

REQUEST FOR PROPOSAL FOR WIRELESS ACCESS POINTS AND IDFs SWITCHES REPLACEMENT FOR OAK PARK PUBLIC LIBRARY

Date Issued: March 16th, 2020
Proposals Due: April 3rd, 2020

The Oak Park Public Library will receive proposals for wireless access points and IDF (Intermediate Distribution Frame) switches replacement. Proposals will be accepted via e-mail or at the Oak Park Public Library (second-floor administration area) located at 834 Lake Street, Oak Park, Illinois 60301, until 5:00 pm local time on April 3rd, 2020.

All questions regarding this RFP should be addressed to techrfp@oppl.org e-mail address. All questions must be labeled: OPPL-TECH-RFP-2020-Questions in the Subject line.

Marcin Terlik, Information Technology Manager
Oak Park Public Library
834 Lake St. Oak Park, IL 60301

VENDORS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THE ENTIRE REQUEST FOR PROPOSAL

REQUEST FOR PROPOSAL

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SECTION 1: PROJECT OVERVIEW AND BACKGROUND

1.1 OBJECTIVE

The purpose of this Request for Proposal (RFP) is to solicit proposals from qualified Vendors to perform a Network Infrastructure upgrade to the Oak Park Public Library (hereafter referred to as "Library" or "OPPL") existing network replacing wireless access points, and distribution/access layer switches at the Main Library.

Each respondent (hereafter referred to as "Vendor" or "offeror") must reply to this RFP by supplying a proposal that includes information that meets the selection timeline, requests, and standards outlined in this RFP. OPPL is seeking proposals that include all elements of the design, build, install, provision, and some aspects of the technical support.

Vendor proposals should include:

- A proposed network design
- Quotes for the purchase, test, installation, initial provisioning and warranty maintenance of the network equipment which are included in the proposed network design
- A specification and quote for the construction and other labor related to the project implementation
- A specification and quote for the materials and parts required for the successful completion of the project
- A specification and quote for the emergency maintenance, repair, or replacement of the network equipment. This can be included in the warranty maintenance section of the equipment proposal.

The Library anticipates selecting one firm to provide the services. The preference of OPPL is to award a single vendor solution that provides a single point of contact for Network Infrastructure upgrade. The ideal Vendor(s) will also have qualified network security staff assigned to this project and have experience (within the last 2 years) performing network design and implementation for businesses and/or local government agencies of similar size or larger to Oak Park Public Library.

The RFP contains all the information necessary to aid your understanding of Oak Park Public Library and its network and wireless equipment requirements. The contract may not be awarded based upon the lowest cost.

You are expected to answer all questions in the RFP. If you are unable to comply with a specific item in the RFP, you must prepare a separate listing of exceptions. If you do

not indicate exceptions, we will assume that you fully agree to the requirements of this RFP.

The prices and conditions contained in your proposal must be firm for a period of one hundred and twenty (120) days from the date of the offer opening. The responsibility of accuracy and completeness of the proposal is the offerors alone.

The Library assumes no responsibility for Vendor errors or misinterpretations resulting from the use of this RFP. In making copies of the RFP available on the above terms, the Library does so only for the purpose of obtaining proposal responses and does not confer a license or grant for any other use.

The Library reserves the right to accept or reject any or all proposals in whole or in part, at its sole discretion.

1.2 PROJECT DATES

RFP Released	Monday, March 16th, 2020
Final Day for Questions	Friday, March 27th, 2020
Proposals Due	Friday, April 3rd, 2020 - 5:00PM CST
Proposal Evaluations	Tuesday, April 8th, 2020 9:00 AM- 11:00 AM CST

Electronic copies of proposal documents (in PDF format) must be received to the e-mail address **techrfp@oppl.org**.

E-mail subject must be labeled: **<Vendor's Company Name>-RFP-OFFER-2020** in the Subject line. Within 48 business hours, we will confirm via e-mail the proposal is received.

1.3 GENERAL BACKGROUND

A Library is a unit of local government. Its boundaries are contiguous with the Village of Oak Park (the "Village"), which is an inner-ring suburban Cook County community located nine miles west of downtown Chicago. It is a fully developed, 4.6 square mile, mature, multicultural community with a population of 52,261.

The Library's mission is to share the information, services, and opportunities that fulfill the community's aspirations.

