



## REQUEST FOR PROPOSAL

Kent District Library (KDL) is seeking Proposals for WIFI Access Point Replacement and Installation Services

### *Announcement*

Kent District Library (KDL) welcomes proposals from qualified firms to provide WIFI Access Point Replacement and Installation Services to KDL. Please review the following Request for Proposal (RFP) for further information on the current problem, the process for evaluation, additional information, and the desired terms & contract information. Thank you for your time, consideration, and adherence to the following guidelines.

### *Process Overview and Key Dates*

Complete proposal packages with detailed instructions will be available beginning **February 8, 2021 at 8:00am**, on the KDL website ([www.kdl.org/rfp](http://www.kdl.org/rfp)) or by requesting a copy via email at [swojtczak@kdl.org](mailto:swojtczak@kdl.org).

Any questions or clarifications regarding this RFP should be emailed only to [swojtczak@kdl.org](mailto:swojtczak@kdl.org). Failure to observe this restriction may result in the disqualification of a Proposal. (Note: This restriction does not preclude discussions between affected parties for the purpose of conducting business unrelated to this RFP.) The deadline for RFP related questions is **February 14, 2021**.

Responses will be submitted no later than **February 15, 2021 at 8:00am**. All interested parties are instructed to visit the website regularly for any issued addenda.

All submissions must be submitted by **March 15, 2021 at 12:00pm** and be in accordance with the requirements listed in Section 3. Failure to follow these guidelines may result in the disqualification of a Proposal.

For more important dates and details on the timeline of this process, please refer to Section 3.1.

All Proposals will be evaluated by KDL based on the criteria listed in Section 4.1. KDL reserves the right, at its sole discretion, to waive minor administrative irregularities contained in this RFP.

# Table of Contents

## Table of Contents

Definitions.....	4
Section 1: Introduction and Background .....	5
Section 2: Service and Equipment Performance Requirements .....	6
Section 3: Timeline & Instructions to Proposers .....	7
Section 4: Evaluation Process .....	11
Section 5: Delivery, Installation, and Training.....	13
Section 6: Service and Guarantees.....	14
Section 7: Additional Terms and Conditions.....	15
Appendix A: Breakdown of the New APs and Branches .....	17
Appendix B: Reference Sheet.....	20
Appendix C: Mandatory Response Checklist.....	22
Appendix D: Pricing Sheet .....	23
Appendix E: Signature Page .....	28

## Definitions

***KDL*** – Kent District Library in Kent County, Michigan.

***Branch*** – A subset, or component part, of a district library operation existing at a different location than other components of the library operation. Currently KDL has 20 Branches, a Bookmobile and a corporate office referred to as the Service & Meeting Center.

***Library*** – An institution housing collections of books and other material made available for loan or consultation, specifically Kent District Library of Kent County, Michigan.

***Proposer*** – An individual, business or firm submitting a proposal to Kent District Library.

***Vendor (or Contractor or Agent)*** – Firm, or individual representing a firm, retained by the Library to provide knowledge, advice, and services in an area of documented expertise.

***Partner*** – An individual, business or firm who demonstrates value above and beyond the act of transacting goods & services. A Partner becomes a trusted extension of KDL because they are proactively bringing ideas and solutions that aide in achieving KDL's strategic objectives and ensuring KDL remains relevant and vibrant to our Patrons of Kent County.

## Section 1: Introduction and Background

### 1.1 Project Purpose and Intent

The purpose and intent of this RFP is to receive bids to replace all of our WIFI Access Points (APs). The Table in Appendix A lists out specifically what we are replacing. KDL is also looking for a partner that can physically replace the APs at our locations. The breakdown of how many APs are at each location is in Appendix A. Appendix A also lists any locations with ceilings higher than 20 feet which might require a lift. Finally, it would be preferred that the replacement of the APs would be done while the branches are closed so as not to disrupt business. Open hours at each branch can be seen [here](#).

### 1.2 Kent District Library - History

Kent District Library is a nonprofit governmental unit, which began in 1936 as the Kent County Library System. In 1994, the Library began the process of separating from the County to form Kent District Library, a district library and independent taxing agency with governance by a Board of Trustees appointed by the Kent County Board of Commissioners and representing eight geographic regions of the KDL Service Area. The “Kent District Library” officially began on January 1<sup>st</sup>, 1996. In 2014, voters approved a 10-year, 1.28 millage renewal and increase for library operations. In 2014, KDL was also awarded 501(c)(3) status as a nonprofit charitable organization.

