Naperville Public Library

Request for Pricing

Network Switching Equipment

Submission Date/Time:
February 2, 2015 at 10:00 a.m. CST

Place:
Nichols Library-Board Room
Office of the Director
200 West Jefferson Avenue
Naperville, IL  60540
Dear Prospective Bidder:

The Naperville Public Library is pleased to invite you to submit a sealed proposal for:

**Network Switching Equipment**

**RFP Opening:** February 2, 2015, 10:00 a.m., local time

Specifications packages are available on our website: [www.naperville-lib.org](http://www.naperville-lib.org)

Please note the following requirements of the Request For Proposal:

- Price Work Sheet
- Proposal Form
- References
- Original and One Copy and One Electronic Copy of Your Full Submitted Proposal (Three (3) Full Copies)

The Library may accept or reject all or any proposal.

We sincerely hope that you take the time to review the specifications and submit a proposal. If you need additional information please submit your questions in writing to the Library, either by fax at 630-961-4119 or by email to jscheuerman@naperville-lib.org by 12:00PM Monday, January 26, 2015. The Library will post a written response on our website [www.naperville-lib.org](http://www.naperville-lib.org) in the form of an Addendum by the end of day Tuesday, January 27, 2015.

Sincerely,

Jeffry Scheuerman
Finance Manager
BIDDING PROCEDURES

1. Proposal Forms
2. Submission of Proposals
3. Addendum
4. Questions
5. Alternate Proposals
6. Alternate Proposals, solicited
7. Proposals Binding For 90 Days
8. Withdrawal of Proposals

Awarding the Proposal
9. Criteria for Awarding /Reservation of Rights
10. Notice of Award
11. Registration Required

Price
12. Tax Exemption

13. General Guaranty
14. Warranties
15. Insurance
16. Indemnification
17. CERCLA Indemnification

Assignment/Termination/Default
18. Assignment
19. Termination of Contracts
20. Default

Miscellaneous
21. Material Safety Data Sheets
22. Public Works Projects-Employment of Illinois Laborers
23. Prevailing Wages
24. Non-Resident Executive and Technical Experts
25. Force Majeure
NAPERVILLE PUBLIC LIBRARY
GENERAL TERMS AND CONDITIONS
REQUEST FOR PROPOSAL (RFP) INSTRUCTION TO PROPOSERS

THE GENERAL TERMS AND CONDITIONS WHICH FOLLOW APPLY TO ALL PURCHASES, SOLICITATIONS FOR GOODS AND/OR SERVICES, DO BECOME A DEFINITE PART OF EACH FORMAL REQUEST FOR PROPOSAL, PURCHASE ORDER, OR CONTRACT ISSUED BY THE NAPERVILLE PUBLIC LIBRARY, UNLESS OTHERWISE SPECIFIED. BY SUBMITTING A RESPONSE, THE PROPOSER AGREES TO BE BOUND BY THESE TERMS AND CONDITIONS. PROPOSERS OR THEIR AUTHORIZED REPRESENTATIVES ARE EXPECTED TO FULLY INFORM THEMSELVES OF THE CONDITIONS, REQUIREMENTS, AND SPECIFICATIONS BEFORE SUBMITTING PROPOSALS, FAILURE TO DO SO WILL BE AT THE PROPOSER'S OWN RISK AND HE/SHE CANNOT SECURE RELIEF ON THE PLEA OF ERROR.

RFP PROCEDURES

The first two items must be performed by the proposer in order for the proposal to qualify for consideration by the Library. A place to check off each item as you complete it has been provided for your convenience.

1. **PROPOSAL FORMS:** Proposals shall be submitted on the forms provided or in an identical format typed by the proposer, properly signed in the appropriate places, and submitted in a sealed envelope.

2. **SUBMISSION OF PROPOSALS:** All proposals submitted must be received in an envelope by the Library before the time specified for receipt of proposal. The envelope must be clearly marked "SEALED PROPOSAL" --WITH THE RFP TITLE, DATE DUE AND TIME OF RECEIPT, written on the front of the envelope. The Executive Director, or her designated agent, will decide when the specified time for receipt has arrived (as determined by the official clock in the Library’s Office of the Director). Formal sealed proposals, amendments thereto, or requests for withdrawal of bids after the time specified for the bid opening will not be considered.

3. **ADDENDUM:** Proposer shall acknowledge the receipt of any addendum interpreting the specifications on the proposal form.

