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March 23, 2021

Request for Proposal

1 Purpose

The Columbia County Rural Library District (CCRLD) is requesting proposals from local telephone systems vendors for the purpose of obtaining information and firm bids for the installation of a new phone system for the library..

Schedule

- Release request for proposal: March 23, 2021, 4:00 pm
- Deadline for vendor questions: March 26, 2021, 4:00 pm
- Answers to RFP questions posted on CCRLD website: March 29, 2021, 4:00 pm
- Vendor Proposal Response Due: April 2, 2021, 4:00 pm
- Vendor reference checks complete: April 9, 2021, 4:00 pm
- Contract awarded: April 16, 2021, 4:00 pm
- Installation begins: May 1, 2021.

CCRLD must receive responses to this RFP no later than 4:00 pm on Friday, April 2, 2021. Proposals received after the due date will not be accepted. No additional time will be granted to any vendor unless by addendum to this RFP. Vendors must submit 1 (one) original with signatures, which can be sent by email, fax, or postal mail to the following address:

Columbia County Rural Library District
Attention: Todd Vandembark, Director of Library Services
111 S. 3rd St.
Dayton, WA 99328
Tel: 509-382-3169
Email: director@daytonml.org

2 Scope of Services

CCRLD is seeking to have a new telephone system installed that will serve five different offices and service points across the library's two floors.

3 General Proposal Requirements

Vendors interested in providing the services described above are requested to submit the following information. Responses to each item should appear in the same order as in this RFP and should be designated by heading and paragraph the item to which the response applies.

Vendors that deviate from this format may be deemed unresponsive. Proposals should be prepared simply, providing a straightforward, concise delineation of the capabilities necessary to satisfy the requirements of the RFP. Elaborate promotional materials should not be submitted at this time. Emphasis in the proposals should be on completeness, clarity of content and adherence to the presentation structure required by this RFP and not on volume. Costs for developing proposals in response to the RFP are the obligation of the vendor and are not chargeable to CCRLD. All proposals and accompanying documentation will become the property of CCRLD and will not be returned.

- If the Vendor's specifications for furnishing products or equipment are in any respect not equivalent to the requirements in the RFP, this discrepancy must specifically be called out in the proposal.
- Pricing should include broken out detail on all costs related to materials, set up, subscription costs, and installation.
- CCRLD will select the successful proposal based upon several evaluation factors: including features as outlined in the RFP, company stability, and price. The selection of finalists and the final award will be decided based on the proposal submitted by a qualified vendor that best meets the needs of CCRLD as determined by CCRLD. CCRLD reserves the right to reject any or all proposals.
- There will be no pre-submittal questions. Questions regarding the RFP may be submitted to the CCRLD by March 26, 2021 (or via email) at director@daytonml.org. The list of submitted questions with their respective answers will be posted to CCRLD's website by April 20, 2021.

RFP Amendments- CCRLD reserves the right to request clarification on any proposal or to ask respondents to supply any additional material deemed necessary to assist in the evaluation of the proposal. CCRLD reserves the right to change the RFP schedule or issue amendments to the RFP at any time. CCRLD also reserves the right to cancel or reissue the RFP.

Rejection of Proposals- CCRLD reserves the right to reject any or all proposals, to waive any minor informalities or irregularities contained in any proposal, and to accept any proposal deemed to be in the best interest of CCRLD.

Proposal Validity Period- Submission of a proposal will signify the vendor's agreement that its proposal and the content thereof are valid for 180 days following the submission deadline and will become part of the contract that is negotiated between CCRLD and the successful vendor.

Disclaimer- CCRLD reserves the right to share, with any consultant of its choosing, the RFP and any resultant proposals in order to secure expert opinion.

Non-Obligation- Receipt of proposals in response to this RFP does not obligate the CCRLD in any way. The right to accept or reject any proposal shall be exercised solely by the CCRLD. The CCRLD shall retain the right to abandon the proposal process at any time prior to the actual execution of a contract with a vendor, and the CCRLD shall bear no financial or other responsibility in the event of such abandonment.

