



## INVITATION TO BID

**Kent District Library (KDL) is issuing an Invitation to Bid (ITB)**  
**for Network Equipment**  
**ITB Number: 22-1050-ITB-ER02**

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](mailto: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 Equipment available at <a href="http://www.kdl.org/itb">http://www.kdl.org/itb</a>	Tuesday, December 21, 2021
Deadline for Question Submissions to <a href="mailto:ajohnston@kdl.org">ajohnston@kdl.org</a>	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's) for Network Equipment 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

- A. Four (4) Cisco Meraki MS120-8LP POE Switches (model # MS120-8LP), or equivalent. These switches will be used to maintain existing KDL services. Five-year licenses for all switches are required.
- B. Eleven (11) Cisco Meraki MS225-24P POE Switches (model #MS225-24P), or equivalent. These switches will be used to maintain existing KDL services. Five-year licenses for all switches are required.
- C. Twenty-four (24) Cisco Meraki MS225-48LP POE Switches (model #MS225-48LP), or equivalent. These switches will be used to maintain existing KDL services. Five-year licenses for all switches are required.
- D. Sixty-two (62) Cisco Meraki Stacking Cables (0.5m) (model #MA-CBL-40G-50CM), or equivalent. These will be used for our switch-to-switch connectivity.

- E. **OPTIONAL:** Professional installation services are needed at 3 branches to improve cabling layout and associated patch panel usage. This specification is an optional additional item for those vendors with the expertise to provide this service. KDL must know your hourly rate, timeline, and total estimated cost (a range is acceptable.) See Appendix A for more information.

#### Quantities by Site

Branch	Cisco Meraki 8-port managed switches MS120-8LP POE (model # MS120-8LP)	Cisco Meraki 24-port managed switches MS225-24P POE (model #MS225-24P)	Cisco Meraki 48-port managed switches MS225-48LP POE (model #MS225-48LP)	Cisco Meraki Stacking Cable (0.5m) (model #MA-CBL-40G-50CM)
Alpine	1		1	
Alto		1		
Byron Center			1	4
Caledonia				3
Cascade			3	3
Comstock			3	4
East Grand Rapids		4		10
Englehardt				2
Grandville *			3	5
Tyrone	1			
Gaines			2	2
Kentwood			4	5
Krause			1	2
Nelson *			1	
Plainfield *			1	4
Spencer				2
Walker		2		3
Wyoming	2	4	4	13
<b>Total</b>	<b>4</b>	<b>11</b>	<b>24</b>	<b>62</b>
* Optional Service needed at these branches. See Appendix A				

## 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	40%
Prior experience/skills, knowledge, resources	25%
Fulfills criteria set forth in the Bid	20%
Commitment to timetable & KDL satisfaction	15%
<b>Total</b>	<b>100%</b>

### 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 below (Cisco Meraki, Equivalent, or both if desired & Optional Services) to serve as official quotes AND Signature Page

## Section 7: Cost Forms

### Cisco Meraki Cost Form

Item	Quantity	Price Per Unit	5-year License & Maintenance	Total
Cisco Meraki 8-port managed switches MS120-8LP POE (model # MS120-8LP)	4			
Cisco Meraki 24-port managed switches MS225-24P POE (model #MS225-24P)	11			
Cisco Meraki 48-port managed switches MS225-48LP POE (model #MS225-48LP)	24			
Cisco Meraki Stacking Cable (0.5m) (model #MA-CBL-40G-50CM)	62			
Other costs *				
Other costs *				
<b>Official Quote Total</b>				