4. **QUESTIONS:** All questions concerning the RFP shall be submitted to the Library. Questions requiring a clarification or interpretation of the specifications shall be submitted to the Library in writing either by fax at 630.961.4119 or by email to jscheuerman@naperville-lib.org by 12:00PM Monday, January 26, 2015. The Library will post a written response on our website www.naperville-lib.org in the form of an Addendum by the end of day, Tuesday, January 27, 2015. Whenever the answer to a question is contained in the documents, the proposer shall be directed to the provision in the specifications which responds to the question. The Naperville Public Library will not be responsible for any other explanation of the specifications made prior to the receipt of proposals.

5. **ALTERNATE PROPOSALS:** The proposal specifications may not state that an alternate proposal is permissible.

6. **ALTERNATE PROPOSALS, SOLICITED:** At this time, the Library is not soliciting any alternate proposals.

7. **PROPOSALS BINDING FOR 90 DAYS:** Unless otherwise specified in the specifications, all formal RFP submitted shall be binding for ninety (90) calendar days following date of opening.

8. **WITHDRAWAL OF PROPOSALS:** A written request for the withdrawal of a proposal will be granted if the request is received by the Library prior to the specified time of receipt.
AWARDING THE PROPOSAL

9. **CRITERIA FOR AWARDING /RESERVATION OF RIGHTS:** The contract will be awarded to the responsible, responsive proposer, or any other proposer determined by the Naperville Board of Library Trustees to be in the best interest of the Library, who meets or exceeds the criteria, provisions sought by the requesting department. The Library reserves the right to reject any or all proposals or to waive any details in proposals received whenever such rejection or waiver is in the best interests of the Library. The Library also reserves the right to reject the RFP of a proposer who has previously failed to satisfactorily perform, has not completed contracts on time, or whom, upon investigation shows is not in a position to perform the contract.

   In determining responsibility, the following qualifications will be considered by the Library.

   (a) The ability, capacity, and skill of the proposer to perform the contract or provide the service required;

   (b) Whether the proposer can perform the contract or provide service promptly, or within the time specified, without delay or interference;

   (c) The character, integrity, reputation, judgment, experience, and efficiency of the proposer;

   (d) The quality of performance of previous contracts or services;

   (e) The previous and existing compliance by the proposer with laws and ordinances relating to the contract or service;

   (f) The sufficiency of the financial resources and ability of the proposer to perform the contract or provide the service;

   (g) The quality, availability, and adaptability of the supplies or contractual services to the particular use required;

   (h) The ability of the proposer to provide future maintenance and service for the use of the subject of the contract;

   (i) Proposer's record of experience in this field of endeavor; and, the size and scope required in the proposals specifications;

10. **NOTICE OF AWARD:** The Library will accept in writing one of the proposals, within ninety (90) days from the date of receipt, or the time specified within the specifications, unless the awardee extends the time of acceptance to the Library. Notice of Award will be mailed to all proposers of record within the time for acceptance specified in the Request for Proposal.

11. **REGISTRATION REQUIRED:** Companies awarded should be registered to do business in the State of Illinois. The Library may verify status with the State by calling 217-782-7880 prior to awarding contract.

**PRICE**

12. **TAX EXEMPTION:** Sales to the Naperville Public Library are exempt from state and local retailers' occupation tax, state and local service occupational tax, use tax, and service use tax pursuant to Rule No. 40 of the Illinois Retailers Occupation Tax Rules issued April 15, 1965. Our Tax Exemption Identification No. is E9991-2953-06.
FINANCIAL RESPONSIBILITY PROVISIONS

13. **GENERAL GUARANTY:** Vendor agrees to:
   (a) Save the Library, its agents, and employees harmless from liability of any nature or kind for the use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, article, or appliance furnished or used in the performance of the contract which the Vendor is not the patentee, assignee, licensee, or owner; and
   (b) Protect the Library against latent defects in materials or workmanship and to repair or replace any articles damaged or marred in transit or during delivery; and
   (c) Pay for all permits, licenses, and fees and give all notices and to comply with all laws, ordinances, and rules of the City of Naperville and the State of Illinois.

