Request for Proposal

Internal Connections (Access Point)

Sequoyah Regional Library System

E-rate Funding Year
July 1, 2027 through
June 30, 2028

The Sequoyah Regional Library System (SRLS) invites vendors to submit proposals in accordance with the terms and conditions of this Request for Proposal (RFP). This RFP provides the requirements and evaluative criteria for Internal Connections and requests a detailed response from all prospective vendors, including pricing and service descriptions, in a specified format.

Our goal is selecting a vendor that can provide Category 2 Installation and configuration of 1 Cisco Catalyst 91621 Access Point with Meraki needed at the Ball Ground Library branch of the Sequoyah Regional Library System.

The work proposed in these specifications are dependent upon receipt of E-rate Funding for Internet Access for the E-rate Funding Year July 1, 2027 through June 30, 2028

It is anticipated that the contract resulting from this RFP will be scheduled after July 1, 2027.

Background Information

The Sequoyah Regional Library System is a tri-county system that consists of eight libraries, headquartered in Canton, Georgia. Cherokee is an urban area, while Pickens and Gilmer are rural. The library system presently has approximately 395 computers and 69 VOIP telephones. Each location has their own VPN with WiFi and dedicated Internet circuit. The Meraki security appliances

are configured to comply with CIPA compliance (Content Management) as well as support managed services and Internet connection to each of the individual libraries.

The table below outlines current capacity at the Ball Ground Library location.

Library Name	Service Address	Current Models
Ball Ground	435 Old Canton Rd Ball Ground, Ga 30107	1 Meraki MX67 Firewall
		1 MS225-48FP
		1 MS250-24P
		1 MR42 AP
		1 MR76 AP

Services required for this RFP

Requested Access Point for Ball Ground Library Branch

Site Name	Service Address	Model
Ball Ground	435 OLD CANTON RD, BALL GROUND, GA, 30107	Cisco Catalyst 91621

Services sought in a contract resulting from this RFP are as follows:

- Cisco Catalyst 9162I AP (W6E, tri-band 2x2) w/Meraki
- Meraki MR Enterprise License, 5YR
- Installation/Relocation and configuration of WAP including mounting, cable management, initial configuration, and documentation.
- Installation of CAT6 Cabling
- Installation performed in a manner and time resulting in the least disruption of Library services.

Invoicing

Vendors submitting responses to this RFP agree to provide discounted billing for services associated with this proposal and seek reimbursement of the discount amount according to the invoicing/reimbursement guidelines of the Schools and Libraries Division of the Universal Service Fund. Sequoyah Regional Library System will pay for the discounted portion of services provided under this proposal. Invoices should be broken down by individual libraries listing the appropriate discounted charge for each contracted facility. Total costs listed minus the applicable discount amount to arrive at

the discounted amount accounted to each library in the Sequoyah Regional Library System.

General Conditions

This RFP is not a contract offer. When Sequoyah Regional Library System accepts a proposal, it is not committing to award a contract to any vendor, even if all requirements in this RFP are met, and it does not limit the library's ability to negotiate in its best interests. Sequoyah Regional Library System reserves the right to contract with a vendor or vendors for reasons other than just price.

Failure to answer any questions in this RFP may subject the proposal to disqualification. Failure to meet qualifications and requirements will not necessarily subject a proposal to disqualification.

This Internal Connections Proposal will be submitted on the E-Rate application and if approved, will entitle Sequoyah Regional Library System to an 85% discount through the Universal Service Fund. If you are not familiar with this process, please call IT Director, Billy Rathburn at (770) 479-3090 ex 227. The table below outlines E-Rate discount levels for each library.

E-Rate Discount Levels:

Site Name	Service Address	E-RATE Discount
Ball Ground	435 OLD CANTON RD, BALL GROUND, GA, 30107	85%

Right of Rejection

Sequoyah Regional Library System reserves the right to accept or reject any or all responses to this RFP and to enter into discussion and/or negotiations with one or more qualified vendors at the same time, if such actions are in the best interest of the Sequoyah Regional Library System. Sequoyah Regional Library System reserves the right to reject any or all proposals or parts thereof, as deemed to be in the best interest of the Sequoyah Regional Library System.

