

DeKalb County Public Library

Request for Proposals for Wide Area Network 2026

Submission Deadline: December 15, 2025 4 p.m.

DeKalb County Public Library (DCPL) invites vendors to submit proposals in accordance with the terms and conditions of this Request for Proposal (RFP). This RFP provides the requirements and evaluative criteria for installation, technical support and maintenance of a high-speed data Wide Area Network (WAN) and requests a detailed response from all prospective vendors, including pricing and service descriptions, in a specified format. DCPL is a multi-branch library system located in DeKalb County in metropolitan Atlanta. The system has 23 branches and a Library Administrative Center (LAC). DCPL currently has a WAN connecting all 23 branches to the LAC that is administered by Zayo (formally Education Networks of America). The existing WAN contract will expire June 30, 2026. This Library is connected to the Internet through a connection at the LAC - which is administered by Zayo under a separate contract. The current WAN provides a 2 gigabytes per second connection to all locations. SPI billing is required.

Scope of Work

The project will require the chosen vendor to make use of existing, available fiber to link all branches to the LAC (3560 Kensington Road, Decatur, Ga. 30032) in a star configuration with the LAC as the hub. There is no need for branches to connect point to point. Currently the Doraville Branch is at a temporary location, 2421 Van Fleet Cir Suite 180 Doraville, GA 30360 . Once the new library building is complete service will need to be moved to the permanent location on Central Ave Doraville, GA 30340. The overall cost of monthly service should not change after relocation to the permanent location.

The Brookhaven Branch is scheduled for renovation. Cost should include service to this location with the option of suspending service and cost during the renovation period.

Technical and support requirements:

- Vendor will deliver a minimum bandwidth speed of 5 gigabytes per second to each location, with latency of less than 20 milliseconds round trip time and 0% packet loss.
- Vendor will work with current WAN vendor and ISP vendor to ensure there are no service disruptions during the transition of service.
- Vendor will be responsible for all materials comprising the network outside the library walls
- Vendor will be responsible for equipment and materials inside each location terminating with the vendor's router - to enable connection to the Library's switch.

- Cabling outside the buildings will have appropriate outdoor protection and will be fusion spliced.
- Cabling used inside the buildings will be plenum rated if it is being used above the ceiling, regardless of whether each area is considered plenum space.
- Vendor will be responsible for all necessary equipment and labor required for installations.
- Vendor will be responsible for all WAN network service and connections.
- Vendor will proactively monitor the Library WAN and communicate with designated Library staff within two (2) hours of identified problems on a 24/7/365 basis, with a resolution Mean Time to Repair of four (4) hours.
- Vendor will provide tools for Library Network Administrator to monitor WAN, report issues and request service. Include a timeline for vendor to respond to service requests.

Proposal Information

Term of Service

At a minimum, the term of WAN services provided shall cover one year beginning July 1, 2026 (the beginning of E-Rate funding year 2026.) with four(4), one (1) year renewal options. Renewals would be pending availability of departmental appropriated funding, as well as contractor compliance with library and county rules and policies. Option year price increases shall not exceed the consumer price index (C.P.I.) as published by the bureau of labor statistics of the U.S. Department of Labor with particular reference to the average shown as such index for “all items” for the Atlanta metropolitan area.

Contents of Proposal

The signed proposal shall be returned in a separate envelope or package, sealed and identified with the cover sheet as described on page 14 of this document. See

Attachment A: Identification of Proposal.

Company Information:

- Name of Respondent, company address, phone, and email address
 - E-Rate Service Provider Identification Number (SPIN)
 - Name and signature of person authorizing proposal with date signed
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- A description of the materials and services to be provided based on the Library's current services. Indicate procedures for obtaining service.
 - Three (3) references of comparable size and scope with summary of service provided.
 - Respondent’s qualifications, professional reputation, financial stability, and industry experience.
 - Proposed Service Level Agreement to maintain the network and ensure uptime, acceptable rates of speed (5 gigabytes per second between each branch and LAC), latency of less than 20 milliseconds round trip time and 0% packet loss.
 - Timeline of installation and other services to be performed.
 - Nine (9) copies of the response to the RFP with one (1) original and eight (8) copies.
 - If proposal differs in any way from the DeKalb County Public Library proposal specifications, the respondent must list the differences on the response explaining exactly where and how the proposal deviates from specifications. If no exceptions are listed, it will be presumed the respondents’ response meets the specifications and if awarded, performance on this basis will be required.