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

### Equivalent Product Cost Form – If Needed

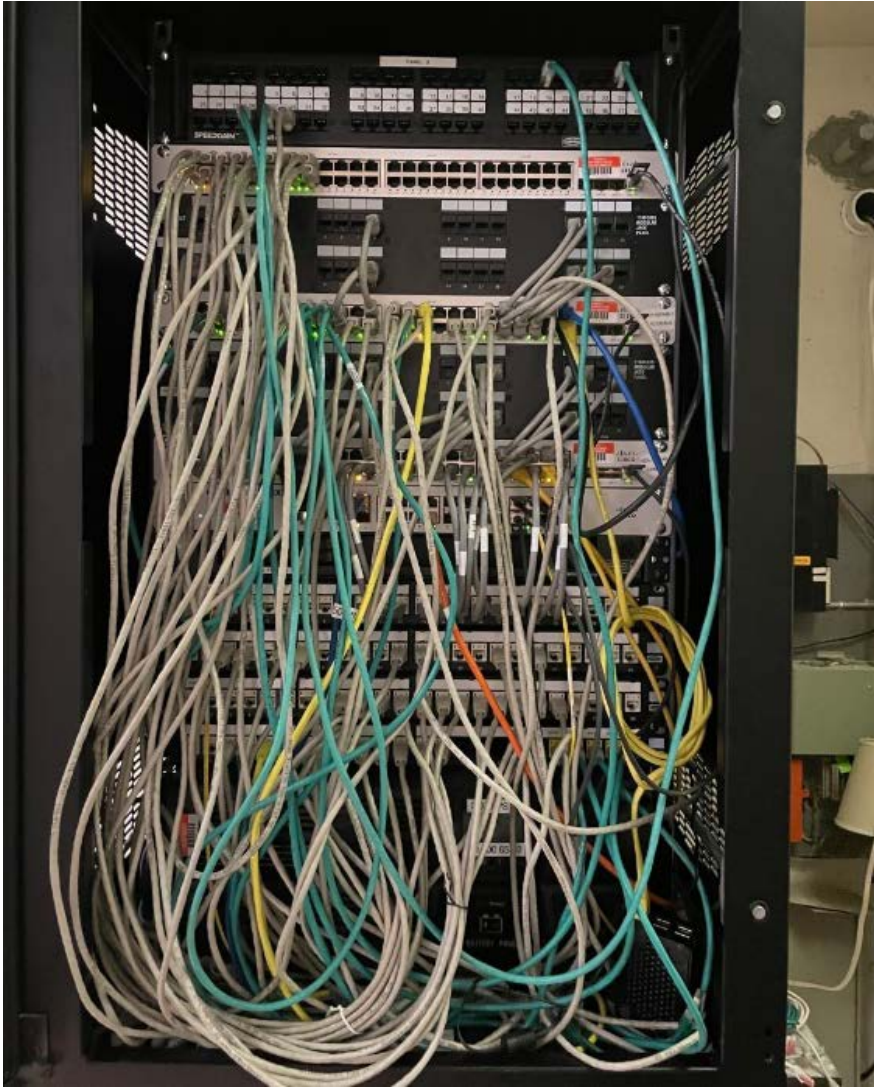
Item	Equivalent Product Name/Brand	Quantity	Price Per Unit	5-year license & Maintenance	Total
<b>Equivalent to:</b> Cisco Meraki 8-port managed switches MS120-8LP POE (model # MS120-8LP)		4			
<b>Equivalent to:</b> Cisco Meraki 24-port managed switches MS225-24P POE (model #MS225-24P)		11			
<b>Equivalent to:</b> Cisco Meraki 48-port managed switches MS225-48LP POE (model #MS225-48LP)		24			
<b>Equivalent to:</b> Cisco Meraki Stacking Cable (0.5m) (model #MA-CBL-40G-50CM)		62			
Other costs *					
Other costs *					
<b>Official Quote Total</b>					

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

## Appendix A: Optional Services Specifications

KDL seeks the following additional services:

- A. **Grandville Branch:** The Grandville switch cabinet needs to have the odd-spaced patch panels removed (second consecutive two from the top of the rack) and cables moved to a standard patch panel of consecutive ports to free up spacing in the rack. Additionally, there are many abandoned ports that will need to be removed from the rack due to a previous construction project. See photo below.



