

Timberland Regional Library (TRL)

E-RATE BEN 145230

REQUEST FOR PROPOSALS (RFP)

Title	Bid Due Date:
2026 TRL RFP for Branch Cabling Upgrades	Wednesday, February 4, 2026 at 5 p.m. Pacific Time Mandatory Branch Walk-Through Date: Wednesday, January 7, 2026 at 8:00 a.m. Start at Lacey Branch, 500 College Street SE Lacey, WA 98503

Submit bids and direct questions to:

Contact: Claire Christnacht, Consultant, E-Rate Expertise, Inc.

Phone: (253) 320-0664

Email: claire@erateexpertise.com

SCOPE:

Timberland Regional Library (TRL) seeks a vendor to provide cabling and installation services to upgrade the cabling for various connection drops and Wireless Access Points (WAP) at three branch locations. The branches will need Cat6A, OM3, OM4 or OS2 fiber cabling (or a combination of equivalent cable types), depending on the cable run and costs.

Bidders are required to attend a Mandatory Walk-Through of the branches to survey the building structures, and the cable uses and locations. Building diagrams will be available at the Walk-Through and questions will be answered and distributed to attendees so they will have the information needed to produce a responsive bid.

The length of cable entered in the 470 form is estimated at approximately 250 ft/cable run. Basic building information and the estimated number of WAPs, computer drops and cameras are listed in the chart below in the RFP. At each location, some cable lines are connected to E-Rate ineligible camera or halo equipment that should be quoted in a separate bid since they cannot receive E-Rate funding. One or two of the locations will require fiber cables due to their lengths and functions. There may be some additions/deletions of drops (mostly deletions), and information about these changes will be shared with all during the Walk-Through.

Vendors are expected to refine the estimates from this RFP based on their professional assessment and on the additional information shared by Library staff during the Walk-Through and will then prepare a final

bid for each site. All cable and its installation must be guaranteed to meet or exceed current safety codes and be consistent with industry standards and best practices.

MANDATORY Walk-Through of the 3 Branches:

Bidders are required to attend a Walk-Through of the three branch buildings to allow vendors to inspect the sites, assess the needs, ask questions, and learn essential information for preparing their bid for this project. The mandatory Walk-Through date, time and meeting location are listed at the top of this RFP. Attendees will begin at the listed branch and will move on to the other branches upon completion of each building. Vendors must be accompanied by Library staff during the Walk-Throughs. At its discretion, the Library may choose to schedule an additional Walk-Through if needed to ensure receipt of enough qualified bids for this process.

Steve Cospers and Westley Wolford will be the contacts for logistical issues regarding the Walk-Through, and they can be reached as follows: Steve Cospers - scospers@trl.org 360-704-4543. Westley Wolford - wwolford@trl.org 360-704-4509. Please email them if you plan to attend.

The library is not considering recycled or refurbished products in this bidding process, and this requirement is a disqualifying factor for the evaluation of bids. Qualified bids will directly respond to the requests in this RFP and generic bids will not be evaluated. Vendors must attend the mandatory Walk-Through to submit a bid. Bidders should have an E-Rate Service Provider SPIN Number (SPIN) and be current on E-Rate requirements.

This RFP and any updates will be uploaded to an E-Rate 470 form and will be posted on the Library's website as noted below in the RFP.

Branch	Aberdeen	Lacey	Montesano
Address	121 East Market Street Aberdeen, WA 98520	500 College Street SE Lacey, WA 98503	125 Main Street S Montesano, WA 98563
Sq Ft of Building	17,051	20,000	7,486
Estimated # of WAPs	10	12	3
Estimated # of Computer Drops	111	123	30
Cameras	7 (includes 2 halos)	2	5
Fiber runs	0	1 run of approx. 500 ft	1 run of approx. 300 ft
Assumed Average Cable Run for Bid Calculation	250 Ft	250 Ft	250 Ft
*The numbers in this chart are estimates that will be refined by vendors through their assessment at the Walk-Through. Final cable run lengths will be determined by vendors.			