Governed by a board of seven elected officials, the Library serves its community through the leadership and expertise of about 95 full-time equivalent employees. The Library shares information, services, and opportunities to help fulfill the community's aspirations through its three locations, digitally through oppl.org, and at external community locations with the Paperback Rider, the Library's book bike. In 2018, the Library recorded 679,642 visits, hosted 33,558 programs, and circulated 1,454,209 physical and 193,223 digital items. Staff uses public knowledge about community aspirations to set strategic priorities of engagement, learning, and stewardship and to guide everyday work.

Total square footage of Main Library - 102,201 square feet – 3 floors

1.4 GENERAL REQUIREMENTS

Regarding the installation of the network infrastructure systems, the Vendor shall comply in every way with the requirements of local laws, ordinances, codes and the rules of the State of Illinois, the National Board of Fire Underwriters, the National Electrical Code and the building owner (if other than the Library). If in the opinion of the Vendor, there is anything in the plans or Requirements or RFP that will not strictly comply with the above laws, ordinances, codes and rules, the matter shall be referred to the attention of the Library for a decision before proceeding with that part of the work. No change in the plans or in the Requirements shall be made without full consent of the Library in writing.

1.5 VENDOR REQUIREMENTS

The selected Vendor shall/must:

- Install the equipment in accordance with the manufacturer's specifications for the system.
- Be able to meet onsite with the OPPL IT staff to complete a schedule and scope of work before installations can begin.
- Coordinate with OPPL to schedule deployments of hardware in such a way as to minimize the impact on network users.

- The Vendor agrees to hold the Library free and harmless from any and all claims arising from any negligent act or omission by the Vendor's employees or agents. The Vendor shall, prior to beginning any work under any contract that may result under this RFP, if applicable, or as required by State or Federal law, acquire and have in effect minimum insurance coverage as set forth in the following table. The said minimum amounts are not intended to limit and do not reduce any Vendor's liability.

<u>Coverage Type</u>	Minimum Amount
Workers Compensation	\$500,000.00
<u>Public Liability Insurance</u>	
Bodily Injury: each person	\$1,000,000.00
Property Damage: each person	\$1,000,000.00
Per-Occurrence for all Claimants and Coverage	\$1,000,000.00

Certificates and insurance policies shall include the following clause: "This policy shall not be cancelled or reduced in required limits of liability or amount of insurance until notice has been mailed to OPPL. Date of Cancellation or reduction may not be less than thirty (30) days after the date of mailing notice."

- Promptly correct all defects for which the Vendor is responsible.
- Ensure that all records and reports, the Library relations, engineering, metering, inspections, testing, quality of service standards and safety measures comply with standards and codes applicable for the State of Illinois and local municipality.
- Remove all excess materials and debris and return all work areas to the original state of cleanliness at Vendor's expense.
- Identify in the proposal response, any environmental conditions required (heating, cooling, humidity), floor loading required, fire protection required, voltage, phase, frequency, and amperage of the commercial A.C. power resources required and the number, location, and capacity of A.C. circuit outlets required that is not available in situ. In addition, the Vendor shall specify special grounding requirements. The Vendor shall test the installed electrical and grounding service to ensure it is within the specifications of the equipment

manufacturer. The Vendor shall make available to the project manager all findings regarding the electrical and grounding tests.

- Furnish and install systems using new, unused equipment that incorporates the design, which is in current production by the manufacturer.
- Provide and implement a comprehensive test and cutover plan. Interruption to any existing network service during the installation of the system will be minimized.
- Furnish equipment specifications in writing by the Vendor as a part of the equipment proposal. These specifications shall be in such detail as to ensure that the equipment to be installed shall operate efficiently in the environment. The cost of site preparation and floor space will be considered in the evaluation of offers. Any alterations or modifications in site preparation, which are attributed to incomplete or erroneous specifications provided by the Vendor, shall be made at the expense of the Vendor. Therefore, ensure those site specifications are correct in order to avoid being held financially accountable for such oversights.
- Guarantee that all equipment furnished and installed under this document shall be ADA (Americans with Disabilities Act) compliant.

Responses to this RFP will be included in the final contract agreement between Oak Park Public Library and the selected proposal.

