

BOOKMOBILE WI-FI SERVICE SPECIFICATIONS

Applicant: PETERSBURG PUBLIC LIBRARY
BEN: 126541
Form 470 #: 270000769
Form 470 Contacts: Wayne Crocker - wcrocker@ppls.org
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Communications and Questions

All communication with the Applicant regarding this solicitation **must** be emailed only. 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. Applicant reserves the right to ask vendors clarifying questions during the proposal review process.

Contact initiated by an Offeror concerning this solicitation with any other Applicant 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 should be emailed to ALL Form 470 Contacts listed above and include the following:

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

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, filtering, basic terminating equipment, etc.
- Non-Recurring Charges (NRC) include any one-time fee. This includes but is not limited to installation charges, connection charges, and/or basic terminating equipment charges.
- Failure to identify the monthly recurring and non-recurring 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 or NRC related to delivering the services **WILL** be disqualified.

- Proposals must identify any E-Rate ineligible components (e.g., content filtering) and their costs separately from eligible charges.

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.

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

Service Requirements

Petersburg Public Library is seeking proposals for mobile data service to their library bookmobile to be delivered throughout the City of Petersburg, VA (encompassing the counties of Dinwiddie and Prince George, Virginia), providing library services to patrons.

Entity Name	Street Address	Requested Bandwidth
Petersburg Public Library Bookmobile	201 W Washington Street, Petersburg, VA 23803-4203	Bandwidths from 5 Mbps to 500 Mbps with quotes for data plan allowance of 15 GB min up to 35 GB/unlimited

The applicant requires a bundled solution including the equipment and services necessary to deliver internet to the bookmobile. Proposals **must** contain all costs associated with service delivery, including device rental and/or purchase fees.

Coverage **must** be reliable throughout the area(s) mentioned above.

Mobile Data Service Details

Any service being offered by the proposer should meet the requirements listed below:

- Internet connectivity along regular routes and destinations providing sufficient bandwidth for 10 devices (staff and patrons) per bookmobile
- Provide coverage map for applicant areas of connectivity need
- Secure web-based portal for applicant access to management and reporting tools
- Ability for the applicant to restrict/control which devices can be connected to the system
- CIPA compliant filtering
- Ability for applicant to adjust filtering
- 24/7/365 support

Mobile Data Equipment Details

Any equipment being offered by the proposer should meet the requirements listed below:

- Minimum Wi-Fi 6 standard for client connections
- Support a minimum of 10 client connections per bookmobile
- All necessary equipment for full connectivity including but not limited to WAPs, antennas, modem/router, cabling, mounting equipment, licenses, etc.
- Non-permanent installation option with applicant-installed or provider-installed options
- Ruggedized equipment with an operating temperature range from at least -30 degrees Celsius to +65 degrees Celsius

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 12-month, and 36-month pricing. Contracts of either term length should include the option of two (2) additional voluntary twelve (12) month terms.

All contracts should include a provision allowing for early termination of service without penalty.

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 contract term, including renewal periods.

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.

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 a temporary equipment loan 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 Parts 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 Regulations all bids in response to this solicitation **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 applicant (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

Petersburg Public Library is subject to the VA Public Procurement Act.

The language in this solicitation has been standardized: "must," "shall," "mandatory," and "required" indicate mandatory specifications that the Applicant 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.

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

Offerors must accept that Applicant obligations are contingent on appropriation and availability of funds and may be reduced or terminated without penalty if funds are unavailable.

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

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.

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

Evaluation Criteria

The cost of E-Rate eligible services will carry the greatest weight in the evaluation. Other factors that may be considered include but are not limited to E-Rate ineligible costs, overall/long-term cost to the Applicant, technical merit/capability of the offer, the Applicant's prior experience with the vendor, and/or completeness of the vendor's proposal response. The Applicant reserves the right to weigh these criteria as it deems appropriate, or not at all, and may consider additional factors not listed above. In the event

of a tie, the award will be made to the Offeror with the lowest total cost of E-Rate eligible services over the contract term.