Cost of Proposals

Expenses incurred in the preparation of proposals to this RFP are the sole responsibility of the respondents.

Proposals for Specific Libraries, Groups, or Regionally

Bidders may submit proposals only for the Ball Ground Library branch at 435 Old Canton Road, Ball Ground, GA, 30107.

RFP Submission

Proposals should be submitted in a sealed envelope addressed to the following by mail, delivery service, or hand delivery, no later than **5:00 PM EST, FRIDAY**, **DECEMBER 18, 2026**. Proposals must be received by Sequoyah Regional Library System by this date and time. No faxed or emailed copies will be accepted.

Send Proposals to:
Sequoyah Regional Library System
ATTN: Internet Access Proposal
116 Brown Industrial Pkwy
Canton, GA 30114

QUESTIONS

All questions pertaining to this RFP must be submitted in writing by email to administration@seqlib.org by **MONDAY, DECEMBER 14, 2026**. The questions and answers will be posted to http://www.sequoyahregionallibrary.org/vendors/ no later than **5:00 pm, THURSDAY, DECEMBER 17, 2026**.

Bidders are responsible for information, changes, additions, etc., posted in addendum on Sequoyah Regional Library System' website at http://www.sequoyahregionallibrary.org/vendors/

Evaluation Criteria

Sequoyah Regional Library System will be evaluating and weighing the following criteria when considering the various Internet Access proposals. These standards are listed in descending order of importance.

Evaluation Criteria	Weight

Cost effectiveness of service	30%
Comprehensive implementation design to minimize disruption of current library internet activities	30%
Experience and capabilities of account support group	25%
Integration with library needs, goals, and infrastructure.	15%
Total	100%

INSTRUCTIONS TO BIDDERS

This RFP document and subsequent addendum pages may be viewed, downloaded and printed from the Internet at http://www.sequoyahregionallibrary.org/vendors/

Sequoyah Regional Library System reserves the right to accept and award a contract and/or contracts to the lowest responsive, responsible bidders. SRLS reserves the right to reject any or all proposals or any part thereof. SRLS reserves the right to award a contract or contracts based on evaluation of specific criteria found in these specifications. Proposals on forms other than provided herewith will be rejected. SRLS also reserves the right to reject any and all proposals.

During the proposal process, the vendors should frequently check http://www.sequoyahregionallibrary.org/vendors/ for updated information and addendum.

QUALIFICATIONS OF BIDDERS

Sequoyah Regional Library System may make such investigation as deemed necessary to determine the ability of the bidder to perform the work. SRLS reserves the right to reject any proposal if investigation of such bidder fails to satisfy SRLS that such bidder is properly qualified to carry out the obligations of the contract, and to complete the work contemplated therein.
Bidders may be required to submit the names and addresses of the officers or principals of the Corporation, firm or partnership submitting a proposal. Failure to comply could result in the rejection of such proposal as non-responsive.

All bidders must be prepared to present suitable evidence of their financial standing.

Sequoyah Regional Library System has the right to reject any and all proposals from any bidder that is in or contemplates bankruptcy of any chapter or nature. Said bidder must notify the SRLS in writing of any existing condition or knowledge of the same.

No verbal instructions or information to bidders will be binding. The specifications will be considered clear and complete unless written attention is called to any apparent discrepancies or incompleteness thereof, before the opening of proposals. Should any written inquiries be received by SRLS, these inquiries will be answered in the form of addendum and posted to be accessed by all bidders. All questions pertaining to this RFP must be submitted in writing by email to administration@seqlib.org by **MONDAY, DECEMBER 14, 2026**. They will be answered in the order in which they are received and posted to http://www.sequoyahregionallibrary.org/vendors/ no later than **5:00 pm, THURSDAY, DECEMBER 17, 2026**. These addenda shall then be considered a part of these specifications.