14. **WARRANTIES:** Unless otherwise specified, the Vendor shall unconditionally guarantee the materials and workmanship on all equipment furnished by him FOR A PERIOD OF ONE YEAR from date of delivery and installation if required unless otherwise specified in the specifications. If within the guarantee period, any defects or signs of deterioration are noted which, in the opinion of the Library, are due to faulty design and installation, workmanship, or materials, the Library shall notify the Vendor. At the Vendor's expense, the Vendor shall repair or adjust the equipment or parts to correct the condition, or replace the part or entire unit to the complete satisfaction of the Library.

15. **INSURANCE:** At the Vendor's expense, the Vendor shall secure and maintain in effect throughout the duration of this contract, insurance of the following kinds and limits to cover all locations of the Vendor's operations. The Vendor shall furnish Certificates of Insurance to the Library before starting construction or within ten (10) days after the execution of the contract, whichever date is reached first. All insurance policies shall be written with insurance companies licensed to do business in the State of Illinois and having a rating of not less than A IX, according to the latest edition of the A.M. Best Company; and shall include a provision preventing cancellation of the insurance policy unless thirty (30) days prior written notice is given to the Library. This provision shall also be stated on each Certificate of Insurance as "Should any of the above described policies be canceled before the expiration date, the issuing company will mail 30 days written notice to the certificate holder named to the left".

The lowest responsive, responsible bidder will be required to provide an acceptable certificate of insurance prior to a recommendation of award.

The limits of liability for the insurance required shall provide coverage for not less than the following amounts, or greater where required by law.

(A) **Commercial General Liability:**
   i. Coverage to include Premise/Operations, Products/Completed Operations, Independent Vendors, Broad Form Property Damage, Contractual and Personal Injury.
   ii. Limits:
       General Aggregate $2,000,000.00
       Products/Completed Aggregate $1,000,000.00
       Each Occurrence $1,000,000.00
       Personal Injury $1,000,000.00
   iii. Exclusions relating to the Explosion, Collapse and Underground hazards shall be deleted.
   iv. Coverage is to be written on an "occurrence" basis.
   v. Products/Completed Operations coverage is to remain in force for a period of two (2) years after the completion of the project.
   vi. Cover all claims arising out of the Vendor's operations or premises, SubVendor's operations or premises, anyone directly or indirectly employed by the Vendor or SubVendor, and the Vendor's obligations under indemnifications under this Contract.

(B) **Professional Liability:**
   i. Per Project Aggregate $1,000,000.00
ii. Cover all claims arising out of the Consultant’s operations or premises, Subconsultant's operations or premises, anyone directly or indirectly employed by the Consultant or Subconsultant, and the Consultant's obligations of indemnification under this Contract.

(C) **Workers Compensation:**
   i. Shall be in accordance with the provisions of the laws of the State of Illinois, including Occupational Disease Act provisions, for all employees at the site of the project, and in case work is sublet, the Vendor shall require each SubVendor similarly to provide this insurance. In case employees are engaged in work under this contract and are not protected under the Workers Compensation and Occupational Disease Act, the Vendor shall provide, and shall cause each subVendor to provide, adequate and suitable insurance for the protection of employees not otherwise provided.

(D) **Comprehensive Automobile Liability:**
   i. Coverage to include all Owned, Hired, Non-owned vehicles, and/or trailers and other equipment required to be licensed.
   ii. Limits:
       - Combined Single Limit $1,000,000.00

(E) **Umbrella:**
   i. Limits:
       - Each Occurrence/Aggregate $2,000,000.00
   ii. Cover all claims arising out of the Vendor’s operations or premises, SubVendor’s operations or premises, anyone directly or indirectly employed by the Vendor or SubVendor, and the Vendor’s obligations under indemnifications under this contract.

(F) **The Naperville Public Library shall be named as additional insured on all insurance policies, except for professional liability and workers compensation.**

The Vendor understands and agrees that any performance bond or insurance protection required by this contract or otherwise provided by Vendor, shall in no way limit the responsibility to indemnify, keep and save harmless, and defend the Library as herein provided.

16. **INDEMNIFICATION:** The Vendor shall indemnify, hold harmless and defend the Library, its trustees, officers, employees, and its agents from any and all claims, suits, actions, costs, and fees, including reasonable attorney’s fees, of every nature or description arising from, growing out of, or connected with the performance of this Contract, or because of any act or omission, neglect, or misconduct of the Vendor, its employees and agents, or its subVendor(s). Such indemnification shall not be limited by reason of the enumeration of any insurance coverage herein provided.