Presently, KDL serves a population of 395,989 in 27 municipalities through 20 branches located throughout Kent County. This service population includes all areas of Kent County except the cities of Grand Rapids and Cedar Springs, the Village of Sparta, and Solon and Sparta townships. In January 2021, KDL will open its 20<sup>th</sup> Branch in Ada, The Amy Van Andel Library and Community Center.

Over 41% of residents in KDL’s service population are KDL cardholders. For additional statistical information about KDL, please visit our [website](#) and see the 2019 Impact Report and other publications.

### 1.3 Project Scope

KDL has nineteen (19) locations which need WIFI Access Points to be replaced and new APs installed. Details on these locations and their needs can be found in Appendix A. The successful Proposer shall be prepared to furnish any necessary equipment, labor, materials, and transportation required. The Proposer shall provide equipment replacement, installation, and assistance connecting to KDL’s network.

## Section 2: Service and Equipment Performance Requirements

### 2.1 Performance Requirements

KDL is seeking increased performance in all of our current WIFI Access Points. Our new models, their quantities and locations are listed in Appendix A. Below are the guidelines we would like you to consider if proposing alternative models of equal quality.

- All WIFI AP Equipment shall be “New.”
- Must be Equivalent to Meraki MR 56
- Must be Equivalent to Meraki MR 86

KDL also is looking for a vendor that can install the APs by replacing the current APs. Appendix A lists out any locations that have a 20 feet or higher ceiling that might require a lift to replace the APs.

Three cable runs are needed and described in Appendix A.

## Section 3: Timeline & Instructions to Proposers

### 3.1 Timeline and Schedule of Events

*KDL reserves the right to vary from this timetable as necessary.*

<b>Schedule of the RFP for WIFI Access Point Replacement and Installation</b>	
RFP for WIFI Access Point Replacement and Installation Services posted on KDL website	<b>February 8, 2021 @ 8:00am</b>
Deadline for the Proposers' questions	<b>February 14, 2021</b>
Addendums posted to KDL website	<b>February 15, 2021 @ 8:00am</b>
Deadline for RFP submission and bid opening	<b>March 15, 2021 @ 12:00pm</b>
Opening of Bids	<b>March 16, 2021</b>
KDL IT Reviews Responses	<b>March 17, 2021</b>
All E-Rate Paperwork Filled In and Published to Consultants	<b>March 18, 2021</b>
E-Rate Consultants Send Paperwork to KDL	<b>March 19, 2021 @ 9:00am</b>
E-Rate Consultants and KDL Team Conference Call for Q+A on Paperwork	<b>March 19, 2021 @ 3:00pm</b>
KDL Approves E-Rate Paperwork	<b>March 22, 2021 @ 12:00pm</b>
E-Rate Filing Done	<b>March 23, 2021</b>
Board presentation round 1	<b>April 15, 2021</b>
Board Presentation round 2 and voting	<b>May 18, 2021</b>
Contract Finalized	<b>June 1, 2021</b>
Install equipment at Large 6	<b>Between August 1 and September 6th</b>
Install all APs	<b>Before November 1<sup>st</sup> 2021</b>

### 3.2 Procedure for Submission of Proposals

In addition to the submission requirements listed on page one (1), please review and follow the procedure guidelines listed below.

1. Complete proposal packages may be accessed on the KDL [website](#) beginning February 8, 2021 @ 8:00am.
2. Proposers should acknowledge receipt of addendum(s) on their proposal's Signature Page (Appendix E).
3. All Proposals must be submitted by **March 15, 2021 at 12:00pm**. Any Proposals submitted after this point will be marked as late and may be disqualified from any further consideration.
4. All Proposals must be delivered personally, or by any mail or courier service, to the following address:

**Kent District Library**  
**Attn: Sean Wojtczak, IT Administrative Assistant**  
**Service Center**  
**814 West River Center Dr. NE**  
**Comstock Park, MI 49321**  
**Email: [SWojtczak@kdl.org](mailto:SWojtczak@kdl.org)**

5. Proposals faxed or emailed will **not** be accepted.
6. All Proposals must be submitted in a sealed envelope marked with the name, address, and contact information of the proposing firm and the words "WIFI Access Points Replacement and Installation Proposal."
7. Within the delivery envelope, there should be two more sealed envelopes. The first envelope should contain the vendor's Proposal. The second envelope should contain the Pricing Sheet and Signature Page. Both envelopes should be labelled accordingly.
8. In addition to these two envelopes, Proposers should include an electronic copy of all of their documents on a thumb-drive.