The installation will require a network IP Readiness Test by the selected Vendor after installation of the new switches, and if any problems are encountered, they are to be resolved.

We look forward to your response and welcome your creative approach to this project.

1.6 EVALUATION CRITERIA

Each proposal will be evaluated based on criteria and priorities as defined by OPPL, who will choose the submission that, taken as a whole, and in OPPL's sole opinion, is in the best interest of the organization. Proposals should address the evaluation criteria itemized below.

The evaluation criteria include, but are not necessarily limited to, the following:

- Price for all parts, labor, design, project management, programming, and shipping and handling.
- The Vendor's overall performance record, including responsiveness and reputation based upon feedback from available references.

- The perceived quality of the Vendor's response, including completeness, accuracy, and appropriateness.
- Stability/risk of Vendor, including assessment of risk that they may not be able to fulfill responsibilities.
- Vendor location for the base of operations and support personnel.
- Cost - 40%
- Understanding of Needs - 15%
- Compatibility with Existing Systems - 35%
- Prior Experience and proof of going concern - 10%

1.7 VENDOR EXECUTIVE SUMMARY

Please provide a brief written summary of your proposed solution. Though brief, it should be specific enough so that anyone reading only this section would gain a clear understanding of your offering. Describe the specific benefits of your solution and your experience in installations of similar scope. Also, explain why the Library should choose your organization as its business partner for this project.

Finally, take care to highlight any unique capabilities, special or promotional pricing, or other Value-Added offers you are making so that they may be easily identified and are not overlooked in the evaluation of proposals.

1.8 WITHDRAWALS AND ERRORS

The Vendor may withdraw any proposal between the submission date and the date and time of the proposal opening. The request for withdrawal must be made in writing and can be e-mailed to techrfp@oppl.org. A Vendor withdrawing a proposal will not be allowed to submit a new proposal. All withdraw must be labeled: OPPL-TECH-RFP-2020-Withdraw in the Subject line.

Proposals cannot be withdrawn after April 8th, 2020, 9:00 am CST opening date and time. Once opened, the responding Vendor will be responsible for any additional costs incurred due to pricing errors in the proposal if their offer is awarded a contract.

1.9 EVIDENCE OF RESPONSIBILITY

Oak Park Public Library reserves the right to request evidence from each respondent showing the proposer's financial, technical expertise, and staffing ability to fulfill the contract.

1.10 DELIVERY

All items shall be delivered in quantities specified in the contract to the Oak Park Public Library at 834 Lake St, Oak Park, IL. All items furnished will be subject to inspection and/or rejection by Oak Park Public Library for defects or non-compliance with the specifications. Any costs associated with rejected items due to non-compliance, defect, or damage will be the responsibility of the seller. The Vendor warrants that all articles furnished shall be free from all defects of material and workmanship.

1.11 DEFAULT AND DELAYS

Upon failure of the Vendor to deliver all of the items ordered or to render service within the time set or allowed, the successful Vendor shall be considered in default, in which case the Library reserves the right to terminate the purchase order or contract and to purchase similar supplies, services, or furniture and equipment on the open market or secure the manufacture, delivery, and installation thereof by contract or otherwise.

1.12 DAMAGE TO THE LIBRARY PROPERTY

The selected Vendor shall be responsible for and repair all damage to the building due to the carelessness of Vendor's workers, and exercise reasonable care to avoid any damage to the Library's property. The Vendor will report to the Library any damage to the building, which may exist or may occur during the occupancy of the quarters.

Any damage or loss to the Oak Park Public Library property as a result of any action by the Vendor in the delivery, execution or performance of any item or service stated in these specifications shall be repaired or replaced to the satisfaction of designated OPPL personnel, at the Vendor's cost, within a reasonable time.

SECTION 2: PROPOSAL INSTRUCTIONS AND CONDITIONS

2.1 NETWORK EQUIPMENT REQUIREMENTS

The Network Equipment Requirements provided below contains the following information regarding the desired new Wireless and LAN Network System:

The Vendor shall use the information contained in the Network/WiFi Equipment Requirements found in section 2.2-2.3. This may include information on the Library's required features, functionality, and applications. The Vendor must also complete all questionnaires.

The Vendor must assign one Project Manager for the whole project, and the project manager is required to be on-premises during the project implementation. The Vendor must have knowledge and experience with the Library's environment.