In a separate, sealed envelope labeled “For Cost Phase Only” See Attachment B: Identification of Cost Phase Proposal page 15 (submit nine (9) copies of the cost proposal with one (1) original and eight (8) copies):

- A detailed list of costs for all service, maintenance, support and monitoring of connections to ensure a network capable of 5 Gbps speeds to be run or lit from all branch locations to the LAC.
- Each line cost listed shall include:
 - Monthly maintenance costs including all mandatory fees and charges.
 - One-time costs including any installation, activation, initial configuration, programming or service charges.
- Outlay of expenses for five (5) years showing operation and maintenance according to a Service Level Agreement proposed by vendor.

SPI Billing is required.

- Notarized copy of **Attachment D: Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)**.

Proposal Submission and Evaluation

Proposals are due by 4:30 p.m. December 15, 2025, delivered to Jacqueline Kimbro at: DeKalb County Public Library, 3560 Kensington Road, Decatur, Ga. 30032. Only physical copies will be considered. No electronic submissions will be accepted.

Vendors with questions should direct them to Jacqueline Kimbro at kimbroy@dekalblibrary.org by December 2, 2025. Answers will be posted to the library website dekalblibrary.org/WAN2026 by December 4, 2025.

In keeping with the guidelines of Universal Service Administrative Company (USAC), this Request for Proposal will be awarded to the most cost efficient respondent. Price will be the primary factor, but not necessarily the sole factor, in evaluating the responses.

Proposals shall be evaluated according to:

- Total cost to DeKalb County Public Library including installation and ongoing expenses over the course of the contract.
- The quality of references and proof of recent experience with similar network projects.
- Thoroughness and details of proposed Service Level Agreement and Managed Service Contract.

Evaluation Criteria	Weight
Cost of Eligible Equipment and Services	35%
Cost of Ineligible Equipment and Services	10%
References and recent experience with similar network projects	25%
Proposed Service Level Agreement/Managed Service Contract	30%
Total	100%

Eligibility

Applying common carriers must be a Schools and Libraries Division (SLD) certified service provider. Respondents shall provide their Service Provider Identification Number (SPIN), so their Service Provider Annual Certification (SPAC) filing for the current e-rate year can be verified.

Respondent must have been in continuous business for a minimum of three (3) years. Respondent must have customer service presence in Metro-Atlanta area to ensure prompt service.

Award

DeKalb County Public Library reserves the right to accept or reject any or all responses to this Request for Proposal and to enter into discussion and/or negotiations with one or more qualified respondents at the same time, if such actions are in the best interest of the DeKalb County Public Library.

DeKalb County Public Library reserves the right to award this proposal in whole or in part to one (1) or several respondents thereof, as deemed to be in the best interest of the DeKalb County Public Library.

Failure to observe any of the instructions or conditions in this invitation to propose may constitute grounds for rejection of proposal.

Acceptance Milestones

DCPL Automation Coordinator, Sr. Systems Administrator, or their delegate will sign off on documentation showing successful testing at each site when work is completed.

See Attachment C: Acceptance Form for Work Completed at Branches.

Cost of Service

Although cost is a significant factor, it will not be the only factor. Cost will be weighted more heavily than any other single factor. The general approach is to first identify all qualified, responsive respondents and then to award the network to the lowest cost respondent in that group.

The cost proposal must be submitted in a separate, sealed envelope with the responder's name, the request for proposal number, and title of the request for proposals clearly identified on the outside of the envelope. **See Attachment A: Identification of Proposal .**

DO NOT INCLUDE FEES OR COSTS IN ANY AREA OUTSIDE OF THE COST PROPOSAL.