Public Disclosure- All materials provided to the CCRLD by vendors are subject to State and CCRLD's public disclosure laws.

3.1 Company Information

Please provide the following information:

- Vendor's full company name
- The Vendor's office location responsible for performance under a contract with CCRLD.
- The URL for the Vendor's website, if any.

3.2 Specifications

Installation locations and requirements:

- Front service desk with cordless phone, main floor
- Staff office with two desk phones, main floor
- Youth room staff desk with cordless phone, lower level.
- Staff workroom, lower level.
- Phone line to our fax/printer/copier.

3.3 Project Plan

Detail the Vendor's anticipated project plan and pricing including anticipated timeline, permitting, materials, changes to the building's structure, worker-hours, installation and testing.

3.4 References

Provide names and contact information for at least two references.

3.5 Evaluation of Proposals

CCRLD's Library Director and Board of Trustees will evaluate the RFPs. The evaluators will consider how well the proposed solution meets CCRLD's requirements as described in the RFP. It is important that the responses be clear and complete to ensure that the evaluators can adequately understand all aspects of the proposal.

Evaluation Factors

Final vendor selection will be primarily evaluated according to the following criteria:

- Quality, clarity, and completeness of the proposal. Adherence to RFP requirements.
- Information provided by the Vendor's references.
- Company's financial stability.
- Price.

The evaluation factors identified above reflect a wide range of considerations. While cost is important, other factors are also significant. CCRLD may select other than the lowest cost proposal. The objective is to choose a vendor capable of providing a quality phone system within a reasonable budget and timeframe.

4 Terms and Conditions

The following terms and conditions apply to this RFP and are not inclusive of all terms and conditions in the final contract.

Business License and Taxation- The successful vendor and all sub-vendors must hold valid business and professional licenses and registrations that may be required by the State of Washington and CCRLD.

Insurance Requirement- The vendor awarded the contract will be subject to CCRLD's requirements for insurance reflecting the minimum amounts and conditions as defined by CCRLD.

Workers' Compensation- The Vendor shall procure and maintain for the life of the Contract/Agreement Workers' Compensation Insurance covering all employees with limits meeting all applicable state and federal laws. This coverage shall include Employer's Liability with limits meeting all applicable state and federal laws. This coverage shall extend to any subvendor that does not have their own Workers' Compensation and Employer's Liability Insurance.

The Vendor should be aware that CCRLD is required by law to make certain records available for public inspection with certain exceptions. The Vendor, by submission of materials marked proprietary, acknowledges, and agrees that CCRLD will have no obligation or liability to the Vendor in the event that CCRLD must disclose these materials.

Litigation/Jurisdiction/Venue- Should either party bring any legal or equitable action, the prevailing party in such action shall recover, in addition to all other relief, its reasonable attorney's fees and court costs to be fixed by the court. Any and all such court action shall take place and be vested solely in the Superior Court of Washington.

Payment-CCRLD will pay invoices submitted by the selected Vendor as progress is made on the implementation project and agreed upon service stipulated in the final agreement. Prior to payment, invoices will be reviewed to determine if billing is reflective of actual agreed upon project progression and performance. Upon acceptance of the billing by CCRLD's Library Director the payment will be processed and submitted to the Vendor. Payment terms must adhere to the State of Washington codes and regulations.

Satisfaction of CCRLD Attorney- The acceptance and subsequent award of a submitted proposal shall be at the review and satisfaction of CCRLD's Attorney and CCRLD's Project Manager.

Choice of Laws- The contract/agreement shall be subject to and interpreted pursuant to the laws of the State of Washington.

Warranties- All warranties must be clear, concise, and in writing. Warranties shall be specific as to what is and is not covered along with the exact term (in calendar days) of each covered item. Submission of a Proposal will represent your agreement to these conditions.