The St. Charles City-County Library District is accepting bids for Basic Telephone Service for two (2) branches located in St. Charles County, Missouri for service beginning July 1, 2015.

The Library District participates in the Schools and Libraries Program of the Universal Service Fund, known as “E-Rate”. The program is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission. The request for these services is listed on Schools and Libraries Universal Service Description of Services Requested and Certification Form 470 available on the Universal Service Administrative Company, Schools and Libraries, website: http://www.universalservice.org/sl/. The Library District's E-Rate Entity Number is 136936.

Library District Contact: Frank Noto, IT Coordinator; Voice: 636-441-2300 x1586; Fax: 636-441-3132; email: fnoto@stchlibrary.org.

Specifications

1. All vendors submitting bids for the services will be required to provide to the Library the discounts to which it is eligible/approved under the FCC Universal Service Discount Plan (E-Rate). Failure to do so will disallow consideration of the vendor's bid by the Library. Bidders must supply their current SPIN (Service Provider Identification Number) as part of their proposal and must agree to comply with all E-Rate program rules and requirements.

2. Services must be provided by a regulated telecommunications carrier.

3. Bidders must include a listing of all charges for services including installation charges, fees, applicable taxes and surcharges. The Library District is tax exempt.

4. Bids must state the term of the contract. Multiple bids for different terms (e.g. 1 year, 2 years, 3 years) are acceptable and encouraged.

5. Each bidder must provide a proposed installation and cutover plan. The Library District operates seven days a week and requires minimal down time.

6. The Library District recognizes that not all bidders can offer telephone service at all branch locations. However, the District would prefer to enter into a contract with one or possibly two companies for its phone service.
7. **All bids are due Monday, January 12, 2015 at 2:00 p.m., Central Time.**

Bids may be:
- Faxed: 636-441-3132, attention Frank Noto OR
- Mailed: St. Charles City-County Library District Administrative Offices
  P.O. Box 529
  St. Peters, MO 63376,
  Attention: Frank Noto
- Emailed: fnoto@stchlibrary.org (Subject line: TELEPHONE SERVICE BID)

8. The following **evaluation and award criteria** will be used:
   
   a) 35% Total price and cost effectiveness  
   b) 25% Meeting or exceeding overall requirements  
   c) 15% Vendor’s experience and expertise  
   d) 15% Vendor’s proven and measurable phone service reliability  
   e) 10% Vendor’s demonstrated ability to work with E-Rate

9. **Schedule:**

   - RFP Published/Form 470 Posted: December 10, 2014
   - Bids due: January 12, 2015
   - Evaluation of bids: January 12-19, 2015
   - Bid awarded: January 21, 2015
   - Preferred Deadline for Signed Contract (if applicable): January 26, 2015
   - Service Start date: July 1, 2015

### Specifications

The current voice lines and fax lines are heavily advertised in various publications. Therefore, it is essential that the District retains the current voice and fax phone numbers. **An asterisk (*) is shown to the left of each advertised line.**

This document represents a request for a separate bid for each location (labeled Bid A and Bid B). **Bids for each location will be analyzed independently of other locations.**

The physical locations and current phone lines are outlined below:

<table>
<thead>
<tr>
<th>ST. CHARLES CITY-COUNTY LIBRARY DISTRICT EXISTING PHONE SERVICE</th>
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<tbody>
<tr>
<td><strong>Location</strong></td>
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</table>
| **I** South County Branch  
  198 Jackson St.  
  Augusta, MO 63332  
  2 phone lines | CenturyLink  
  (CenturyLink) | *636-228-4855  
  636-228-4363 (Local) |
| **J** Boone’s Trail Branch  
  #1 Fiddlecreek Plaza  
  New Melle, MO 63365  
  2 phone lines | CenturyLink  
  (CenturyLink) | *636-398-6200  
  636-398-6302 (MCA) |