Lowest Corresponding Price (LCP)

Service providers are required to offer DeKalb County Public Library their services at the lowest corresponding prices charged to other similarly situated customers throughout their geographic service area.

Expenses of Preparing Responses to this RFP

Costs incurred to prepare a proposal are solely those of the respondent. Nothing contained within this RFP is indicative of intent by DeKalb County Public Library to reimburse the respondent, in whole or in part, for any costs associated with preparation, submission, or presentation of proposals.

Form of Contract

The successful respondent will be required to execute a written contract with DeKalb County Public Library within two (2) weeks after acceptance of proposal or proposals. It is expressly understood and agreed by the respondents that the contractual obligations of DeKalb County Public Library to the respondents are effective after the execution of a contract or contracts signed by all parties.

Assignment of Contract

A contract shall not be assignable by the respondent(s) in whole or in part without the written consent of DeKalb County Public Library.

Contract Changes and Amendments

DeKalb County Public Library may order changes within the general scope of the contract at any time by written notice to the respondent. Changes within the scope of the contract include, but are not limited to, things such as the place of delivery. The respondent shall comply with the notice upon receipt. The respondent shall be compensated for any additional costs incurred as the result of such order and shall give DeKalb County Public Library a credit for any savings. Said compensation shall be determined by mutual agreement between the DeKalb County Public Library and the respondent in writing.

Cancellation of Contract

DeKalb County Public Library reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, **upon 60 days written notice to the respondent** . Any contract cancellation notice shall not relieve the respondent of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation. In the event of termination by mutual agreement, the respondent shall be compensated for all hours worked at the specified contractual rate.

If, through any cause other than acts of god, floods, fires, storms, strikes, lockouts, riot, insurrection, acts of the public enemy, war, or other like restrictions beyond the control of the parties rendering performance under the contract impossible, the respondent fails to fulfill in a timely and proper manner obligations under the contract, DeKalb County Public Library shall have the right to terminate the contract on written notice to the respondent specifying the effective date of termination.

DeKalb County Public Library reserves the right to terminate service with vendor for non- performance. Nonperformance includes, but is not limited to; failure to supply good quality service, insufficient billing and customer services, and failure to maintain status as an authorized representative of services, including maintenance.

The respondent shall not be relieved of liability to DeKalb County Public Library for damages sustained by virtue of any breach of the contract by the respondent. DeKalb County Public Library may withhold or require to be withheld any payment to the respondent for the purpose of setoff until such time as the exact amount of damages is agreed upon or is otherwise determined.

In the event of termination for whatever reason all property and finished or unfinished documents, data, studies, and reports prepared by the respondent shall become the property of DeKalb County Public Library. Nothing contained herein shall prevent the respondent from preparing and maintaining a complete set of work papers relating to the respondent.

General Requirements

- The DeKalb County Public Library may make such investigation as they deem necessary to determine the ability of respondent to perform the work. DeKalb County Public Library reserves the right to reject any proposal if investigation of such respondent fails to satisfy DeKalb County Public Library that such respondent is properly qualified to carry out the obligations of the contract, and to complete the work contemplated therein.
- All respondents must be prepared to present suitable evidence of their financial stability.
- DeKalb County Public Library has the right to reject any and all proposals from any respondent that is in or contemplates bankruptcy of any chapter or nature. Said respondent must notify the DeKalb County Public Library in writing of any existing condition or knowledge of same.
- The submission of a proposal will be considered as conclusive evidence of complete examination by a respondent of all instructions, specifications, and addenda.
- DeKalb County Public Library reserves the right to declare as non-responsive and reject any proposal in which material information requested is not furnished or where indirect or incomplete answers or information is provided.
- DeKalb County Public Library reserves the right to terminate services if E-Rate or DeKalb County funding is not approved or is reduced during specified period.
- Proposals or any modifications or corrections to proposals received after the closing submission deadline will not be considered.
- **No electronic mail, telephone, or facsimile of proposals will be accepted.**
- Proposals must be complete, in accordance with the requirements for format and content of proposals herein, and in compliance with the terms, conditions, provisions, and specifications of the Request for Proposals.
- The information requested, format, and the manner of submission are essential for the prompt evaluation of all proposals.
- Late proposals will not be opened unless the proposals received on time are considered inadequate.
- These specifications are intended to cover the furnishing of all materials and the performance of all work that may be required or necessary for the complete performance of the contract, and the bidder will be required to do all things that may be necessary to fully complete the work within the purview of these specifications.
- Equipment and/or material to be furnished by the vendor shall meet with the approval of the Automation Coordinator or designated representative.
- All equipment and/or material shall conform to the requirements of these specifications, and any equipment and/or material condemned by the Automation Coordinator or designated representative as not meeting these specifications shall at once be removed and replaced with acceptable equipment.

