Request for Proposal

Internet Access

Flint River Regional Library System

Erate Funding Year 2027

REQUEST FOR PROPOSAL
Internet Access
Flint River Regional Libraries

The Flint River Regional Library System (FRRLS) 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 Internet services and requests a detailed response from all prospective vendors, including pricing and service descriptions, in a specified format.

Our goal is selecting an Internet Service Provider or Internet Services Providers that can provide Internet Access with sufficient speed and bandwidth needed at each or some of the libraries in the Flint River Regional Library.

The work proposed in these specifications are dependent upon receipt of Erate Funding for Internet Access for the Erate Funding Year 2027

The intent of this RFP is to enter into a contract or contracts for Internet Access for a three (3) year period to begin July 1, 2027, and run through June 30, 2030. The Flint River Regional Library services shall commence at 12:00:01 a.m. on July 1, 2027.

Background Information

The Flint River Regional Library is headquartered in Griffin, Spalding County, Georgia. The library system consists of 9 libraries within six (6) counties; Butts, Fayette, Lamar, Monroe, Pike, and Spalding. The library system presently has approximately 150 computers in the system and all sites are presently connected via fiber-optic lines to the Internet.

Services required for this RFP

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

- Standard Internet Service via fiber-optic cable.
- Static IP address allocation for continued access to IP-based library resources. (A /29 CIDR block is fine.)
- Managed Services, monitoring and support, of the Internet connection to each of the individual libraries to include usually a Router and/or Demarc, but not a Firewall or managed Router.

Service Provider will provide all necessary equipment, IP addresses, connections, routers, etc. needed for Internet Access at each of the Flint River Regional Libraries.

CIPA (Child Internet Protection Act) compliant content filtering will not be required. Firewalls at each library handle all CIPA compliant content filtering.

The vendor will be responsible for all service, maintenance, support, and monitoring of Internet connections. Prompt response times and on-site repairs during operating hours and proactive monitoring are required.

Troubleshooting service will be provided within four (4) hours of reported problem(s) during library operating hours. Refunds will be provided for periods of service outage lasting more than 12 hours.

Full implementation of Internet service must occur by July 1, 2027.

Current Environment: Flint River Regional Libraries currently have internet service provided through a local contract with Georgia Public Web using fiber-optic lines. The table below outlines current capacity at all library locations.

Library name	Address	Current Environment
Griffin-Spalding County Library	800 Memorial Drive Griffin, GA 30223	100MB
Jackson-Butts County Public Library	436 E College Street Jackson, GA 30233	100MB
Barnesville-Lamar County Library	401 Thomaston Street Barnesville, GA 30204	100MB
Monroe County Library	62 W Main Street Forsyth, GA 31029	100MB
Fayette County Public Library	1821 Heritage Park Way Fayetteville, GA 30214	100MB
M.T. Allen Memorial Library	201 Willowbend Road Peachtree City, GA 30269	100MB
J. Joel Edwards Public Library	7077 Hwy 19 South Zebulon, GA 30295	100MB
Tyrone Public Library	143 Commerce Drive Tyrone, GA 30290	100MB
Milner Community Library	159 Main Street Milner, GA 30257	100MB

Requested Bandwidth for each library:

Library name	Address	Requested Bandwidth
Griffin-Spalding County Library	800 Memorial Drive Griffin, GA 30223	**100MB**
Jackson-Butts County Public Library	436 E College Street Jackson, GA 30233	**100MB**
Barnesville-Lamar County Library	401 Thomaston Street Barnesville, GA 30204	**100MB**
Monroe County Library	62 W Main Street Forsyth, GA 31029	**100MB**
Fayette County Public Library	1821 Heritage Park Way Fayetteville, GA 30214	**100MB**
M.T. Allen Memorial Library	201 Willowbend Road Peachtree City, GA 30269	**100MB**
J. Joel Edwards Public Library	7077 Hwy 19 South Zebulon, GA 30295	**100MB**
Tyrone Public Library	143 Commerce Drive Tyrone, GA 30290	**100MB**
Milner Community Library	159 Main Street Milner, GA 30257	**100MB**

Proposals should also include bandwidth pricing for 100 MB at each library.

