

CAPITAL AREA DISTRICT LIBRARY

401 S. CAPITOL AVE, LANSING, MI. 48933
(517) 367-6300

REQUEST FOR PROPOSAL LIBRARY TELEPHONE SERVICES

I. INTRODUCTION

Objective

The Capital Area District Library is requesting quotations for local, toll, long distance, and ISDN/PRI telephone services as described in the following document.

Prices quoted shall be all-inclusive, including all monthly line charges, access charges, per minute local call charges, per minute toll call charges, per minute long distance call charges, transfer charges, and surcharges and other fees.

Proposed Schedule of Events

Nov 13th, 2009	Release of RFP to Vendors
Dec 18th, 2009*	Response Received from Vendors
Jan 20th, 2010*	Contract Awarded
July 1, 2010	Commencement of Services

- These dates have been extended from the original posting to meet the requirements of E-rate.

II. CONTRACTUAL INFORMATION

Preparation of Proposals

Proposals will be accepted at the office of the Capital Area District Library, 401 S. Capitol Ave, Lansing, Mi. 48933 before 4:00 p.m., Eastern Daylight Savings Time, December **18th**, 2009.

Three (3) copies of the quotation must be submitted and shall be clearly marked as follows:

**LIBRARY TELEPHONE SERVICES
ATTN: PAT TAYLOR, FINANCE DIRECTOR**

The Capital Area District Library assumes no liability for any costs incurred by any bidder in responding to this quote invitation.

Questions concerning the Request for Quotations or requests for additional information should be addressed to: Pat Taylor, Finance Director, Capital Area District Library, (517) 367-6337. E-Mail – taylorp@cadl.org.

Price Quotations

The Capital Area District Library is a municipality of the State of Michigan and is exempt from Michigan Retail Sales and Use Taxes and Federal Manufacturer's Excise Tax. The price quotations will therefore exclude taxes.

CADL reserves the right to award these bids on a per service basis or in aggregate. Please provide quotes for each service individually and specify if there are additional discounts for providing multiple services.

Term

Please provide pricing for one, two, and three year terms.

Proposal Binding Period

Prices quoted in the Vendor's response for all services will remain in effect for a period of at least thirty (30) business days from the issuance date of the Vendor's response.

Omissions

Omission in the proposal of any provision herein described shall not be construed as to relieve the Vendor of any responsibility or obligation requisite to the complete and satisfactory delivery, operation, and support of any and all materials.

Sales Contact

The Vendor will identify and provide a primary sales contact for all communication regarding this bid opportunity.

Choice of Law

This agreement shall be governed by and interpreted exclusively in accordance with the laws of the State of Michigan. The parties hereto irrevocably agree that any legal action or proceeding with respect to this Agreement shall be brought in the courts of the State of Michigan in the County of Ingham or of the US District Court - Western Michigan. By the execution and delivery of this Agreement, the parties hereto irrevocably submit to the

jurisdiction and venue of such courts.

III. VENDOR QUALIFICATIONS, EVALUATION AND CONTRACT AWARD

Vendor Qualifications

1. Experience - The selected Vendor shall be fully capable and experienced in the successful delivery of phone services requested. CADL will contract only with Vendors having a successful history of sales, service, and support.
2. References - The Vendor must provide a minimum of three (3) references at which similar work, both in scope and design, have been completed by the Vendor within the last five years. Bidder will provide the names, contact names, phone numbers, types of work completed.
3. Equal Opportunity - In connection with the execution of this Contract, Vendors and subcontractors shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, or national origin. The Vendors shall take affirmative action to ensure that minority and disadvantaged applicants are employed and employees are treated during their employment without regard to race, religion, color, sex, age, or national origin.

Evaluation of Proposals and Contract Award

CADL may at its discretion and at no fee to CADL, invite any Vendor to appear for questioning during response evaluation for the purpose of clarifying statements in the response.

CADL reserves the right to award the work without further discussion. Therefore, responses should be submitted initially with the most favorable terms that the Vendor can propose.

CADL also reserves the right to waive formalities and to accept or reject any and all or part of any and all proposals.

CADL reserves the right to award the contract to the most responsible bidder or the bidder offering the best value, not necessarily the lowest price.

IV. SCOPE OF THE WORK:

Please provide pricing for the following services:

A) Long distance telephone service for the following locations: Please include all per minute in state and state to state call rates, any pertinent carrier line assessment charges, as well as any additional surcharges and fees such as connectivity charge, regulatory fees, administrative fees, and property tax

allotment. The estimated number of monthly minutes used for all locations is 3,000.

- 1) Aurelius Library – 1939 Aurelius Rd, Mason, MI 48854
- 2) Dansville Library – 1379 East Mason St, Dansville, MI 48819
- 3) Foster Library – 200 North Foster Ave, Lansing, MI 48912
- 4) Haslett Library – 5670 School St, Haslett, MI 48840
- 5) Leslie Library – 201 Pennsylvania St, Leslie, MI 49251
- 6) Mason Library – 145 West Ash St, Mason, MI 48854
- 7) Okemos Library – 4321 Okemos Rd, Okemos, MI 48864
- 8) South Lansing Library – 3500 S Cedar St, Lansing, MI 48910
- 9) Stockbridge Library – 200 Wood St, Stockbridge, MI 49285
- 10) Webberville Library – 115 S Main St, Webberville, MI 48892
- 11) Williamston Library – 175 E Grand River Ave, Williamston, MI 48895
- 12) Downtown Lansing Library – 401 S Capitol Ave, Lansing, MI 48933

B) Local telephone service for the following locations: The number of current active lines is included after the location. Pricing should include monthly line charges, as well as all per minute charges for local and local toll calls. Also include all additional charges such as federal and state access charges and any other surcharges or fees.

- 1) Dansville Library – 4 lines
- 2) Foster Library - 3 lines
- 3) Haslett Library – 5 lines
- 4) Leslie Library - 3 lines
- 5) Mason Library – 4 lines
- 6) Okemos Library – 6 lines
- 7) South Lansing Library – 6 lines
- 8) Downtown Lansing Library – 2 lines (fax lines)

C) ISDN / PRI services - Unlimited local and toll calling for the following location: Please include all monthly trunk charges, federal and state access charges, and all other surcharges and monthly fees.

- 1) Downtown Lansing Library – (one) 23 channel ISDN / PRI