



INVITATION TO BID

Kent District Library (KDL) is issuing an Invitation to Bid (ITB)
for Network UPS
ITB Number: 22-1050-ITB-ER01

Bidder will deliver personally or by any mail or courier services one (1) electronic copy or (1) printed copy of the ITB **by 12:00 pm (EST) on Friday, February 4, 2022** to the address below or email electronic submissions to ajohnston@kdl.org.

**Kent District Library Service Center
c/o Amanda Johnston, IT Administrative Assistant
814 West River Center Dr. NE
Comstock Park, Michigan 49321**

Section 1: Timetable

Invitation to Bid for Network UPS	Tuesday, December 21, 2021
Deadline for Question Submissions to	Friday, January 7, 2022, 12:00 pm EST
Deadline for Bid Submissions	Friday, February 4, 2022, 12:00 pm EST
Clarification & Investigations of Bids	Within 3 weeks of submissions
Final Decision Notification	As soon as possible after clarification & investigations completed

Section 2: Introduction and Instructions to Supplier

Notice is hereby given that Kent District Library (KDL) invites bids (ITB) for Network UPS's containing the specifications shown in Section 3: Technical Specifications-Scope of Services below.

- A. Payment terms are net 30 days after receipt of equipment and/or services.
- B. KDL is exempt from State of Michigan sales tax as a District Library. KDL is exempt from Federal tax under section 501 (c) (3) of the Internal Revenue Code as a public charity.
- C. Kent District Library reserves the right to award or reject bids in part or in whole on any basis it deems in the best interest of the Library.
- D. Any bids must be received in their entirety by the deadline and price quotes must be valid through June 30, 2023, or beyond if delivery of parts is delayed according to supply chain constraints.
- E. The purchase of the equipment and/or services will occur during the July 1, 2022–June 30, 2023 USAC funding year according to USAC requirements.
- F. During the agreement, the Library reserves the right to change purchase requirements if KDL branches are added or closed.
- G. Any bids received after the deadline will not be considered.

Section 3: Technical Specifications-Scope of Services

KDL requires APC 1500 UPS's with APC Smart Connect feature OR EQUIVALENT for all listed branches. Some branches will require an external battery pack. All units purchased also require an extended warranty. See quantities by branch in the table below:

1. APC Smart-UPS X 1500VA Rack/Tower LCD 120V with Network Card (model # SMX1500RM2UCNC)
2. APC Smart-UPS X-Series 120V External Battery Pack Rack/Tower (model #SMX120RMBP2U)
3. Additional 3-year warranty (above the base 3 years for a total of 6 years): Service Pack 3-Year Extended Warranty (part #WBEXTWAR3YR-SP-03) for UPS's and battery packs.

Quantities by Site

Branch	APC Smart-UPS X 1500VA Rack/Tower LCD 120V with Network Card (SMX1500RM2UCNC)	APC Smart-UPS X-Series 120V External Battery Pack Rack/Tower (SMX120RMBP2U)	Service Pack 3-Year Warranty (WBEXTWAR3YR-SP-03)
Alpine	2	n/a	2
Alto	1	n/a	1
Byron Center	1	1	2
Caledonia	1	1	2
Cascade	1	1	2
Comstock Park	2	n/a	2
East Grand Rapids	1	1	2
Grandville	2	1	3
Tyrone	2	n/a	2
Kentwood	1	1	2
Englehardt	1	n/a	1
Plainfield	2	1	3
Krause	2	1	3
Nelson	2	n/a	2
Spencer	1	n/a	1
Walker	1	1	2
Wyoming	3	3	6
Gaines	1	1	2
Total	27	13	40

Section 4: Evaluation

5.1 Evaluation Criteria

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.

Factor	Weight
Price of the eligible products and services	50%
Prior experience/skills, knowledge, resources	25%
Fulfills criteria set forth in the Bid	15%
Commitment to KDL's overall satisfaction	10%
Total	100%

5.2 Bid Review

- A. After the period for receipt of bids has closed, each bid will be examined to determine compliance with the format and information requirements specified in the ITB. Any bid that does not meet the format and information requirements may be eliminated from consideration.
- B. Bids will be reviewed by an evaluation team comprised of Library IT staff. The Library may reject any bid if it is conditional, incomplete, or contains irregularities. KDL also reserves the right to reject all bids.

Section 5: Delivery and Installation

Delivery shall be made to the location identified on the Purchase Order. Possible delivery locations include the KDL Service Center or individual Branch sites.

Section 6: Bidder's Checklist

The following items must be included in the vendor's submitted bid. The Library reserves the right to reject bids that are incomplete and do not contain the requested items below:

	A summarized letter of the vendor's bid on the company's letterhead stationery. The letter must be signed by an officer of the company's or a designated agent empowered to bind the firm in the agreement offer. Acceptance or exception to our terms must be noted in the letter.
	Copy of this Invitation to Bid, with completed Cost Forms and Signature Page below

Cost Form

Item	Quantity	Price Per Unit	Total for Line Item
APC Smart-UPS X 1500VA Rack/Tower LCD 120V with Network Card (SMX1500RM2UCNC)	27		
APC Smart-UPS X-Series 120V External Battery Pack Rack/Tower (SMX120RMBP2U)	13		
Additional 3 Year Warranty - Service Pack (WBEXTWAR3YR-SP-03)	40		
Other costs *			
Other costs *			
Other costs *			
Official Quote Total for All Products and Services:			

*If other costs apply in total quote, please use these lines to indicate them or attach an additional document.

Signature Page

The individual listed below is authorized to sign on behalf of the vendor submitting this bid. This bid and pricing is valid for the entire 2022–2023 e-rate cycle. If selected, the bidder will be required to sign a separate, mutually agreed upon contract at a future date. This form must be signed and submitted with the bid. Bids 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

Bidding firm acknowledges receipt of Addendum(s) (if applicable): _____