Questions” noted in the “Procurement Timeline.” Questions should be directed to all “Form 470 Contacts” listed above, with the Form 470 Number included in the subject line. Failure to include all “Form 470 Contacts” could result in questions going unanswered. 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. Library 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 those listed as Form 470 contacts 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:

- Library name
- 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, IP addresses, basic terminating equipment, etc.

- 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.

The Library reserves the right to consider its existing service as a standing proposal and evaluate it against the other submitted proposals.

Service Requirements

The Washoe County Library System currently has 1 Gbps synchronous dedicated Internet Access with transport service to each branch location listed below. The Washoe County Library System is seeking bids for 1 Gbps, 1.5 Gbps and 2 Gbps.

Entity Name	Street Address	Minimum Bandwidth Requested	Maximum Bandwidth Requested
Downtown Reno Library	301 South Center Street, Reno, NV 89501	1 Gbps	2 Gbps
Duncan/ Traner Community Library	1650 Carville Drive, Reno, NV 89512	1 Gbps	2 Gbps
Incline Village Library	845 Alder Avenue, Incline Village, NV 89451	1 Gbps	2 Gbps
North Valleys Library	1075 North Hills Boulevard, Suite 340, Reno, NV 89506	1 Gbps	2 Gbps

Northwest Reno Library	2325 Robb Drive, Reno, NV 89523	1 Gbps	2 Gbps
Sierra View Library	4001 South Virginia Street (inside Reno Town Mall) Reno, NV 89502	1 Gbps	2 Gbps
South Valleys Library	15650-A Wedge Parkway, Reno, NV 89511	1 Gbps	2 Gbps
Spanish Springs Library	7100-A Pyramid Highway, Sparks, NV 89436	1 Gbps	2 Gbps
Sparks Library	1125 12th Street, Sparks, NV 89431	1 Gbps	2 Gbps
Verdi Community Library and Nature Center	270 Bridge Street, Verdi, NV 89439	1 Gbps	2 Gbps

To be considered, bids must include pricing for the existing 1 Gbps service. Synchronous bandwidths will be considered above nonsynchronous. The library does not require managed routers as a component of the Internet access to serve all its locations.

The following are disqualification factors:

1. A solution does **NOT** offer at least the minimum bandwidth.
2. A solution does **NOT** offer bandwidth dedicated to the Library building but instead, the bandwidth is dependent on the number of other customers on the network or some other factor that does not, generally, guarantee the minimum bandwidth as a committed information rate (CIR).
3. A solution includes caps on data usage or slows speeds based on data usage or other factors.
4. 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.
5. An Offeror will not honor the Washoe County Library System's desire to use SPI discount billing.

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 and contracted services will be considered. Service providers submitting proposals for contracted service are requested to provide 36-month and 60-month pricing. Contract terms with a specific number of voluntary annual renewals will be considered.

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 a circuit 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

FCC rules require vendors to offer discounted SPI billing. The Washoe County Library System **requires** SPI discount method for these services. Vendors that do not offer SPI billing will be disqualified.

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.

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 (school, library, or consortium) 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 Washoe County 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 Washoe County Library System reserves the right to waive any irregularities or informalities in the proposals received.

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

The Washoe 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 Offeror's 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.

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