BID REQUIREMENTS:

1. Vendors should prepare at least two bids for the Library to determine the most cost-effective solution to meet their needs, and the Library will select the best option during the evaluation process.
 - One bid that updates computer drop and Wireless Access Point cabling to Cat6a plus any required fiber runs (or equivalent).
 - One bid that includes the costs for the cabling to cameras and halos that are ineligible for E-Rate funding.
 - Additional bids included at the vendor's discretion that include other cost-effective configurations recommended by the vendor will also be evaluated.
2. To facilitate entry of information into the E-rate application system, bids should itemize a single cost in each of the following categories for each location.
 - Cable (also note the total length, type, and brand of cable)
 - Other Supplies (combined total for all other supplies, do not itemize costs for each product)
 - Labor (total installation costs for project – this is a prevailing wage project)
3. The Library reserves the right to work with the winning vendor to review the project needs and to modify the quantities and project details within the scope of this RFP. Substitutions can be made with equivalent products as needed. An updated quote may be required for the final contract for the E-rate 471 application.
4. Cabling is considered a Public Works Project and related prevailing wage rules will apply.
5. Please describe your company's standards of quality control for safety issues, testing, labeling, and accessibility of cables and equipment.
6. Please provide the brand of cabling you intend to use and ensure it is up to the highest industry standards.
7. Provide your anticipated timeline for completion of every phase of the project and your compensation and remediation policies for non-completion according to schedule.
8. Explain your warranty terms, conditions and exclusions and provide the guaranteed response time in the event of a needed repair covered by warranty.
9. It is expected that these branch buildings will undergo renovations during the 2026-27 E-Rate program year, and the cable upgrade work would happen during the renovation to eliminate the impact on patrons. Therefore, vendors can assume the cabling work can be done during regular business hours.
10. Bids should include an example of their billing statement that includes all estimated costs, taxes and fees. Details in billing statements should match the bid.
11. Vendors shall notify the Library in writing upon completion of the project. Vendor will test and label all connections and provide satisfactory results to the Library. Library project manager will notify the vendor in writing of acceptance of the project. Final billing and payments will occur upon the library's acceptance of the project.
12. Provide qualifications and experience of the dedicated project manager for implementation.

13. Bids may include three (3) reference sites where your company has performed a similar service, including business name, contact name and contact information. It is preferable that at least one reference should be for a library/school district of similar size within 100 miles of the Library.
14. Bids should indicate if any items or services are not eligible or are partially eligible for E-rate funding. If the item is only partially eligible for E-rate funding, provide the eligibility % with bid. If there is another comparable item that is fully eligible, please also include that item in your bid.
15. Please indicate if your company has successfully sold this equipment before as part of the E-rate program and your number of years of experience with the E-rate program. Vendors should include their E-Rate SPIN number in their bid and confirm that they are current with their USAC SPAC/Form 473 requirements. Failure to maintain E-rate SPIN eligibility requirements could result in contract termination. Vendors must be willing to do either SPI or BEAR methods of reimbursement, and the Library will select the reimbursement method, unless the BEAR method is required per E-Rate early purchase rules (see Item 1 in Contract Terms).

VENDOR CONTRACT ISSUES:

1. **Contract Documents:** This RFP, the winning bid, and the final quote will be considered part of the contract and are applicable unless specifically negated in the contract.
2. **Start/End Date:** The months of the official start and end dates for this E-Rate Category 2 contract would coincide with the Category 2 purchasing period for the E-Rate program year which is April 1st to September 30th of the following program year.
 - a. Most purchases would be made in the standard purchasing period of July 1st – September 30th of the following program year.
 - b. If purchases are made between April – June prior to the start of the program year, as allowed by program rules, the Library will pay the full invoice price and will seek the E-rate reimbursement through the BEAR process after the Funding Commitment has been received and the program year has officially started.
3. **Term:** The Library seeks a 3-year contract with the option to automatically extend it for one additional year.
4. **Non-Appropriation of Funds:** The contract may be canceled or not renewed in the event of loss of federal E-rate, State or Library funds.
5. **Price Updates:** If the market supports a price reduction after the initial term, the Library will exercise price reduction options, if any are available, through an amendment to the original contract or an updated quote. Similarly, the library recognizes that market conditions, inflation, and other factors beyond the vendor's control could increase the pricing of the products during the term of this contract and reasonable changes may be made via updated quotes and amendments, provided that any price increases are commensurate with the increase over the manufacturer's list price.
6. **Secure Networks Act:** Library will not accept any equipment or services produced, provided by or containing parts, from any company, including parents, affiliates, or subsidiaries thereof, that the FCC has designated as a national security threat to the integrity of communications networks or the communications supply chain pursuant to 47 CFR 54.9(a). A list of covered communications equipment and services can be found on the FCC's website at <https://www.fcc.gov/supplychain/coveredlist>. The

list will be updated as necessary, and proposers have the responsibility to check for updates and ensuring that all products and services in quotes and final contracts are compliant.

BID PROCESS, EVALUATION & CONTACT INFORMATION:

Bidding Process Information:

1. The bid due date and time are listed at the top of this RFP. The bidding period may be extended at the library's discretion if necessary to conduct a competitive bidding process.
2. The Library reserves the right to request additional information and/or a Best And Final Offer (BAFO) during this bidding process as responses are compared and evaluated.
3. The Library reserves the right to reject all proposals and to not pursue this project at this time.
4. Responders are required to read and understand all information contained within this entire RFP package. Submitting a bid constitutes complete understanding and compliance with the terms and conditions in this RFP.
5. This document and all materials submitted in response to this document are subject to public disclosure laws and regulations for both the State of Washington and the federal FCC E-Rate program.

Evaluation Criteria for Selecting the Winning Bid:

Proposals will be judged on the following criteria:

1. 30 Points Price (Most heavily weighted criteria)
2. 20 Points Quality of project management plan
3. 20 Points Completeness, quality and reliability of bid
4. 20 Points Positive past experience with Library and/or references
5. 10 Points Compliance with E-rate rules and prior E-rate experience

Disqualifying Factors:

This RFP process has the following disqualifying factors and bids that do not meet these requirements will not be evaluated:

1. The library is not considering recycled or refurbished products in this bidding process and this requirement is a disqualifying factor for the evaluation of bids.
2. Qualified bids will directly respond to the requests in this RFP and generic bids will not be evaluated.
3. Vendors must attend the mandatory Walk-Through to submit a bid.
4. Bidders should have an E-Rate Service Provider SPIN Number (SPIN) and be current on E-Rate requirements.

Contact, Submittal & Misc. Information:

1. **The bid due date and time are listed at the top of this RFP.** Any responses received after this time on the due date of this solicitation will be considered non-responsive and will not be included in the scoring process.
2. **The mandatory Walk-Through date, time, meeting place, and addresses are listed above in the RFP.**
3. Questions regarding the RFP will primarily be answered during the mandatory Walk-Through. Any additional questions should be submitted in writing to Claire Christnacht at claire@erateexpertise.com within 3 business days after the mandatory Walk-Through date. Answers will be posted on the Library's website and updated to the 470 form within 5 business days after the questions deadline.
4. Bids should be submitted electronically to Claire O'Flaherty Christnacht, claire@erateexpertise.com, to Steve Cospers scosper@trl.org, and to Westley Wolford wwolford@trl.org before the bid deadline.
5. All RFP documents, including instructions, bid formats, Q&A, updates, etc. will be uploaded to the original E-Rate 470 form on the E-rate EPC system and will also be posted on the library's website at: <https://trl.org/rfp/>
6. To confirm library branch addresses, please see <https://timberland.bibliocommons.com/v2/locations>