- The respondent shall ensure their employees comply with Library regulations while at work sites. Employees of successful respondent shall refrain from eating, drinking or smoking except in designated areas and at all times when on DeKalb County Library property.
- **SPI Invoicing is required.**

Applicable Law and Courts

This solicitation and any resulting contract shall be governed in all respects by the laws of the State of Georgia. Respondents shall obey all Federal, State, County, and City laws or ordinances in any way pertaining to the work, and shall obtain all permits that may be necessary for its performance if required. (a) That in the hiring of employees for the performance of such contract, no bidder, sub-contractor, nor any person acting on behalf of such bidder or sub-contractor shall by reason of race, creed or color discriminate against any citizen of the United States who is qualified and able to perform the work to which the employment relates; (b) Nor shall they in any manner discriminate against or intimidate any employees hired for the performance of the work on account of race, creed or color. House Bill 87, Section 3, E-verify Form.

Ethics in Public Contracting

By submitting their proposals, all respondents certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other supplier, manufacturer or subcontractor in connection with their proposals, and that they have not conferred on any DeKalb County Public Library employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged. Respondents specifically certify by submitting their proposal that they are not in violation of the Official Code of Georgia Annotated, Sections 16-10-2 and 16-10-22, for acts of bribery and/or conspiracy in restraint of free and open competition in transactions with state or political subdivisions.

Debarment Status

By submitting their proposals, all respondents certify that they are not currently debarred from submitting bids or proposals on contracts by any agency of the State of Georgia and the federal government, nor are they an agent of any person or entity that is currently debarred from submitting bids on contracts by any agency of the State of Georgia or the federal government.

Indemnification

The respondent agrees to indemnify, defend and hold harmless the government entity, its officers, agents, and employees from any claims, damages and actions of any kind or nature, whether at law or in equity, arising from or caused by the use of any materials, goods, or equipment of any kind or nature furnished by the respondent, any services of any kind or nature furnished by the respondent, provided that such liability is not attributable to the sole negligence of any government entity employee or to failure of government entity employees to use the materials, goods, or equipment in the manner described by the respondent on the materials, goods, or equipment delivered.

Mandatory Use of Terms and Conditions

Return of the complete document is required. Modification of or additions to the General Terms and Conditions of the solicitation may be cause for rejection of the proposal; however, DeKalb County Public Library reserves the right to decide, on a case by case basis, in its sole discretion, whether or not to reject such a proposal.

Default

In case of failure to deliver goods or services in accordance with the contract terms and conditions, DeKalb County Public Library, after due notice, may procure them from other sources and hold the respondent responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which DeKalb County Public Library may have.

Exemption from Georgia Sales Taxes

DeKalb County Public Library is exempt from Georgia State Sales Tax. Net prices as shown in the proposal shall exclude said State tax amounts. Respondents shall inform all prospective subcontractors and suppliers from whom they expect to obtain services or supplies of the tax exempt status of the DeKalb County Public Library. Following a contract award, an exemption certificate will be furnished by DeKalb County Public Library