The submission of a proposal will be considered as conclusive evidence of complete examination by a bidder of all instructions, specifications, and addenda.

A Proposal Form - Signature Page is provided in these specifications. This form must be used in submitting a proposal, and all pages of the form must be completely filled out, and the whole signed by the bidder.

No proposal may be withdrawn later than 4:00 PM on the day of the opening of proposals. No modifications of any proposals will be allowed after the same is sealed and delivered to SRLS, however, a bidder may withdraw a proposal before 4:00 PM on the day of the opening of proposals and submit another proposal before the closing date and time. A bidder may submit as many proposals as they desire.

FORM OF CONTRACT

The successful bidder will be required to execute a written contract with Sequoyah Regional Library System (SRLS) within five (5) business days after acceptance of proposal or proposals. It is expressly understood and agreed by the bidders that the contractual obligations of SRLS to the bidders are effective only
1) after the execution of a contract or contracts signed by all parties and
2) E-Rate funding is secured from the School and Libraries Division of the Universal Service Fund.

SPECIFICATIONS

These specifications are intended to cover the furnishing of all materials and the performance of all work that may be required or necessary for the complete performance of the contract, and the bidder will be required to do all things that may be necessary to fully complete the work within the purview of these specifications.

Equipment and/or material to be furnished shall meet with the approval of the IT Director or designated representative.

All equipment and/or material shall conform to the requirements of these specifications, and any equipment and/or material condemned by the IT Director as not meeting these specifications shall at once be removed and replaced with acceptable equipment.

All equipment should be installed and Internet service should be fully operational at all locations of Sequoyah Regional Library System at the agreed upon dates and times of the project schedule.

ADDITIONS OR DEDUCTIONS

Sequoyah Regional Library System shall have the right, without invalidating this RFP or any and/or all contracts, to make additions to or deductions from the work covered by these specifications, and in case such deductions or additions are made, an equitable adjustment of the addition to or deduction in cost shall be made between SRLS and the bidder, as shown in a written amendment to the contract.

PROTECTION BY BIDDER

All bidders agree to indemnify and hold harmless Sequoyah Regional Library System and their representatives from all suits or actions of every nature and description brought against them or any of them, on account of the use of patented or copyrighted appliances, materials, products or processes, and from all legal expenses and costs of suits regarding the same.

Bidders shall obey all Federal, State, County, and City laws or ordinances in any way pertaining to the work, and shall obtain all permits that may be necessary for its performance if required. (a) That in the hiring of employees for the performance of such contract, no bidder, sub-contractor, nor any person acting on behalf of such bidder or sub-contractor shall by reason of race, creed or color discriminate against any citizen of the United States who is qualified and able to perform the work to which the employment relates; (b) Nor shall they in any manner discriminate against or intimidate any employees hired for the performance of the work on account of race, creed or color. House Bill 87, Section 3, E-verify Form.

All bidders shall not assign, transfer, convey, sublet or otherwise dispose of the contract or any part thereof to anyone without the written consent of Sequoyah Regional Library System.

RESERVATIONS

Sequoyah Regional Library System reserves the right to reject any or all proposals and also reserves the right to waive any informality in the proposals received.

Any bidder who has demonstrated poor performance during either a current or previous agreement with SRLS may be considered as an unqualified source and their proposal may be rejected. SRLS reserves the right to exercise this option as is deemed proper and/or necessary.

BID FORM

Attached to these specifications is "Proposal Form-Signature Page" which must be completely filled out and signed by each bidder and included in their RFP submission.

All proposals must be sealed, marked, and delivered in accordance with the instructions in this RFP. Proposals will be opened and read by Sequoyah Regional Library System' Director at the closing of the due date. The Library Director may award a contract or contracts as deemed appropriate.