### 3.3 Further Instructions and Requirements

1. All statements and requirements listed within this RFP must be addressed, all questions in this RFP must be answered, and all instructions outlined in this RFP must be followed.
2. The Proposer must confirm, in writing, within the Proposal that it is consistent with the requirements outlined herein and clearly define any and all deviations.
3. Review the following requirements as they relate to various aspects of the Proposal.
  - a. Cover Letter
    - i. The Cover Letter shall be in the form of a standard business letter and shall be signed by an individual authorized to legally bind the Proposer.
    - ii. It must include all of the following:
      1. A statement clearly indicating which WIFI Access Point models they are proposing to use in the replacement.
      2. A statement indicating that all financial data associated with the cost/pricing has been eliminated from the Proposal and is included in the “Pricing Sheet and Signature Page” envelope.
      3. A statement specifying if proprietary data has been included in the Proposal and describing how proprietary data has been identified in the Proposal.
      4. A statement that the proposed services and equipment will satisfy the function, performance, and services listed in this RFP.
      5. A statement indicating the Proposer’s agreement to specified terms and conditions addressed in Section of this RFP.
      6. A list of any exceptions should be included as an attachment to your cover letter and be identified clearly.
  - b. Executive Summary
    - i. Proposers shall provide an executive summary of items covered in the proposal and why their solution should be considered.
  - c. Proposed Approach to Scope of Services
    - i. Proposers shall clearly provide their recommended approaches to the scope of services as required in this RFP.
  - d. Key Personnel (Management Summary)
    - i. Proposers shall provide a brief summary of their organization along with key personnel.
  - e. Additional Information
    - i. Include any other information in this section of the Proposal that you believe to be pertinent, but which is not required by this RFP.
  - f. Vendor Contact Information
    - i. In this section of the Proposal, provide the name, phone number, and e-mail address of a point of contact for the Proposal.
  - g. References (Prior Experience)
    - ii. Proposers must provide Kent District Library with at least three (3) business references and who have received similar services from your company. Use the References page (Appendix B) to provide the references.
  - h. Pricing Sheet

- i. All costs to be incurred and billed to the Library should be included within the Pricing Sheet. These must be clearly labeled as to be transparent in layers of fees and services included with each layer.
  - ii. Kent District Library is a non-profit organization and exempt from Michigan sales tax. The Library will not pay any amount identified as insurance or taxes of any kind (the liability of such items remains with the Proposer). The proposed price quoted must include all other costs so there are no surprises.
  - iii. By submitting a proposal, the Proposer certifies that, if selected, they will execute such agreement(s) without further addition of costs or terms.
  - iv. KDL reserves the right to negotiate the terms and costs of any proposed agreement.
- i. Mandatory Response Checklist
  - i. As the second-to-last item on the Proposal, Proposers shall include the completed Mandatory Response Checklist (Appendix C) to ensure that everything was covered and submitted.
- j. Signature Page
  - i. The final component in the Proposal shall be a fully completed Signature Page (Appendix E). As described above, this must be included in a separate envelope from the Proposal. Failure to include a Signature Page may result in disqualification of the Proposal.
  - ii. At the bottom of the signature page, the Proposers must acknowledge receipt of any addendum(s) to the RFP.

## Section 4: Evaluation Process

### 4.1 Evaluation Criteria

Proposals will be evaluated by KDL based upon the completeness of their responses, the appropriateness of the candidates' qualifications to meet KDL's needs, their approaches to services, their cost of services, and the qualities of previous performance or reference responses. KDL reserves the right, at its sole discretion, to waive minor administrative irregularities contained in this RFP.

In addition to this, the criteria KDL will use to assist in evaluation is displayed in the table below. To determine the preferred bidder(s), KDL will rate bids on an overall scale of 0% -100% based on the four (4) evaluation factors and a final decision will be made in the best interest of the Library and its patrons.

Evaluation Criteria the RFP for WIFI AP Replacement and Installation Services	
Factor	Weight
Fulfills Criteria Set Forth in the RFP	25%
Prior Experience/Skills, Knowledge and Resources	20%
Price of the Eligible Products and Services	40%
Commitment to Time Table & KDL Satisfaction	15%
<b>Total</b>	<b>100%</b>

### 4.2 Proposal Review

- A. After the period for receipt of proposals has closed, each Proposal will be examined to determine compliance with the format and information requirements specified in the RFP. Any proposal that does not meet the format and information requirements may be eliminated from consideration.
- B. Proposals will be reviewed by an evaluation team comprised of Library IT staff.
- C. The Library may reject any Proposal if it is conditional, incomplete, or contains irregularities. KDL also reserves the right to reject all proposals.
- D. After review and evaluation, KDL will move towards approving the paperwork and finalizing the contract. Contract Finalization is expected to be completed by June 1, 2021.