Library Locations

Library Administration Center 3650 Kensington Rd. Decatur, GA 30032	Dunwoody Library 5339 Chamblee-Dunwoody Road Dunwoody, GA 30338	Salem-Panola Library 5137 Salem Road Stonecrest, GA 30038
Brookhaven Library 1242 N. Druid Hills Rd., NE Atlanta, GA 30319	Embry Hills Library 3733 Chamblee-Tucker Road Chamblee, GA 30341	Scott Candler Library 1917 Candler Road Decatur, GA 30032
Chamblee Library 4115 Clairmont Road Chamblee, GA 30341	Flat Shoals Library 4022 Flat Shoals Pkwy. Decatur, GA 30034	Scottdale-Tobie Grant Homework Center 593 Parkdale Drive Scottdale, GA 30079
Clarkston Library 951 N. Indian Creek Drive Clarkston, GA 30021	Gresham Library 2418 Gresham Road SE Atlanta, GA 30316	Stone Mountain-Sue Kellogg Library 952 Leon Street Stone Mountain, GA 30083
County Line-Ellenwood Library 4331 River Road Ellenwood, GA 30294	Hairston Crossing Library 4911 Redan Road Stone Mountain, GA 30088	Stonecrest Library 3123 Klondike Road Stonecrest, GA 30038
Covington Library 3500 Covington Highway Decatur, GA 30032	Lithonia-Davidson Library 6821 Church Street Lithonia, GA 30058	Toco Hill-Avis G. Williams Library 1282 McConnell Drive Decatur, GA 30033
Decatur Library 215 Sycamore Street Decatur, GA 30030	Northlake-Barbara Loar Library 3772 LaVista Road Tucker, GA 30084	Tucker-Reid H. Cofer Library 5234 LaVista Road Tucker, GA 30084
Doraville Library (Temp Location) 2421 Van Fleet Cir Suite 180 Doraville, GA 30360	Redan-Trotti Library 1569 Wellborn Road Lithonia, GA 30058	Wesley Chapel-William C. Brown Library 2861 Wesley Chapel Road Decatur, GA 30034

Attachments

Attachment A: Identification of Proposal

The signed proposal shall be returned in a separate envelope or package, sealed and identified as follows:

DCPL Network Proposal

Due: December 15, 2025 at 4:30 pm

To: DeKalb County Public
Library Attn: Jacqueline Kimbro
3560 Kensington Rd.
Decatur, GA 30032

From:

CompanyName

Company Address

Name of Contact Person

email

phone number

Contained within the envelope will be:

- a completed, signed copy of this Request for Proposals **(one (1) original and eight (8) (copies),**
- all information necessary for the technical proposal, and
- a separate sealed envelope containing the cost information, specifically labeled "**For Cost Phase Only**". See Attachment B: Identification of Cost Phase Proposal

Proposals may be hand delivered or mailed to the designated location identified below. No other correspondence or other proposals should be placed in the envelope. **No facsimile or emailed copies will be accepted.**

Attachment B: Identification of Cost Phase Proposal

In a separate sealed envelope to accompany the Proposal, include

- A detailed list of service costs as part of the WAN service to include network capable of 5 Gbps speeds to be run or lit from all branch locations to the LAC.
- Each line cost listed shall include:
 - ◇ Monthly maintenance costs including all mandatory fees and charges.
 - ◇ One-time costs including any installation, activation, initial configuration, programming or service charges.
 - ◇ Outlay of expenses for five (5) years showing operation and maintenance according to a Service Level Agreement proposed by vendor.

The envelope shall be identified as follows:

For Cost Phase Only

Due: December 15, 2025 at 4 pm

DCPL Network Proposal

To: DeKalb County Public
Library Attn: Jacqueline Kimbro
3560 Kensington Rd.
Decatur, GA 30032

From: Company Name
Company Address
Name of Contact Person
email
phone number

Attachment C: Acceptance Form for Work Completed at Branches

Please complete this table for each branch when work is completed, and the internet is available via the installed network. This will help the Library to ensure uninterrupted vital services to patrons.

Tested cable strand transmission speed: _____

Network Speed: _____ Ping: _____ Packet Loss: _____

Installation Notes:

Technician: _____ Signature: _____ Date: _____

Automation Coordinator: _____ Signature: _____ Date: _____

Attachment D: Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of DeKalb County Public Library has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, ____, 202__ in _____(city), _____(state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 202__.

NOTARY PUBLIC

My Commission Expires:
