INVITATION TO BID

CAROLINE COUNTY PUBLIC LIBRARY

MULTIPLE BRANCH WAN CONNECTIVITY

Bids are being sought until 12/31/2026 by the Caroline County Public Library, 100 Market Street, Denton, Maryland, 21629, for the provision of a Wide Area Network (WAN) to distribute internet access from the Central library location to the Greensboro and Federalsburg branches of the Caroline County Public Library.

11/15/26 Bid Posting
12/15/26 Last Day to Submit Questions About the RFP
12/31/26 Proposal Submission Deadline / Bid opening

This contract may be awarded for a period of up to five years at the discretion of the Caroline County Board of Library Trustees.

The proposed solution will provide a point-to-point WAN at a minimum speed of 1000 Mbps via virtual ethernet (E-LINE equivalent) over the next year as per the included backbone requirements

100 Market Street Denton, MD 21629
101 Cedar Lane Greensboro, Maryland 21639
123 Morris Avenue Federalsburg, MD 21632

WAN Connectivity Requirements

The WAN links will be routed through a Sailor-owned core layer 3 gigabit switch located at the central library, 100 Market Street Denton, MD 21629. Internet access services are provided by a direct link to the Sailor Library Network of Maryland.

A virtual ethernet WAN connection, operating at a minimum throughput of 1000 Mbps, is required to connect the following locations to the central library. The WAN connection shall be for the exclusive use of the Caroline County Library or its designates and no other user shall be permitted to use any of the WAN facilities without the express written consent of the Caroline County Public Library.

- 101 Cedar Lane Greensboro, Maryland 21639
- 123 Morris Avenue Federalsburg, MD 21632

Each end of the WAN connections shall provide a 1000BaseT RJ45 connection. The connection status between locations is to be monitored 24/7, however the data contents are not to be monitored, recorded, or logged in any way. The leased Wide Area Network connection is not to be shared with any other users including the vendor themselves, except to provide support and monitoring as indicated.

The service provider shall be responsible for supplying all necessary network infrastructure and associated data electronics to maintain all links to this WAN backbone.

The service provider shall provide a monitoring/notification service to library technology staff for use in assessing the status of each WAN link. The service provider shall provide an email and/or cell phone notification of any WAN performance lags or complete outages and provide the library with full monitoring capability (read only) for the WAN including all necessary software and training.

The service provider shall provide a 2-hour/24/7 response to WAN outages and a maximum down time of 24 hours.

The physical connection point to each building's WAN shall provide a 1000BaseT RJ45 uplink to the provider established WAN which terminates at the Central Data Communication closet located in each associated library building. These termination locations must be coordinated with the library IT Department.

Any WAN constructed work should not interrupt existing network operations. Any new links must be constructed and tested independently without interruption of current network services during normal library hours of operation. Any outages required for service cutover must be pre-approved by the library IT Department.

Bid notices will be posted in the Caroline County Public Library Website at https://www.carolib.org/ on or after November 15, 2026.

Any questions or requests for interpretation shall be submitted in writing via email to jowens@carolib.org, to the attention of Jonah Owens, Executive Director. The last day to submit questions is December 15, 2026.

All bidders shall be registered as a service provider with the Universal Service Administrative Company–School and Libraries Division (USAC-SLD) for the E-Rate Program. Bidders agree to comply with all requirements of the E-Rate Program for service providers. All bidders shall furnish their Service Provider Identification Number (SPIN) on their bid form.

Qualification statements are included in the bid package and are due with the bid form. Bids that do not include the qualification statements will be rejected.

Minority business enterprises are encouraged to participate.

If by October 31 of each year of the contract, starting with the first year, the service provider has not fully complied with all of the requirements of the contract, then the Library shall have the right to notify the service provider in writing of its intention to terminate the contract effective on June 30 of the following year.

The Library reserves the right to waive any informality in, or to reject any and all bids.

The Library reserves the right to award the contract (subject to funding) to the vendor who offers the best solution in the sole opinion of library. Price will be weighted most heavily when evaluating bids, though other criteria may also be used.

The Library does not discriminate in admissions, access, treatment, or employment in its programs and activities on the basis of race, sex, age, color, national origin, religion, disability, sexual orientation or other basis prohibited by law. Appropriate accommodations for individuals with disabilities will be provided upon request.

Bid Description:

Work on this project is expected to commence as soon as funding is secured, no later than July 1, 2027.

For this service to be financially feasible, it will be essential to qualify and receive funding for the Schools and Libraries Division (SLD). Any vendor to be considered for the award for this project must provide a meeting all the criteria necessary to provide a functional system as required by SLD.

A portion of a vendor's response may include equipment installed on the library premises. The vendor will have to comply with all USAC-SLD requirements for category 2 services that include on-premise equipment.

Bids will be evaluated on several criteria, with price being most heavily weighted. Also to be considered will be the Library's experience with the vendor and vendor's equipment's compatibility with existing equipment.

The Caroline County Public Library reserves the right to award the contract subject to funding to the vendor who provides the best solution in the sole opinion of the library.

Attach to the Bid a complete description of the proposed WAN including performance specifications, proposed technological solutions, equipment, warranties, etc. List all subcontractors, equipment and software proposed to include model numbers, version numbers, etc. All subcontractors and equipment are subject to approval by Caroline County Public Library.