EXEMPTION FROM GEORGIA SALES TAXES

Sequoyah Regional Library System is exempt from Georgia State Sales Tax. Net prices as shown in the proposal shall exclude said State tax amounts. Bidders shall inform all prospective subcontractors and suppliers from whom they expect to obtain services or supplies of the tax exempt status of the Sequoyah Regional Library System. Following a contract award, an exemption certificate will be furnished by Sequoyah Regional Library System.

FORM FOR PROPOSAL SUBMITTAL

STATEMENT OF VENDOR'S QUALIFICATION

To accompany proposals submitted for Internet Access for the Sequoyah Regional Library System.

Name of Vendor's Firm:				
Name of Company Representative:				
Business Address:				
Business Phone Number:				
When Organized?				
Where Organized?				
Is Business a Partnership or Corporation?		**Partnership**		**Corporation**

Vendor must provide a Service Provider Information Number assigned by the Schools and Libraries Division (SLD):

SPIN Number:	

How many years have you been engaged in this business under the present firm name?	

Please attach to this statement at least three (3) references, including: (name, address, title, phone number and brief description of work performed, including dates of work).

Date:	
Firm Name:	
Signature of Authorized Representative:	
Title of Authorized Representative:	

BID FORM - SIGNATURE PAGE

Date:	

TO: Sequoyah Regional Library System

This proposal is submitted in accordance with your RFP inviting proposals to be received for the project identified as “Internet Access.” Having carefully examined the RFP, all instructions, specifications, all addenda, and being familiar with the various conditions affecting the work, the undersigned, hereby agrees to furnish all material, perform all labor, and do all else necessary to complete the work in strict accordance with the specifications for price as contained herein.

In the event this proposal is accepted the undersigned is hereby bound to commence and complete all of the work included under this contract in such time and such manner as designated for the various items the bidder has contracted to supply or perform.

In submitting this proposal, it is understood that the unrestricted right is reserved by Sequoyah Regional Library System in making the award to reject any and all proposals or parts thereof, or to waive any informalities or technicalities in said proposals.

The undersigned hereby certifies that this proposal is genuine and is not made in the interest or in behalf of any person, firm or corporation not herein named; that the undersigned has not directly or indirectly induced or solicited any bidder to refrain from submitting proposals, and that the undersigned has not, in any manner, sought by collusion to secure for himself an advantage over any other bidder.

TOTAL AMOUNT PROPOSAL OPTION:

Should the contract require a Performance Bond:

	I will provide a Performance Bond from:
	I will provide an equal form of surety which is acceptable to Sequoyah Regional Library System

Bidder MUST provide:

Federal EIN or SSN	
E-Rate SPIN	

(Print Name)

Proposal must be signed for Consideration:

(Signature) (Date)

FORM OF AGREEMENT

THIS AGREEMENT, made this day, of by and between _____ (vendor's name & address) (hereinafter referred to as "VENDOR") and Sequoyah Regional Library System.

W I T N E S S E T H

1. In accordance with the scope of services set forth in the Notice to Bidders, specifications related thereto, VENDOR'S executed proposal and in accordance with the request for proposals posted to the Universal Service Fund website as Form 470, all of which are incorporated herein by reference as though fully set forth at length.

2. The contract sum shall be the monthly cost (awarded amount) as indicated in the VENDOR'S executed proposal.

3. In accordance with the various laws affecting the contract and the legal advertisement for sealed proposals made by Sequoyah Regional Library System, the VENDOR agrees to provide all bonds in the amounts and types as are set forth in the above mentioned specifications and notices, all of which are made a part hereof. All bonds related herein shall be solely for the protection of the Sequoyah Regional Library System.

4. VENDOR further agrees to indemnify and hold harmless Sequoyah Regional Library System from any and all actions, claims and demands whatsoever that may result from VENDOR'S use of any facilities owned by Sequoyah Regional Library System, their specific counties, library boards, and/or cities and does further agree to repair any damage to Sequoyah Regional Library System, their specific counties, library boards, and/or city owned property caused by VENDOR'S negligence or willful actions and the VENDOR shall further supply the necessary insurance's as set forth in the subject specifications:

   A. Commercial General Liability - (policy to include premises and operations, products/completed operations and blanket contractual liability - the contractual section of the coverage must cover this agreement).
   General Aggregate Limit $2,000,000.
   Products and Completed Operations Aggregate Limit $2,000,000.
   Each Occurrence Limit $1,000,000.