### 4.3 Selection Process

- A. Prior to signing contracts, KDL will work closely with the chosen vendor to examine the exact quantity of the WIFI Access Points and the plan for installation.
- B. The selected Proposer(s) will meet with the Contract Administrator to prepare a contractual agreement between the Library and the Proposer as soon as is reasonable after the final

selection is made. Failure to negotiate a mutually agreeable contract may result in the cancellation of any award.

- **CONTRACT ADMINISTRATOR:** the following individual, or their designee, shall serve as the interpreter of the conditions of the contract and shall use all powers under the contract to enforce its faithful performance: Kurt Stevens, Director of IT
- KDL reserves the right to award the total Proposal, to reject any and all proposals in whole or in part, to award parts of the Proposal to separate vendors and to waive any informality or technical defects if, in KDL's sole judgment, the best interests of KDL will be so served.
- No action will be binding on the Library until a contract has been executed by both parties and approved by the Kent District Library Board of Trustees.

C. All those submitting proposals will be notified of the results.

## Section 5: Delivery, Installation, and Training

### 5.1 Delivery and Installation Requirements

- A. Delivery for all items under this contract shall be made after receipt of order and in accordance with the Timeline in Section 3.1.
- B. Deliveries and installations must be made when the branches are not open to the general public, unless agreed upon otherwise.
  - a. [List of all KDL Branch Locations and Open Hours](#).
- C. KDL may authorize the Contractor to make arrangements to expedite delivery for a critical item through air freight, UPS, transit bus, or other, on an exception basis.
- D. Delivery shall be made to the location identified on the Purchase Order. Possible delivery locations include the KDL Service Center or individual Branch sites.
- E. The Contractor shall be responsible for providing all necessary installation supplies (e.g. ladders, lifts) at no additional cost to KDL.
- F. Upon delivery/installation of all equipment, the contractor shall conduct a demonstration of the equipment in front of the KDL's representative to verify that all the equipment is fully operational and in compliance with the contract specifications. Any deficiencies shall be promptly and permanently corrected before the final acceptance of the equipment.
- G. Clear and concise operating manuals shall be delivered with the equipment.
- H. The Provider shall ensure the APs work on KDL's Network.

## Section 6: Service and Guarantees

### 6.1 Performance Requirements and Guarantee

- A. Performance Requirements:
  - a. Installed cleanly and properly onto the building.
  - b. Network cable is connected properly and the AP turns on correctly.
  - c. AP connects to Meraki Dashboard, configures itself based on KDLs programming in the dashboard, and SSIDs are working properly.
  - d. AP serial numbers are marked on a map of the building informing KDL IT of what AP is at what location within the building.
- B. If the Contractor fails to comply with the performance requirements of this Section, the Contractor shall replace the non-compliant WIFI AP with a new WIFI AP within two (2) business days from the replacement request from KDL. As with the initial installation, these replacement installations must occur during the hours the branches are not open to the general public.
  - a. List of all KDL Branch Locations and Open Hours: [List of all KDL Branch Locations and Open Hours](#).
- C. (Monday through Friday, 8:00 am- 5:00 pm, excluding Holidays) from the replacement request from KDL. The replacement WIFI AP must match all requirements of the non-compliant machine.
- D. Failure to replace the WIFI AP when required by this section may result in the cancellation of the contract.

### 6.2 Performance Review Process

The following employees of KDL are identified to use all powers under the contract to enforce its faithful performance **after** the contract is awarded:

- A. The Director of IT, or appointed KDL staff member, will meet with selected vendor representatives during the installation process, or when determined necessary, to review progress and provide necessary guidance to the vendor in solving problems that may arise.
- B. The Director of IT, or appointed KDL staff member, will meet as often as required with the vendor's representative for the purpose of reviewing progress and providing necessary guidance.
- C. The selected vendor will notify the Director of IT, or appointed KDL staff member, of any significant deviation from the previously agreed-upon Proposal.

### 6.3 Purchase Considerations

- A. KDL shall have the ability to, at its discretion; require Contractor to permanently replace purchased equipment that fails to meet performance expectations as described in Section 6. The request for this replacement can and will occur during the installation process and the following 90 days. This timeline is considered separate from the life-time guarantee, and the life-time guarantee is still expected to be valid for as long as Meraki supports the equipment.
- B. Such replacements shall be done at the Contractor's expense and without any additional costs to the KDL. The contractor shall deliver and install as if the exchange was a new placement.

## Section 7: Additional Terms and Conditions

### 7.1 Rights of the Library

- A. The Library reserves the right to reject any and all proposals received in response to this RFP. If a Proposal is selected, it will be done in accordance with the table provided in Section 3. The Library does not intend to award a contract fully based on any one element in the Proposal.
- B. The Library reserves the right to consider requests for modifications at any time before a contract is awarded, and negotiations would be undertaken with that proposer whose Proposal is deemed to best meet the Library's specifications and needs.
- C. The Library reserves the right to waive or not waive informalities or irregularities in proposals or proposing procedures, and to accept or further negotiate costs, terms, and/or conditions of any Proposal as best suits the interest of the Library.
- D. The Library reserves the right to negotiate any alterations to bid specifications due to oversight or error.
- E. The Library reserves the right to seek clarification about a firm's Proposal during the evaluation process.
- F. The Library will not pay for any information requested herein, nor will it be liable for any costs incurred by the Proposer in preparing or executing a Proposal, submitting or presenting a proposal, or from interviews and/or demonstrations.
- G. Proposals must be signed by an official authorized to bind the Proposer to its provisions for the entire 2021-2022 E-rate cycle.
- H. In the event it becomes necessary to revise any part of this RFP, addenda will be provided. Deadlines for submission of this RFP may be adjusted to allow for revisions. In the instance of a revision, the Proposer's entire Proposal document with any amendments should be resubmitted.
- I. Proposals should be prepared simply and economically, providing a straightforward, concise description of the Proposer's ability to meet the requirements of the RFP.
- J. The anticipated selection date expresses the present intention of the Library to award a contract in March 2021; however, this is not a representation, agreement or promise that, in fact, the Library will award any contract on that date or at any other time.

### 7.2 Indemnification

- A. All Proposers hereby expressly agree that they will hold harmless and indemnify the Library, its officers, agents, and employees from liability of any nature or kind connected with the RFP process.

### 7.3 Confidential and Proprietary Information

- A. Proposals submitted in response to this RFP and any resulting contract(s) are subject to the provisions of the Michigan Open Records Act (Public Act No. 442). Any restrictions on the use or inspection of material contained within the Proposal and any resulting contract shall be clearly stated in the Proposal itself.
- B. Confidential or proprietary information must be readily identified, marked, and separated from the rest of the Proposal. Co-mingling of confidential or proprietary information with other information is NOT acceptable.

- C. Neither a Proposal in its entirety nor proposal price information will be considered confidential or proprietary. Any information that will be included in any resulting contract cannot be considered confidential.



## Appendix A: Breakdown of the New APs and Branches

Listed below are the quantities and some basic information about each device.

The Caledonia branch needs a cable run from the data rack to the SE corner of the building and a new Meraki MR 86 installed on the outside of the building to provide WIFI to the parking lot at front of the building.

The Grandville branch will need 2 Cable runs from the East end of the basement where the data rack is to the North end of the building to provide WIFI for the parking lots to connect the 2 Meraki MR 86s.

Please price out the AP installations either per AP installation, per branch installation, or with a do not exceed cost.

Per AP Installation cost =

Or

Do not exceed installation cost =

Cable Installation for Caledonia and Grandville = \_\_\_\_\_ x 3 = \_\_\_\_\_

- MR56 per unit cost =

- o Total: 141 x \_\_\_\_\_ = \_\_\_\_\_

- MR86 per unit cost =

- o Total cost = 14 x \_\_\_\_\_ = \_\_\_\_\_

- o Antennas =

- o Meraki Dual-Band Omni Antennas (4/7 dBi) Antennas = 14 x 4 = 56 x \_\_\_\_\_ = \_\_\_\_\_

### Additional Notes:

- The Caledonia branch needs a cable run from the data rack to the SE corner of the building and a new Meraki MR 86 installed on the outside of the building to provide WIFI to the parking lot at front of the building.
- The Grandville branch will need 2 Cable runs from the East end of the basement (where the data rack is) to the North end of the building to provide WIFI for the parking lots and connect the 2 Meraki MR 86s.

<b>Branch Name</b>	<b>Branch Address</b>	<b>MR 56s (or equivalent)</b>	<b>MR 86s (or equivalent)</b>	<b>Over 20' high ceiling with APs</b>	<b>Per Branch Installation Costs</b>
Alpine Township Branch	5255 Alpine Ave. NW Comstock Park, MI 49321	3	0	No	
Alto Branch	6071 Linfield Ave. SE Alto, MI 49302	3	1	No	
Amy Van Andel Library and Community Center	7215 Headley Street SE Ada, MI 49301	0	0	NA	
Byron Township Branch	8191 Byron Center Ave. SW Byron Center Michigan 49315	5	0	No	
Caledonia Township Branch	6260 92nd St. SE Caledonia, MI 49316	7	1	Yes	
Cascade Township Branch*	2870 Jacksmith Ave. SE Grand Rapids, MI 49546	12	0	Yes	
Comstock Park Branch	3943 W. River Dr. NE Comstock Park, MI 49321	2	0	No	
East Grand Rapids Branch*	746 Lakeside Drive SE East Grand Rapids, MI 49506	10	0	Yes	
Englehardt (Lowell) Branch	200 N. Monroe St. Lowell, MI 49331	4	2	Yes	
Gaines Township Branch	421 68th St. SE Grand Rapids, MI 49548	5	0	No	
Grandville Branch*	4055 Maple St. SW Grandville, MI 49418	13	2	Yes	
Kelloggsville Branch	4787 Division Ave S Grand Rapids, MI 49548	0	0	NA	
Kentwood (Richard L. Root) Branch*	4950 Breton SE Kentwood, MI 49508	13	2	Yes	
Krause Memorial (Rockford) Branch	140 E. Bridge St. Rockford, MI 49341	4	0	No	
Nelson Township / Sand Lake Branch	88 Eighth St. Sand Lake, MI 49343	4	0	Yes	

<b>Branch Name</b>	<b>Branch Address</b>	<b>MR 56s (or equivalent)</b>	<b>MR 86s (or equivalent)</b>	<b>Over 20' high ceiling with APs</b>	<b>Per Branch Installation Costs</b>
Plainfield Township Branch	2650 5 Mile Rd. NE Grand Rapids, MI 49525	8	0	Yes	
Spencer Township Branch	14960 Meddler Ave. Gowen, MI 49326	2	2	No	
Tyrone Township Branch	43 S. Main St. Kent City, MI 49330	3	0	No	
Walker Branch	4293 Remembrance Rd. NW Walker, MI 49534	4	0	No	
Wyoming Branch*	3350 Michael Ave. SW Wyoming, MI 49509	10	0	Yes	
Service Center*	814 West River Center Dr. NE Comstock Park, MI 49321	21	2	Yes	
Future Growth/Dead spots		8	2	NA	
	Total	141	14		

**\*Locations marked with an Asterisk are part of the “Large 6.”**

## Appendix B: Reference Sheet

Proposers must provide Kent District Library with at least three (3) business references who have received services from your company for similar projects. We would like the second and third references to be of a specific nature as described below.

Failure to complete this form may result in the Proposer's bid being deemed non-responsive and rejected without further evaluation. If necessary, please attach additional pages to this section.

1. Name of Contracting Organization ("Client"): \_\_\_\_\_  
Client Contact: \_\_\_\_\_ Title: \_\_\_\_\_  
Client E-mail Address: \_\_\_\_\_ Client Phone #: \_\_\_\_\_  
Contract Start/Expiration Dates: \_\_\_\_\_  
Type of Services Performed (include deliverables):

How was the information or service you provided used by your customer?

2. Name of Contracting Organization ("Client"): \_\_\_\_\_  
Client Contact: \_\_\_\_\_ Title: \_\_\_\_\_  
Client E-mail Address: \_\_\_\_\_ Client Phone #: \_\_\_\_\_  
Contract Start/Expiration Dates: \_\_\_\_\_  
Type of Services Performed (include deliverables):

How was the information or service you provided used by your customer?

Briefly describe how you worked through a misunderstanding, mistake, or issue of some sort with this Client that ultimately made them a reference for your organization:

3. Name of Contracting Organization (“Client”): \_\_\_\_\_

Client Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Client E-mail Address: \_\_\_\_\_ Client Phone #: \_\_\_\_\_

Contract Start/Expiration Dates: \_\_\_\_\_

Type of Services Performed (include deliverables):

How was the information or service you provided used by your customer?

Briefly describe how this client used to work with another provider/vendor and how you were able to not only acquire their business, but ultimately made them a reference for your organization:

## Appendix C: Mandatory Response Checklist

This checklist must be submitted as part of your proposal. Please complete the checklist by providing a checkmark to the left of each item below, thus indicating inclusion of the item in the Proposer's response to the Library's RFP.

Check Here	Item
	<b>Envelope One Should Include:</b>
	One (1) original, One (1) pricing sheet, and electronic copy on a thumb drive of the Proposal including:
	<ul style="list-style-type: none"> <li>Cover Letter</li> </ul>
	<ul style="list-style-type: none"> <li>Executive Summary</li> </ul>
	<ul style="list-style-type: none"> <li>Proposed Equipment and Services</li> </ul>
	<ul style="list-style-type: none"> <li>Proposed Equipment AND include what it is and is not capable of supporting in the way of paper sizes</li> </ul>
	<ul style="list-style-type: none"> <li>Key Personnel (Management Summary)</li> </ul>
	<ul style="list-style-type: none"> <li>Proposed Timeline for Entire Project</li> </ul>
	<ul style="list-style-type: none"> <li>Vendor Contact Information</li> </ul>
	<ul style="list-style-type: none"> <li>Appendix C: References (Prior Experience)</li> </ul>
	<ul style="list-style-type: none"> <li>Appendix D Mandatory Response Checklist</li> </ul>
	<b>Envelope Two Should Include:</b>
	<b>NOTE: Following should be included separately from the above:</b>
	One (1) original hard copy of the Pricing Sheet and Signature Page in a <b>separate, sealed envelope</b> including:
	<ul style="list-style-type: none"> <li>Appendix E: Pricing Sheet</li> </ul>
	<ul style="list-style-type: none"> <li>Appendix F: Signature Page</li> </ul>
	<ul style="list-style-type: none"> <li>Acknowledgment of receipt of addendum(s) [if applicable] (see bottom of Appendix F: Signature Page)</li> </ul>
	<b>The Master Envelope Should Include:</b>
	A thumb drive with all the above in electronic form

## Appendix D: Pricing Sheet

The undersigned agrees to enter an agreement with KDL to provide the Library with WIFI Access Point Replacement and Installation Services. The contract will begin on a date agreed upon by KDL and the proposer. KDL reserves the right to adjust the quantities after the RFP is submitted to best reflect staff and patron workflow needs. This form must be signed and submitted with the Proposal. Proposals submitted with unsigned forms will not be considered.

This Pricing is valid for the entire 2021 – 2022 e-rate cycle.

### Additional Notes:

- A. The Caledonia branch needs a cable run from the data rack to the SE corner of the building and a new Meraki MR 86 installed on the outside of the building to provide WIFI to the parking lot at front of the building.
- B. The Grandville branch will need 2 Cable runs from the East end of the basement (where the data rack is) to the North end of the building to provide WIFI for the parking lots and connect the 2 Meraki MR 86s.

**Please price out the AP installations either per AP installation, per branch installation, or with a do not exceed cost within the table.**

Per AP Installation cost =

Or

Do not exceed installation cost =

Cable Installation for Caledonia and Grandville = \_\_\_\_\_ x 3 = \_\_\_\_\_

- MR56 per unit cost =

- o Total: 141 x \_\_\_\_\_ = \_\_\_\_\_

- MR86 per unit cost =

- o Total cost = 14 x \_\_\_\_\_ = \_\_\_\_\_

- o Antennas =

- o Meraki Dual-Band Omni Antennas (4/7 dBi) Antennas = 14 x 4 = 56 x \_\_\_\_\_ = \_\_\_\_\_

<b>Branch Name</b>	<b>Branch Address</b>	<b>MR 56s</b>	<b>MR 86s</b>	<b>Over 20' high ceiling with APs</b>	<b>Per Branch Installation Costs</b>
Alpine Township Branch	5255 Alpine Ave. NW Comstock Park, MI 49321	3	0	No	
Alto Branch	6071 Linfield Ave. SE Alto, MI 49302	3	1	No	
Amy Van Andel Library and Community Center	7215 Headley Street SE Ada, MI 49301	0	0	NA	
Byron Township Branch	8191 Byron Center Ave. SW Byron Center Michigan 49315	5	0	No	
Caledonia Township Branch	6260 92nd St. SE Caledonia, MI 49316	7	1	Yes	
Cascade Township Branch*	2870 Jacksmith Ave. SE Grand Rapids, MI 49546	12	0	Yes	
Comstock Park Branch	3943 W. River Dr. NE Comstock Park, MI 49321	2	0	No	
East Grand Rapids Branch*	746 Lakeside Drive SE East Grand Rapids, MI 49506	10	0	Yes	
Englehardt (Lowell) Branch	200 N. Monroe St. Lowell, MI 49331	4	2	Yes	
Gaines Township Branch	421 68th St. SE Grand Rapids, MI 49548	5	0	No	
Grandville Branch*	4055 Maple St. SW Grandville, MI 49418	13	2	Yes	
Kelloggsville Branch	4787 Division Ave S Grand Rapids, MI 49548	0	0	NA	
Kentwood (Richard L. Root) Branch*	4950 Breton SE Kentwood, MI 49508	13	2	Yes	



Krause Memorial (Rockford) Branch	140 E. Bridge St. Rockford, MI 49341	4	0	No	
Nelson Township / Sand Lake Branch	88 Eighth St. Sand Lake, MI 49343	4	0	Yes	
Plainfield Township Branch	2650 5 Mile Rd. NE Grand Rapids, MI 49525	8	0	Yes	
Spencer Township Branch	14960 Meddler Ave. Gowen, MI 49326	2	2	No	
Tyrone Township Branch	43 S. Main St. Kent City, MI 49330	3	0	No	
Walker Branch	4293 Remembrance Rd. NW Walker, MI 49534	4	0	No	
Wyoming Branch*	3350 Michael Ave. SW Wyoming, MI 49509	10	0	Yes	
Service Center*	814 West River Center Dr. NE Comstock Park, MI 49321	21	2	Yes	
Future Growth/Dead spots		8	2	NA	
	Total	141	14		

**Non-Meraki Option:**

- MR56 equivalent per unit cost =
  - o Total: 141 x \_\_\_\_\_ = \_\_\_\_\_
- MR86 equivalent per unit cost =
  - o Total cost = 14 x \_\_\_\_\_ = \_\_\_\_\_
  - o Antennas = \_\_\_\_\_
  - o Meraki Dual-Band Omni Antennas (4/7 dBi) Antennas = 14 x 4 = 56 x \_\_\_\_\_ = \_\_\_\_\_

Branch Name	Branch Address	MR 56s equivalent	MR 86s equivalent	Over 20' high ceiling with APs	Per Branch Installation Costs
-------------	----------------	-------------------	-------------------	--------------------------------	-------------------------------

Alpine Township Branch	5255 Alpine Ave. NW Comstock Park, MI 49321	3	0	No	
Alto Branch	6071 Linfield Ave. SE Alto, MI 49302	3	1	No	
Amy Van Andel Library and Community Center	7215 Headley Street SE Ada, MI 49301	0	0	NA	
Byron Township Branch	8191 Byron Center Ave. SW Byron Center Michigan 49315	5	0	No	
Caledonia Township Branch	6260 92nd St. SE Caledonia, MI 49316	7	1	Yes	
Cascade Township Branch*	2870 Jacksmith Ave. SE Grand Rapids, MI 49546	12	0	Yes	
Comstock Park Branch	3943 W. River Dr. NE Comstock Park, MI 49321	2	0	No	
East Grand Rapids Branch*	746 Lakeside Drive SE East Grand Rapids, MI 49506	10	0	Yes	
Englehardt (Lowell) Branch	200 N. Monroe St. Lowell, MI 49331	4	2	Yes	
Gaines Township Branch	421 68th St. SE Grand Rapids, MI 49548	5	0	No	
Grandville Branch*	4055 Maple St. SW Grandville, MI 49418	13	2	Yes	
Kelloggsville Branch	4787 Division Ave S Grand Rapids, MI 49548	0	0	NA	
Kentwood (Richard L. Root) Branch*	4950 Breton SE Kentwood, MI 49508	13	2	Yes	
Krause Memorial (Rockford) Branch	140 E. Bridge St. Rockford, MI 49341	4	0	No	
Nelson Township / Sand Lake Branch	88 Eighth St. Sand Lake, MI 49343	4	0	Yes	
Plainfield Township Branch	2650 5 Mile Rd. NE Grand Rapids, MI 49525	8	0	Yes	

Spencer Township Branch	14960 Meddler Ave. Gowen, MI 49326	2	2	No	
Tyrone Township Branch	43 S. Main St. Kent City, MI 49330	3	0	No	
Walker Branch	4293 Remembrance Rd. NW Walker, MI 49534	4	0	No	
Wyoming Branch*	3350 Michael Ave. SW Wyoming, MI 49509	10	0	Yes	
Service Center*	814 West River Center Dr. NE Comstock Park, MI 49321	21	2	Yes	
Future Growth/Dead spots		8	2	NA	
	Total	141	14		

Project Total Cost: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Appendix E: Signature Page

The individual listed below is authorized to sign on behalf of the vendor submitting this Proposal. This Proposal and Pricing is valid for the entire 2021 – 2022 e-rate cycle. If selected, the proposer will be required to sign a separate, mutually agreed upon contract at a future date. This form must be signed and submitted with the Proposal. Proposals submitted with unsigned forms will not be considered.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Company Address (Street)

\_\_\_\_\_  
Company Address (City, State, Zip)

\_\_\_\_\_  
Telephone #

\_\_\_\_\_  
Fax #

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Federal Tax #ID

**Proposing firm acknowledges receipt of Addendum(s): \_\_\_\_\_ (if applicable)**