All proposals must include service providers total costs; monthly recurring pricing for Managed Services, transport, and dedicated and synchronous Internet and all fees, for example: USF surcharges, franchise fees, surcharges that may apply, Federal Access Recovery Charges, and any and all other fees, each as separate line items in the proposal by library.

Invoicing – REQUIRE DISCOUNTED BILLING

Vendors submitting responses to this Request for Proposal agree to provide discounted billing for services associated with this proposal and seek reimbursement of the discount amount according to the Service Provider invoicing/reimbursement guidelines (SPI) of the Schools and Libraries Division of the Universal Service Fund. Flint River Regional Library System will pay for the undiscounted portion of services provided under this proposal. Invoices should be broken down by individual library listing the appropriate discounted charge for each contracted facility. Total costs may be listed minus the applicable discounted amount to arrive at the undiscounted amount accounted to each library in the Flint River Regional Library System.

All invoices must be based on a first-of-the-month through end-of-the-month cycle.

Errors on invoices cannot be remedied by credits on invoices. All errors must be repaid by a check cut by the Service Provider within 30 days of notification of such error.

Service Provider Requirements

SPIN AND FCCRN REQUIRED

It is the intention of the Flint River Regional Libraries to apply for discounts under the Schools and Libraries ("E-Rate") program for all of the services that are the subject of this RFP. Therefore, all Service Providers responding to this RFP must participate in the E-Rate Program and must comply with all applicable FCC rules.

The Service Provider is required to submit its SPIN and FCCRN as part of the Proposal. If you do not have a SPIN and FCCRN, you MUST obtain them before you respond to this RFP.

You can obtain a SPIN by following the directions on the Schools and Libraries Division ("SLD") web site which is found at the following URL:
https://www.usac.org/e-rate/service-providers/step-1-obtain-a-spin/

You can obtain an FCCRN from the FCC web site which is found at the following URL:
https://apps.fcc.gov/cores/userLogin.do

Document Retention, Production of Records, and Audits

Pursuant to 47 C.F.R. § 54.516, the Service Providers have the following obligations with respect to document retention, production of records and audits:

The Service Providers shall retain documents related to the delivery of discounted telecommunications and other supported services for at least 10 years after the last day of the delivery of discounted services. Any other document that demonstrates compliance with the statutory or regulatory requirements for the schools and libraries mechanism shall be retained as well. Comprehensive information about document retention requirements is found in the FCC's Fifth Report and Order (FCC 04-190).

The Service Providers shall produce such records at the request of any representative (including any auditor) appointed by a state education department, the Administrator, the FCC or any local, state or federal agency with jurisdiction over the entity.
The Service Providers shall be subject to audits and other investigations to evaluate their compliance with the statutory and regulatory requirements for the schools and

libraries universal service support program including those requirements pertaining to what services and products are purchased, what services and products are delivered, and how services and products are being used. Flint River Regional Libraries must provide written consent before a Service Provider releases information to the auditor, reviewer, or other representative.

The Service Provider shall assume responsibility for its subcontractors' compliance with the FCC requirements on document retention, production of records, and auditing.

Lowest Corresponding Price

Pursuant to 47 C.F.R. § 54.511, Service Providers shall not submit bids for or charge Flint River Regional Libraries a price above the lowest corresponding price for supported services, unless the FCC, with respect to interstate services or the state commission with respect to intrastate services, finds that the lowest corresponding price is not compensatory.

Promotional rates offered by a Service Provider for a period of more than 90 days must be included among the comparable rates upon which the lowest corresponding price is determined.

Pricing Transparency

Pursuant to the FCC's E-Rate Modernization Order (FCC14-99) released July 23, 2014, the Commission provided notice to all Service Providers that the receipt of E-Rate support will be conditioned on disclosure of pricing information beginning in Funding Year 2027. The Commission states in the Order that contracts executed after the effective date of the Report and Order may not contain restrictions barring publication of purchasing price data, and that any such restrictions shall have no effect.

Contract Terms & Conditions

The following Terms & Conditions are to be included in contract resulting from this RFP: Flint River Regional Libraries will not sign a vendor contract.

- Services added during the course of the contract must be coterminous with the proposed contract.

- Flint River Regional Libraries reserves the right to change a Service Provider if there is a legitimate reason to do so.

- Time is of the essence in the Proposed Contract.
- Should the Service Provider, its principals, agents or employees act in violation of the FCC's policy regarding gifts, and should Flint River Regional Libraries be denied funding on a funding request or be subject to a commitment adjustment as a result of the aforementioned action, the Service Provider shall be liable for liquidated damages in the amount of Flint River Regional Libraries discounted portion on each of the funding requests so denied.
- The Service Provider shall comply with all applicable FCC rules, Orders, and guidance which govern the E-Rate program. Notwithstanding any other remedies at law or equity, in the event the Service Provider acts or fails to act in such a way that causes Flint River Regional Libraries to lose E-Rate funding, the Service Provider shall be liable to Flint River Regional Libraries for the amount of denied, reduced or adjusted funding. Additionally, the Service Provider shall be liable to Flint River Regional Libraries for legal or consulting fees Flint River Regional Libraries incurs to: ensure compliance with the E- rate program; to respond to the FCC or USAC directives; and/or to pursue an appeal.

General Conditions

This RFP is not a contract offer. Acceptance of a proposal neither commits the Flint River Regional Library to award a contract to any vendor, even if all requirements stated in this RFP are met, nor limits the library's rights to negotiate in the library's best interests. The Flint River Regional Library 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.

It is important that the vendor understand that this Internet Access Proposal has been submitted on Flint River Regional Library Erate applications which, if approved, will entitle us to approximately 90% discount through the Universal Service Fund. If you are not familiar with this process, please call Scott Martin at 770-412-4770.

Right of Rejection

The Flint River Regional Library 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 Flint

River Regional Library System. FRRLS reserves the right to reject any or all proposals or parts thereof, as deemed to be in the best interest of the Library.

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.

Cost of Proposals

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

Proposals for Specific Libraries, Groups, or Regionally

Bidders may submit proposals for individual libraries or for a group of libraries or for all libraries in the Flint River Regional Library System, as best suits their business and Internet Service Provider capabilities.

PROPOSAL DELIVERY

RFP Submission

RFPs should be submitted in a sealed envelope addressed to the following by mail, delivery service, or hand delivery, no later than **4:00 PM EST, THURSDAY, December 17, 2026**. Bids must be received at the Flint River Regional Library Conference Room by this date and time. No faxed or emailed copies will be accepted.

Mail RFPs to:
Flint River Regional Library
ATTN: Internet Access Proposal
800 Memorial Drive
Griffin, GA 30223-4443

QUESTIONS

All questions pertaining to this bid must be submitted by completing the form on the Flint River Regional Library System's webpage,
https://frrls.net/about_us/bid_opportunities.php

Questions submitted will be answered on our FAQ which will be posted to
https://frrls.net/about_us/bid_opportunities.php
Deadline for questions is December 3, 2026

Vendors are responsible for checking updated information, changes, additions, etc., on the library's webpage.

A walkthrough of the Griffin-Spalding County Library, as representative of all the FRRLS libraries, is available by calling Scott Martin, 770-412-4770.

Evaluation Criteria

Flint River Regional Library 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
Price of Eligible Services	30%
Administrative • Ability to provide full implementation of Internet service by July 1, 2027. • Ability and Willingness to adhere to Contract Terms & Conditions • Ability and Willingness to meet invoicing requirements • Ability and Willingness to comply with Service Provider Requirements	25%
Ability to meet technical requirements • Sufficient bandwidth for library needs • Reliable bandwidth • Static IP address allocation	20%
Past Performance (experience) • Experience with libraries and schools preferred	15%
Support and Maintenance • Prompt phone response • Prompt on-site assistance when appropriate • Proactive monitoring	10%
Total	**100%**

INSTRUCTIONS TO BIDDERS

This RFP document may be downloaded from the Internet at https://frrls.net/about-us/request-for-proposals

Vendors should frequently, during the bid process, check https://frrls.net/about-us/request-for-proposals for updated information and clarifications.

QUALIFICATIONS OF BIDDERS

The Flint River Regional Library may make such investigation as they deem necessary to determine the ability of bidder to perform the work. FRRLS reserves the right to reject any proposal if investigation of such bidder fails to satisfy the FRRLS 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 bid as non-responsive.

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

FRRLS 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 Flint River Regional Library in writing of any existing condition or knowledge of 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 bids. Should any written inquiries be received by FRRLS, these inquiries will be answered in the question and answer portion of our webpage and posted for access by all providers.

The submission of a bid will be considered as conclusive evidence of complete examination of all instructions and specifications.

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

No bid may be withdrawn later than 3:00 PM on the day of the opening of bids. No modifications of any bid will be allowed after the same is sealed and delivered to FRRLS, however, a bidder may withdraw a proposal before 3:00 PM on the day of the opening of bids and submit another bid before the closing date and time.

FORM OF CONTRACT

The successful bidder will be required to execute a written contract with FRRLS within fifteen (15) business days after acceptance of bid. It is expressly understood and agreed by the bidders that the contractual obligations of FRRLS to the bidders are effective only after the execution of a contract signed by all parties and 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 Technology Librarian 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 Technology Librarian as not meeting these specifications shall at once be removed and replaced with acceptable equipment.

ADDITIONS OR DEDUCTIONS

FRRLS shall have the right, without invalidating the contract, to make additions to or make 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 FRRLS and the bidder, as shown in a written amendment to the contract.

PROTECTION BY BIDDER

The bidder agrees to indemnify and hold harmless the Flint River 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 the Flint River Regional Library.

RESERVATIONS

FRRLS 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 FRRLS may be considered as an unqualified source and their proposal may be rejected. FRRLS reserves the right to exercise this option as is deemed proper and/or necessary.

BID FORM

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

All bids must be sealed, marked, and delivered in accordance with the instructions as in this RFP. Bids will be opened and read by FRRLS administrative staff, Technology Librarian, and the Library Business Manager at the closing of the bid due date.

Recommendations will be made and the Executive Director may award a contract or contracts as FRRLS deems appropriate.

EXEMPTION FROM GEORGIA SALES TAXES

The Flint River Regional Library 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 Flint River Regional Library. Following a contract award, an exemption certificate will be furnished by Flint River Regional Library.

FORM FOR BID SUBMITTAL

STATEMENT OF VENDOR'S QUALIFICATION

To accompany proposals submitted for Internet Access for the Flint River Regional Library.

Name of Vendor's Firm: _____

Name of Company Representative: _____

Business Address: _____

_____

Phone Number: _____

When / Where Organized? _____

Partnership _____ Corporation _____

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

SPIN Number: _____ FCCRN: _____

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

_____

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

Date: _____

Firm Name: _____

By: _____

Title: _____

BID FORM - SIGNATURE PAGE

Date _____

TO: Flint River Regional Library

This bid is submitted in accordance with your RFP inviting bids 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 bid 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 bid, it is understood that the unrestricted right is reserved by the Flint River Regional Library in making the award to reject any and all bids or parts thereof, or to waive any informalities or technicalities in said bids.

The undersigned hereby certifies that this bid is genuine and 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 bidding, and that the undersigned has not, in any manner, sought by collusion to secure for himself an advantage over any other bidder.

TOTAL AMOUNT BID OPTION:

Evidence of a Performance Bond is required if your company is selected:

____ I will provide a Performance Bond from

Bonding Company _____

Name of Agent _____

Address _____

Bidder **MUST** provide Federal EIN _____

and ERate SPIN _____

_____
(Print Name)

Proposal must be signed for Consideration:

_____
(Signature)

_____
(Date)