The Form 472 BEAR method of reimbursement will be utilized. Service provider shall invoice the full amount and the Library will apply for the E-Rate discount.

The bid form must be signed and dated by the bidder. If the service provider intends for there to be a contract for the services being bid, then a copy of the contract signed by the bidder shall be submitted with the bid. The contract shall also include a signature line for approval by the bidding entity.

All awards and contracts shall be contingent upon approval of funding including E-Rate funding approval and local funding approval.

If the RFP requests pricing for any item for which either the manufacturer or USAC have determined E-Rate funding eligibility, then you must list the SKU of the item and its E-Rate eligibility percentage. This includes any bid item containing Advanced Parts Replacement or any other potentially ineligible components.

Bids may be emailed to jowens@carolib.org, or mailed in a sealed envelope to the address below.

Caroline County Public
Library Attn: Jonah Owens
100 Market St
Denton, Md 21629

Miscellaneous

1. Ownership of the provided equipment will not transfer to the Library in the future, and the relevant contract or lease does not include an option to purchase the equipment by the Library.

2. The equipment will not be used by the Library for any purpose other than the receipt of eligible telecommunications or Internet access service of which it is part (if applicable).

3. The Local Area Network for data communications of the Library is functional without dependence on the equipment (if applicable).

4. Responsibility for maintaining the WAN and all related equipment rests with the service provider, not the Library.

5. Must certify that products and service is HIPPA and CIPA compliant (if applicable).

6. Contract is contingent on local appropriation of funds and on E-rate funding approval.

SPECIAL INSTRUCTIONS:

1. The vendor shall provide all labor, materials, equipment and services necessary for and reasonably incidental to installing the network.

2. There are to be no product substitutions without written permission from the Caroline County Public Library.

3. Work is to be coordinated with the Caroline County Public Library IT staff and the contact person for the County government, when appropriate.

4. Any damage will be the responsibility of the vendor to repair.

5. Dumpsters are not to be used unless the vendor makes arrangements to have them emptied, with billing directly to the vendor.

6. This contract will be administered by Jonah Owens, Executive Director or his designated representative.

7. The successful vendor will be required to provide certified full-time supervision for this contract. Additionally, the vendor shall provide manufacturer certifications stating that the specific installation crew is trained for installing approved products.

8. There will be no smoking in any Library owned facility *or* on its grounds.

9. Vendor facility access is strictly limited to locations of contracted work. Failure to abide by this, is the sole opinion of the contract administrator, will be deemed a breach of contract. This may lead to termination of the contract, replacement of the vendor personnel, additional vendor expense and/or removal of bidding privileges.

10. The contractor is responsible for the proper scheduling and:

    a. No material shall be delivered to the site until job conditions are approved for installation.
    b. Old equipment shall not be removed before new equipment is ready to be installed.
    c. Service shall not be disrupted during the transition for more than 2 hours at a time.
    d. Materials shall be delivered in unopened packaging and shall carry the manufacturer serial number and model number.
    e. Materials shall be stored in dry, well ventilated and secured spaces.
    f. Work will need to be scheduled to prevent any down time during the student day, unless approved by the Assistant Director.

11. Clean Up: Debris resulting from this work shall be removed from the site at the vendor's expense. The inside project areas are to be swept daily. Waste and debris is to be removed in a timely manner. Site is to be restored to its pre-contractor condition.

THE CAROLINE COUNTY PUBLIC LIBRARY
CONTRACTOR'S QUALIFICATION STATEMENT
FIBER OPTIC WAN / INTERNET ACCESS

IMPORTANT

This questionnaire is intended for establishing the qualifications of vendors for providing Information Technology Services under the jurisdiction of the Caroline County Public Library.

This form must be completed and submitted with the bid form. Any bids received without a completed qualification statement will be rejected.

General:

Q-1 – Legal Title and Address of Organization:

Q-2 Maryland Representative's Name, Title and Address:

Q-3 – Please Check One:

☐ Corporation ☐ Co-Partnership ☐ Individual ☐ Other

Q-4 – Capital Paid Cash: $ _____ Date of Incorporation: _____

State in which Incorporated: _____

Q-5 – Have you or your firm ever failed to complete a project? If yes, explain (use additional sheets as required).

Q-6 – Is any member of your organization employed by the Library or in any way officially connected to the Library? If yes, explain.

Q-7 – Have you or your organization ever been a party or criminal litigation as a result of installation methods, etc? If yes, explain (use additional sheets as required).

Q-8 – Please describe how your Internet solution meets requirements set by the Schools and Libraries Division for Category 1 E-Rate reimbursement.

Caroline County Public Library, Fiber Optic WAN/Internet Access
Bid Form, Category 1 Services

_____ _____
Company Name SPIN

Description of Service Requested (by Site if applicable)	One-Time Charges	Monthly Cost				
		Year 1	Year 2	Year 3	Year 4	Year 5
E-Rate ineligible items, if any (furnish detailed list)						
Total						

Use Additional Bid Form Sheets as needed.

Attach a detailed listing of all subcontractors, equipment and software organized by site. Additional information that the vendor wishes to provide shall be attached to this bid.

_____ _____ _____
Authorized Signature Date E-Mail

_____ _____
Printed Name & Title Phone