CATEGORY 2 EQUIPMENT SERVICE SPECIFICATIONS

Applicant: **Irvington Public Library**
BEN: **122787**
Form 470 #: **270002951**
Form 470 Contacts: **Ed Hosler; ehosler@e-ratecentral.com**
Jeanetta Singleton; jsingleton@irvingtonpubliclibrary.org

Procurement Timeline

Task	Due By
Deadline to Submit Questions	November 20, 2026 by 5:00 PM
Posting of Questions/Clarifications	November 23, 2026
Proposal Submission Deadline	December 22, 2026

Communications and Questions

All communication with the Applicant 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. 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.

Product demonstration meetings will not be granted during the competitive bidding period – requests for such will be ignored.

Site Visit

For this solicitation, a site visit is: ☐ Required ☐ Optional ☒ Not Offered

Proposal Instructions

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

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
- Completed Pricing Attachment in xlsx format / Vendor pricing

Proposals **must** include all costs associated with providing the requested products/services to the applicant including but not limited to shipping fees, licenses, and any component needed for the proposed equipment to function properly. Offerors **must** include all costs associated with the installation of the cabling, equipment, and components including, but not limited to, configuration, travel, per diem, shipping, installation, etc.

Submission of the completed Pricing Attachment provided with this solicitation is optional, but encouraged.

When submitting the Pricing Attachment, offerors shall provide it as a Microsoft Excel-compatible file (.xlsx). Offerors may use any spreadsheet application capable of saving in .xlsx format (e.g., Microsoft Excel, Google Sheets, LibreOffice Calc).

- To ensure all offers are evaluated on an equal basis, Offerors must not alter the Pricing Attachment's structure (rows, columns, line-item descriptions, order, headings, or formulas) and must enter pricing only in the designated cells.
- Offerors may also submit a PDF copy for reference. The .xlsx file will be used for evaluation and will control if there is a discrepancy.

Pricing for each proposed product or service should:

- be shown as unit pricing with separate line-item charges for each SKU,
- identify the percentage of each SKU that is eligible for E-Rate support as agreed upon by USAC and the manufacturer; and
- be categorized as Internal Connections (IC), Basic Maintenance of Internal Connections (BMIC), and/or Managed Internal Broadband Services (MIBS).

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.

Equipment/Service Request

The applicant requests proposals for new E-Rate eligible Category 2 equipment and vendor installation services.

Proposals are requested for the makes/models specified in the provided Pricing Attachment (or equivalent). Offers containing alternative makes/models are required to submit product specifications and documentation to establish that the equipment is equivalent to the requested solution. The applicant

will be the arbiter of whether the proposed solution is functionally and technically equivalent to the requested solution.

The quantities requested are the applicant's best estimate and may be adjusted based on the Offeror's recommendations. The applicant reserves the right to increase or reduce quantities and buy some, all, or none of the listed equipment.

Proposals featuring equipment that is used, open box, refurbished, or categorized in any way other than new will be disqualified.

Partial offers **will not** be considered.

Installation Scope of Work

For this solicitation, vendor installation services are: ☒ Required ☐ Optional ☐ Not Requested

New cable drops are needed in some areas to support the new access points. This work must be scheduled during off-hours/days to not disrupt daily activities.

Installation Locations

Location Name	Street	City	State	Zip
Irvington Public Library	5 Civic Square	Irvington	NJ	07111

Contract Requirements

The applicant prefers a multi-year agreement (term dates April 1, 2027 – September 30, 2029). An initial award term of April 1, 2027 – September 30, 2028, with one optional renewal to align with an extended E-Rate service delivery deadline, if needed, is also acceptable.

The quoted pricing must not assume the applicant will purchase the full quantities listed in the proposal.

The applicant reserves the right to place orders as needed and is not obligated to order all products or services.

Substitutions for alternative equipment must be agreed upon in writing by both parties before finalization of any changes/deviations from the original agreed-upon equipment list.

Offerors 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.

E-Rate Specific Considerations

Offerors must hold a valid, active nine-digit SPIN (498 ID) issued by USAC as of the proposal submission

deadline. The SPIN must belong to the legal entity that will contract with and invoice the Applicant. A pending registration, a SPIN assigned to an unrelated entity, or a commitment to obtain one after the deadline will not satisfy this requirement.

Basic Maintenance of Internal Connections were included on the Form 470 out of an abundance of caution. No separate BMIC services should be proposed unless necessary to properly classify an element of the requested products or services under E-Rate rules.

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, the vendor certifies that the proposed products and services comply with 47 C.F.R. §§ 54.9 and 54.10, which prohibit the use of Universal Service Fund support to purchase, obtain, maintain, improve, modify, or otherwise support any equipment or services produced or provided by a company on the FCC's Covered List (including Huawei and ZTE) as 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.

Pursuant to 47 C.F.R. §§ 54.500(f) and 54.511(b), service providers may not charge applicants a price above the Lowest Corresponding Price (LCP) for supported services. LCP is the lowest price a service provider charges to nonresidential customers similarly situated to a particular 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 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 request Best and Final Offers (BAFOs) from one or more Offerors. BAFOs must be received by the date and time specified during discussions or negotiations. If an Offeror does not submit a BAFO by the stated deadline, Applicant will evaluate that Offeror based on its originally submitted proposal. If BAFOs are requested, Applicant reserves the right to conduct a subsequent evaluation and scoring of proposals, including any revised pricing and other information submitted in response to the BAFO request, in accordance with the evaluation criteria set forth in this solicitation.

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 set forth in this procurement. This procurement does not obligate Applicant until a valid agreement and/or valid Purchase Order is executed.

Applicant reserves the right, subject to applicable procurement requirements and E-Rate rules, to make non-material modifications to the awarded contract and to add or remove eligible locations, quantities, equipment, or services when such changes remain within the general scope of the original procurement.

Applicant may, at its sole discretion, extend the due date for the submission of proposals and any extensions shall be made 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.

By submitting a proposal, the Offeror certifies that no relationship exists between the Offeror and Applicant that would interfere with fair and open competition or create 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, technical compliance/functionality of the offered solution, compatibility with existing network infrastructure, 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.