**Branch Address:**

GRANDVILLE BRANCH LIBRARY  
4055 MAPLE ST SW  
GRANDVILLE, MI  
49418

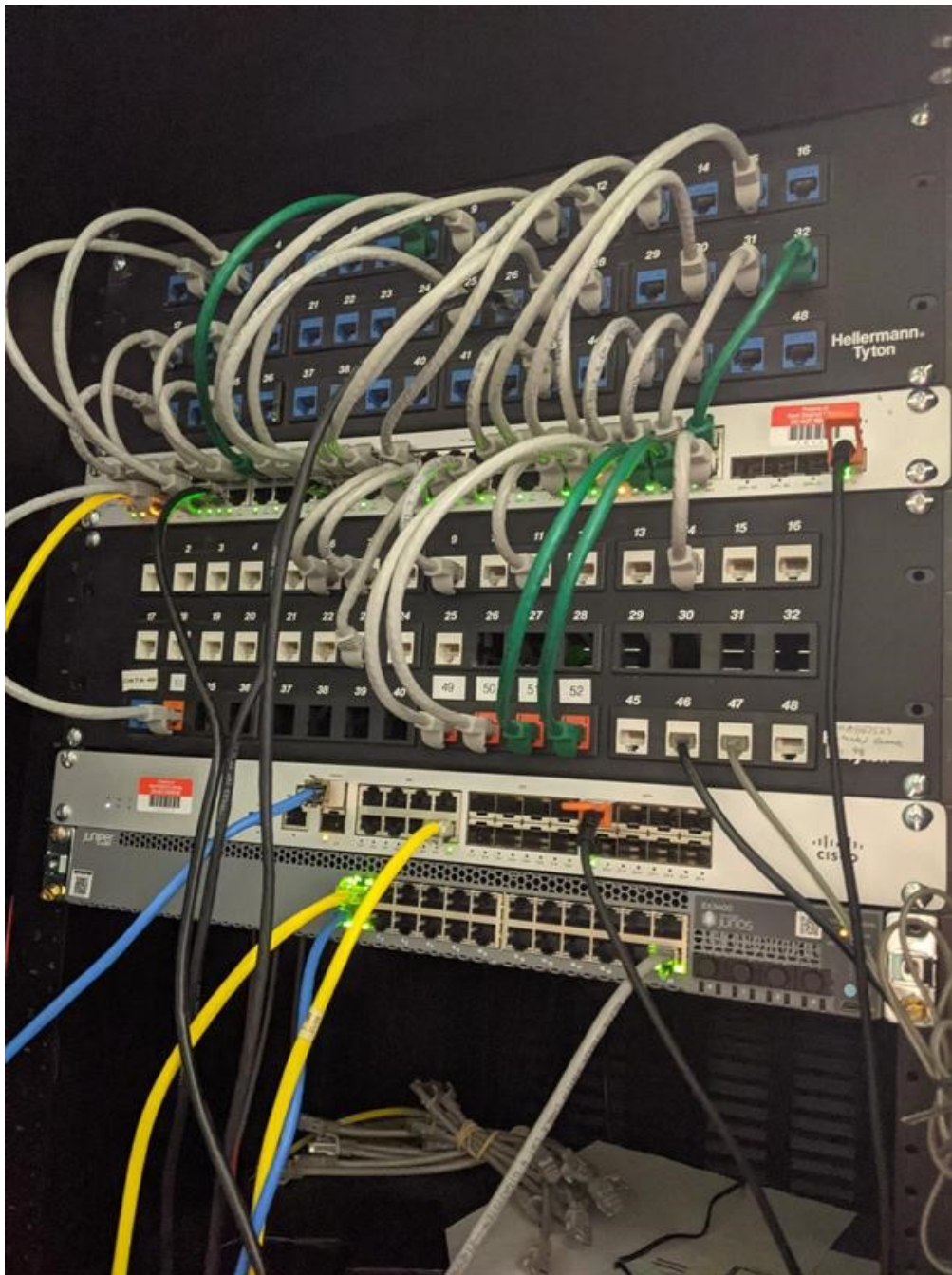
- B. **Plainfield Branch:** We need to remove one rack (see photo below) and replace it with a wall-mounted standard rack (as specified Hoffman model# EWMS242425) to house the UPS and network equipment, allowing easier maintenance of the equipment.



**Branch Address:**  
PLAINFIELD TOWNSHIP BRANCH  
2650 5 MILE RD NE  
GRAND RAPIDS, MI  
49525



- C. **Nelson Branch:** We need to remove the two current 48-port patch panels (which are comprised of three rows of ports) and replace them with standard 2u 48-port patch panels (with only 2 rows of ports) to align with our 48-port switches for ease of cabling.



**Branch Address:**  
NELSON TOWNSHIP BRANCH  
88 EIGHTH ST  
SAND LAKE, MI  
49343

## Optional Services Cost Forms

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 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. The contractor shall ensure the equipment works on KDL's Network.

Item	Quantity	Proposed Product Name/Brand	Price Per Unit	Total Cost for Products
Standard 48-port Patch Panel	4			
Hoffman Wall-mount Network Rack (model # EWMS242425)	1			
Other costs *				
Other costs *				
<b>Quote Total for All Products:</b>				

Pricing Model Used (Place “X” to the right of type used)	Fixed Bid		Not to Exceed		Time & Materials	
Branch	Labor (Hourly rate)	Estimated number of hours needed to complete work (can be a range)				Total Cost for Services
Grandville						
Plainfield						
Nelson						
Quote Total for All Services:						
Official Quote Total for All Optional Products and Services:						

\*If other costs apply, 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):** \_\_\_\_\_