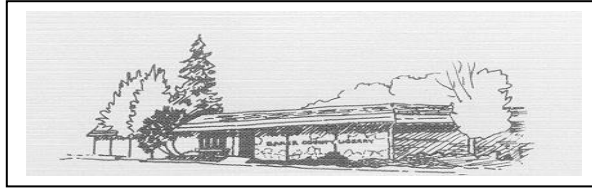


Community Libraries:

Baker City
Haines
Halfway
Huntington
Richland
Sumpter



BAKER COUNTY LIBRARY DISTRICT

**2400 Resort St
Baker City, Oregon 97814**

**Phone: 541.523.6419
FAX: 541.523.9088
Toll Free: 866.297.1239
www.bakerlib.org**

**Director: Perry Stokes
director@bakerlib.org**

**INFORMATION SHEET FOR POTENTIAL TELECOM VENDOR
REQUIREMENTS FOR TELECOMMUNICATION AND INTERNET SERVICES**

**USAC E-RATE PROGRAM
FUNDING YEAR JULY 1, 2017 – JUNE 30, 2018**

1. GOODS AND SERVICES REQUIRED:

Vendor must acknowledge they are able to deliver goods and services to one or more of the following locations and provide the required services as stated:

Branch name and location	Telecom Services Required	Internet Service Required
Baker County Public Library, 2400 Resort Street, Baker City, Oregon	3 lines	50M Fiber Optic only
Haines Branch Library, 818 Cole Street, Haines, Oregon	1 line	5M DSL or better
Halfway Branch Library, 260 Gover Lane, Halfway, Oregon	1 line	5M Fiber Optic or better
Richland Branch Library, 42008 Moody Lane, Richland, Oregon	1 line	5M Fiber Optic or better
Huntington Branch Library, 55 E Jefferson, Huntington, Oregon	1 line	5M Fiber Optic or better
Sumpter Branch Library, 245 S Mill Street, Sumpter, Oregon	1 line	5M DSL or better
Bookmobile, Mobile Branch Library, located at main library, Baker City	1 access	NA (uses wireless access)

Additional Information:

Baker County Public Library, Baker City, Oregon (Main Branch and Administrative Offices):

InterTel Encore CX telephone system supports 10 phones connected to two lines.

One line designated for fax machine and one public phone.

Branch Libraries: five rural/frontier locations

2. Vendor Required Information:

The vendor **MUST STATE** the location of their headquarters and the scope of their service area. This information is preferable in writing but may give the address of a website that clearly defines this information. For Branch Locations, state how the services will be delivered and the dependability rating or expectation of services to this location.

3. Vendor Additional Costs:

The vendor **MUST** clearly state any other cost factors that may be charged in addition to the monthly service fee. For example, state anticipated costs for installation costs, setup costs, equipment charges, and costs to transfer services.

Bid Submission Deadline: March 23, 2017

Submit Services Bid To:

Baker County Library District, 2400 Resort Street, Baker City, Oregon 97814
Attn: Business Manager

For Additional Information or Questions Contact:

Christine Hawes, Business Manager
Tel: 541.523.6419 or by Email: chawes@bakerlib.org

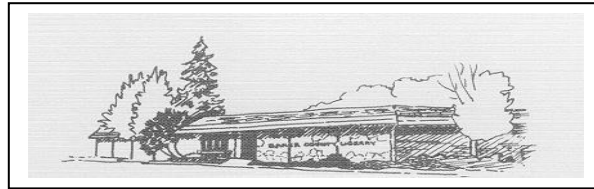
Basis for Awarding Bids for Telecom and Internet Services:

Price of services (40%), Local vendor (30%), Service rating (20%), other cost factors (10%); See Attached Sheet
Some disqualifications apply.

AWARD DATE: April 3, 2017

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**BID EVALUATION CRITERIA
FOR TELECOM AND INTERNET SERVICES**

**USAC E-RATE PROGRAM
FUNDING YEAR JULY 1, 2017 – JUNE 30, 2018**

<i>Factor</i>	<i>Weight</i>
Price of goods and services of eligible* vendor	40.0%
Local vendor (based in Baker County or adjacent County)	30.0%
Service rating **	20.0%
Other factors (include additional costs to change providers, cost of new equipment required, installation, service interruptions; must be a registered Service Provider with E-Rate program)	10.0%
<i>Total</i>	<u><i>100.0%</i></u>

Eligibility Requirements to submit a bid and Disqualifications:

- Bids that do not meet the requirements will be disqualified and not eligible to be evaluated further.
- Vendors must be registered with the USAC E-Rate program as a Service Provider to be eligible to submit a bid for District services at any location; those who are not will be disqualified.
- Vendor must be able to provide services to rural location(s) listed or that they indicate they are bidding on in order to qualify to submit a bid; the vendor will be disqualified if the branch is not in their service area.

* Vendor must be able to provide services to rural location(s) listed to qualify as eligible:

The location of all District Libraries are in Northeastern Oregon: Baker City (administrative offices and main branch), Haines, Halfway, Richland, Huntington, and Sumpter communities.

** Based upon proven professionalism, reliability, and quality of service as evidenced by consumer and government data and/or prior experience. We will check the Better Business Bureau and other available consumer data.

Criteria determined by Business Manager and Library Director in order to best serve the needs of the Library District.