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Russell Library Basic Maintenance 2027

Project Description and Timelines

Supporting Document for
FCC Form 470 Competitive Bidding Process
Funding Year 2027

Document Version 1.0 **Date: November 5th, 2026**

Bid Due Date: December 4th, 2026 11:59pm EST

Issued By:

Brandie Doyle
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Russell Library
123 Broad Street
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Email: erate@russelllibrary.org

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Project Description:

The Russell Library is accepting bids from qualified vendors for Basic Maintenance services including cabling, switches, router, wireless access points, Connecticut Education Network (CEN) virtual Fortinet firewall, racks and UPS devices. Internet access is through a CEN 100Mbps member account. VLANs are used to manage public and staff Ethernet and WiFi networks. There are 4 wiring closets, all are optically connected. Wiring within our buildings is primarily CAT6 with some older drops which were tested to CAT5e.

The following are the devices we require support for:

Gateway Mikrotik Router CCR2004-16G-2S

Firewall Virtual Fortinet 6301F

Switches:

- 6 - Aruba 1930 48 port POE switches
- 3 - Aruba 1930 24 port POE switches
- 1 - Aruba 1960 48 port POE switch

5-UPS APC SMT1500RM2UC

Wireless Access Points:

- 10-Cisco Wireless 9174I
- 11-Cisco Meraki 46
- 5-Cisco Wireless 9176I
- 1-Cisco Wireless 9163E
- 1-Cisco Meraki 86

Proposals should clearly indicate the contract number of the municipal, state, federal or cooperative contract under which the bid is covered.

Bids must provide separate pricing for each individual component and each individual sub-component by line item.

Any products or services that are ineligible for E-rate funding must be itemized, priced, and invoiced separately

This project is dependent on successful approval of USAC e-Rate funding and approval of funding by the City of Middletown. Russell Library reserves the right to cancel this request or not make an award.

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Bidding Process/Q&A Timeline:

Bidders should direct all questions to Brandie Doyle, via email address erate@russelllibrary.org. Questions should include the subject "QUESTION: Russell Library Basic Maintenance 2027".

The question period will close November 30th, 2026 11:59 pm. Final responses to questions will be posted by December 2nd, 2026 5:00pm.

It is the bidder's responsibility to understand and meet all requirements and specifications, seeking clarification as appropriate. See *Evaluation and Selection Process* section.

Vendors are responsible for monitoring the USAC EPC system for updates or answers to questions related to this application.

Bids must be dated and submitted on or before December 4th, 2026 11:59pm and be signed by an authorized officer of the company.

Submit bids as email attachments to erate@russelllibrary.org with subject "BID: Russell Library Basic Maintenance 2027".

The successful vendor will be notified of the contract award decision by December 9th, 2026 5:00pm.

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Vendor Qualifications/Responsibility:

Preference will be given to vendors with products and services covered by a current Connecticut State or Federal contract or cooperative contracts such as MHEC, GSA, CRCOG, NASPO/WASCA CREC, NJPA, PEPPM, etc. or Middletown-based local vendors who will match State of Connecticut contract pricing.

Use and identification of subcontractors should be clearly outlined in the bid.

Vendors and all subcontractors will be required to sign the City of Middletown Uniform City Contract for Goods and Services and Cooperative Contract and meet liability insurance requirements prior to initiation of the project. See relevant documents uploaded with this Form 470.

Vendor must agree to use the SPI reimbursement method and provide discounted bills to the library.

Vendor must supply contact information for at least 3 references

*Timeline:

Deadline	Description
November 30th, 2026 11:59 pm	Deadline for submitting questions via email
December 2nd, 2026 5:00 pm	Deadline for posting responses to questions
December 4th, 2026 11:59 pm	Deadline for submitting bids via email
December 9th, 2026 5:00 pm	Contract award decision. Winning bidder notified via email

***Times noted are Eastern Standard Time (EST), UTC -5**

Evaluation and Selection Process:

Bids may be disqualified for the following reasons:

- Incompleteness
- Proposal is submitted after the deadline
- Vendor does not have an E-rate Service Provider Identification Number (SPIN)
- Vendor is not authorized to do business in Connecticut
- Vendor does not have at least 5 years of experience performing services or supplying equipment required in the bid
- Vendor does not supply contact information for at least 3 references

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Factor	Weight
Price of the eligible and ineligible products and services	30%
Bid covered by state, federal, municipality or cooperative contract such as GSA, CRCOG, NASPO/WASCA CREC, NJPA, PEPPM, etc.; or Middletown-based local vendors who will match contract pricing	20%
Prior Experience w/Russell Library and/or City of Middletown	20%
Quality of Proposed Products/Services (based on experience, product reviews)	20%
Feedback from references provided	10%
TOTAL	100%