All equipment must be new and from an authorized reseller of the manufacturer's product. No refurbished or "grey-market" equipment will be accepted. The offered solution must include a minimum lifetime warranty of hardware support unless otherwise stated. All equipment must have a minimum of 3 years of license/support and must be within the first two years of its manufactured Life Cycle.

2.2 WIFI EQUIPMENT AND SERVICES REQUIREMENT

Some of our existing wireless access points are close to end-of-life 802.11n devices. Our goal is to replace those wireless access points with new wireless access points that support 802.11ac or newer technology standards. The desired coverage area we are looking for is the RSSI of -68 dBm or better for all public and office spaces areas.

We expect a total of **41** access points.

Location	Quantity
First floor	12
Second floor	17
Third floor	12

ACCESS POINTS MINIMUM REQUIREMENTS

- The system should be Cisco Meraki or equivalent.
- 2.4GHz and WiFi 6,
- 5 GHz 802.11a/n/ac/ax
- 4 Stream Multi-User MIMO technology or better,
- Bluetooth Low Energy Beaconsing,
- 2.5 Gbps Multigigabit Ethernet port
- Automatic Firmware upgrades
- Location analytics
- Real-time RF spectrum view
- Flexible guest access with device isolation
- Unscheduled Automatic Power Save Delivery (U-APSD),
- Wireless Intrusion Detection System (WIDS),
- Wireless Intrusion Prevention System (WIPS)

IMPLEMENTATION REQUIREMENTS

- For new Wireless Access Points (AP) Cat6 plenum cable installation is required.
- The existing Cat. 6 cables from current access points may be used for new access points or left above the ceilings for future use only if it is in good condition, and it meets Cat6 plenum requirements.
- Any or all existing access points not used in the project will need to be removed from the ceiling and given to OPPL IT Staff.
- Access Points should be professionally mounted to the Library's existing T-Grid Silhouette Ceiling Suspension System. In some locations without a ceiling suspension system, the Wall Mount Arm or Bracket can be used.
- Based on existing WiFi survey map deploy AP in the recommended location with allowed location adjustments due to the large metal objects like ducts and lighting to avoid the signal becoming directional
- The Vendor will provide recommendation for 802.11r, 802.11w, Layer 2 LAN isolation implementation
- During the implementation process Vendor will design and/or modify/adjust required network configuration (subnets, VLAN, security policies) following the network deployment best practices.
- Adjust frequency channels on each AP to the best practice
- Adjust the Access Points name schema per floor following best practices
- Adjust WiFi and Ethernet network components to provide "best security practices" for bring your own device (BYOD)

- Enable Layer 2 LAN isolation on Public SSID
- After the physical installation of each access point, the Vendor shall add all APs to the OPPL Meraki dashboard and ensure that all WAPs are properly registered.

2.3 NETWORK EQUIPMENT AND SERVICES REQUIREMENTS

The Library is looking to purchase 12 (twelve) 48-port switches (four per each floor).

SWITCHES MINIMUM REQUIREMENTS

- The system should be Cisco Meraki or equivalent.
- Ethernet ports with Sticky MAC address and port isolation feature
- Internal, redundant hot-plug 1025W power supply
- Support for physical stacking
- Minimum Forwarding Rate 405 Mpps
- Stack Minimal Bandwidth 400 Gbps
- Stack Cable Data Rate 100 Gigabit
- Static + Dynamic routing
- DHCP Server + DHCP Relay
- Compliant Standards: IEEE 802.1ab (LLDP), IEEE 802.1D, IEEE 802.1p, IEEE 802.1Q, IEEE 802.1w, IEEE 802.1x, IEEE 802.3ad (LACP), IEEE 802.3af, IEEE 802.3at
- Power-over-Ethernet (PoE/PoE+/UPoE)
- Dynamic ARP Inspection (DAI),
- E-mail alert, Flow control,
- LLDP support, Loop Guard, Port mirroring,
- Role-Based Access Control (RBAC),
- Root Guard,
- Uni-Directional Link Detection (UDLD)
- VLAN support
- Form Factor: Rack-mountable

IMPLEMENTATION REQUIREMENTS

- The Library IDF rooms and MDF room are connected via Fiber optic cable using MT-RJ patch panels
- Switches in IDF room need to be connected with MDF room via existing dual fiber connection with the top and bottom member of the stack
- Switches in IDF room need to have configured backup path via copper link
- Switches in IDF rooms must be physically stacked