   B. Automobile Liability - to Include owned, non-owned and hired vehicles:
   Combined Single Limit $ 500,000 or Bodily Injury $ 250,000. Each person
   Bodily Injury $ 500,000. Each accident
   and Property Damage $ 100,000.

   C. Workers Compensation Statutory and Employer's Liability

Bodily Injury by Accident $ 100,000. Each accident

D. Additional Insured & Waiver of Subrogation - General liability insurance is required naming Sequoyah Regional Library System as an additional insured and waiving all rights of subrogation.

E. Cancellation Clause: Should any of the above described policies be cancelled before the expiration date thereof, the issuing company shall mail 30 days prior written notice to the certificate holder.

F. Certificate Holder – Sequoyah Regional Library System, Attention: Library Director, Angela Cortellino, 116 Brown Industrial Pkwy, Canton Ga 30114.

5. THE PARTIES HERETO do hereby agree that they shall comply with all conditions and provisions of the specifications whenever such specifications are not inconsistent with the terms and provisions of this Agreement, and do hereby agree to execute all documents, agreements, and other papers related hereto and in form satisfactory to Sequoyah Regional Library System.

6. HOLD HARMLESS CLAUSE In the event that any of the insurance hereinbefore provided shall not, by reason of any act, omission or negligence of the VENDOR be procured or kept in full force and effect, the VENDOR shall indemnify and hold harmless Sequoyah Regional Library System against losses, claims and demands to the same extent as Sequoyah Regional Library System would have been indemnified by each insurance if it had been in full force and effect. The VENDOR shall also indemnify and hold harmless Sequoyah Regional Library System against any and all losses, claims and demands to the extent that they are not recoverable under each insurance policy solely because of a deductible franchise or average provision therein and to the extent that the proceeds of insurance collections from underwriters are reduced by any customary brokers commissions.

7. SUITS AND CLAIMS The VENDOR agrees to indemnify, defend, and hold harmless Sequoyah Regional Library System, and all the officers and subordinates, from all suits and actions of any name, nature, and description brought against them or any of them for or on account of any damages or loss sustained by any party by reason of the conduct or omissions of the VENDOR or his agents, servants, or employees in the performance of this Agreement or subsequent to the completion of the work under this Agreement whether such injury or damages be due to negligence, willful misconduct or the inherent nature of the work. It is not the intention of this Section or anything herein provided to confer in a third party beneficiary a right of action upon any person whatsoever and nothing hereinbefore or hereinafter set forth shall be construed so as to confer upon any person other than Sequoyah Regional Library System a right of action either under this contract or in any manner whatsoever.

8. E-Verify Affidavits: (Only required for contracts over $2,499.99) The Georgia Security and Immigration Compliance Act (OCGA 13-10-91), requires that Sequoyah Regional Library System (SRLS) shall not enter into a contract for the physical performance of services (as that term is defined in OCGA 13-10-90) wherein the labor or services exceed $2,499.99, unless the contractor signs and submits a notarized E-Verify affidavit that they have registered for and use

E-Verify. A contractor with no employees and no intent to hire employees, must still submit to SRLS a notarized affidavit of No Employees along with a copy of their driver's license (and a driver's license is only acceptable IF it is issued by a state that verifies lawful immigration status prior to issuance).

10. Before any services can be scheduled or performed, vendors must submit a completed VENDOR APPLICATION.

IN WITNESS WHEREOF, the parties hereto intending to be legally bound execute this Agreement the day and year first above written.

VENDOR:

BY:

SS # or FEDERAL I.D. #

Sequoyah Regional Public Library System

BY:

Angela Cortellino, Executive Director

Date