- The Vendor will perform testing of fiber optic patch panel in IDF and perform fix if needed
- Adjust settings for proper functionality and power consumption taking in consideration future use PoE for phone lines
- Review and adjust RSTP topology
- Review the current configuration and propose and implement a new configuration if needed.
- All installed equipment and cabling should be labeled
- The Vendor will work with dedicated OPPL IT staff during the implementation process
- The Vendor will test and perform fix if needed of all fiber optic connection between IDF and MDF locations

QUESTIONS TO VENDORS

- 1) Please provide the timeline in working hours for the implementation applied by each floor including phases as:
 - a) Quality testing of fiber optic cables between MFD and IDF locations
 - b) Ethernet cable installation for Access Points
- 2) What is the MAXIMUM power load of the switch stack in each IDF location?
- 3) What is recommended UPS battery load needed to handle switches work to have 30 minutes of power for each closet/switch area in the event that power is cut/goes out, we can keep our VoIP phones and wireless network operational.

SECTION 3: ITEMIZED EQUIPMENT & PRICE QUOTATIONS

When preparing your pricing quotations, please note that Oak Park Public Library is a Tax Exempt government agency.

3.1 PRICING

Using the format shown in the tables below, provide an itemized listing of equipment required to meet the needs of the Library as specified in this RFP. This listing must include Part No., Part Description, Quantity, Unit LIST Price, Discounted Unit Price, and Extended Total Price. Labor and Installation charges are to be listed separately. All work must comply with the State of Illinois statutes and (820 ILCS 130/) Prevailing Wage Act.

3.2 EQUIPMENT: WIRELESS ACCESS POINTS

The Vendor must provide a Summary of Pricing in the space provided below.

Itemized Pricing					
Wireless Access Points (AP) – Main Branch- Oak Park Public Library					
Quantity	Part Number	Part Description	Unit LIST Price	Discounted Unit Price	Total Price

3.3 EQUIPMENT: SWITCHES

Itemized Pricing SWITCHES – Main Branch- Oak Park Public Library					
Quantity	Part Number	Part Description	Unit LIST Price	Discounted Unit Price	Total Price

If there is any area of service which is not specified in this document and is required for the successful completion of this project, you must provide separate itemized list and summary pricing for the equipment, software and installation services.

Vendor must provide a Summary of Pricing in the space provided below.

Pricing Summary NETWORK EQUIPMENT	
EQUIPMENT & SOFTWARE	\$
LABOR AND INSTALLATION	\$
TAXES	
TOTAL PRICE	\$
Optional (ANNUAL FEE)	\$

SECTION 4: REFERENCES

Using the tables provided below, please provide a minimum of three (3) the Library references that we may contact. References should demonstrate completed work of similar scale and scope as requested in this RFP.

LIBRARY REFERENCE #1			
Company Name		Contact Name	
City, State		Contact Telephone #	
Date Installed		Contact e-mail	
Systems & Applications Installed (List All)			
System, Model # or Description of Application	S/W Version / Release	Size (endpoints, ports, RTU, seats, etc.)	

LIBRARY REFERENCE #2			
Company Name		Contact Name	
City, State		Contact Telephone #	
Date Installed		Contact e-mail	
Systems & Applications Installed (List All)			

System, Model # or Description of Application	S/W Version / Release	Size (endpoints, ports, RTU, seats, etc.)

LIBRARY REFERENCE #3			
Company Name		Contact Name	
City, State		Contact Telephone #	
Date Installed		Contact e-mail	
Systems & Applications Installed (List All)			
System, Model # or Description of Application	S/W Version / Release	Size (endpoints, ports, RTU, seats, etc.)	

SECTION 5: VENDOR EXCEPTIONS LIST

If you are unable to comply with a specific item in the RFP, you must prepare a separate listing of exceptions. If you do not indicate exceptions to the Requirements, we will assume that you fully comply with the requirements.

Please list all exceptions, modifications, or clarifications to the RFP requirements in the format indicated below. You are required to indicate the RFP SECTION number and page number you are referencing in addition to listing your exception.

Reference		Vendor Exception
RFP SECTION	Page Number	