Nothing contained herein shall be construed as prohibiting the Library, its trustees, officers, agents, or its employees, from defending through the selection and use of their own agents, attorneys, and experts, any claims, actions, or suits brought against them. The Vendor shall be liable for the costs, fees, and expense incurred in the defense of any such claims, actions, or suits.

17. **CERCLA INDEMNIFICATION:** The Vendor shall, to the maximum extent permitted by law, indemnify, defend, and hold harmless the Library, its officers, employees, agents, and attorneys from and against any and all liability, including without limitation, costs of response, removal, remediation, investigation, property damage, personal injury, damage to natural resources, health assessments, health settlements, attorneys' fees, and other related transaction costs arising under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) of 1980, 42 U.S.C.A. Sec. 9601, et seq., as amended, and all other applicable statutes, regulations, ordinances, and under common law for any release or threatened release of the waste material collected by the Vendor, both before and after its disposal.
ASSIGNMENT/TERMINATION/DEFAULT

18. **ASSIGNMENT:** Assignment of this contract or any part thereof, or any funds to be received thereunder by the Vendor shall be subject to the approval of the Naperville Public Library.

19. **TERMINATION OF CONTRACTS:** Contracts will remain in force for full periods and until all articles ordered before date of termination shall have been satisfactorily delivered and accepted and thereafter until all requirements and conditions shall have been met, unless:
   (a) Terminated prior to expiration date by satisfactory deliveries of entire contract requirements.
   (b) Extended upon written authorization of the Executive Director and accepted by Vendor, to permit ordering of unordered balances or additional quantities at contract prices and in accordance with contract terms.

20. **DEFAULT:** The contract may be canceled or annulled by the Naperville Board of Library Trustees in whole or in part by written notice of default to the Vendor upon non-performance or violation of contract terms. Upon receipt of such notice, the Vendor shall have seven (7) days within which to cure any default or violation. If the default or violation is not cured within the specified time an award may be made to the next lowest Bidder, or articles specified may be purchased on the open market. In either event, the defaulting Vendor (or his surety) shall be liable to the Library for costs incurred by the Library in excess of the defaulted contract prices. However, the Vendor shall continue the performance of this contract to the extent not terminated under the provisions of this clause.

21. **MATERIAL SAFETY DATA SHEETS:** It is a federal law that chemical manufacturers and importers must develop an MSDS for each hazardous chemical they produce or import, and must provide the MSDS automatically at the time of the initial shipment of a hazardous chemical to a downstream distributor or user, or anytime the chemical makeup of the product is changed. Distributors must also ensure that downstream employers are similarly provided an MSDS.

  Vendors who are awarded this contract, and if the above paragraph applies to this bid, must submit Material Data Sheets which include information regarding the specific chemical identity of the hazardous chemical(s) involved and the common names. In addition, information must be provided on the physical and chemical characteristics of the hazardous chemical; known acute and chronic health effects and related health information; exposure limits; whether the chemical is considered to be a carcinogen by NTP, IARC, or OSHA; precautionary measures; emergency and first-aid procedures; and the identification of the organization responsible for preparing the sheet.

22. **PUBLIC WORKS PROJECTS-EMPLOYMENT OF ILLINOIS LABORERS:** Whenever there is a period of excessive unemployment in Illinois, every person who is charged with the duty, either by law or contract, of constructing or building any public works project or improvement or for the cleanup and on-site disposal of hazardous waste for the State of Illinois or any political subdivision, municipal corporation or other governmental unit thereof shall employ only Illinois laborers on such project or improvement, and every contract let by any such person shall contain a provision requiring that such labor be used: Provided, that other laborers may be used when Illinois laborers as defined in this Act are not available, or are incapable of performing the particular type of work involved, if so certified by the Vendor and approved by the contracting officer.

23. **PREVAILING WAGES:** Vendor shall comply with all applicable provisions of “An Act regulating wages of laborers, mechanics, and other workers employed in any public works by the State, county, city or any public body or any political subdivision or by anyone under contract for public works,” approved June 26, 1941, 820 ILCS 130/0.01 et seq. (2002)(see website address: http://www.state.il.us/agency/idol/ for rates) and City of Naperville Ordinance 06-135, (“An Ordinance Ascertaining Prevailing Wages In The City of Naperville”), and any applicable superseding ordinance or public law.
24. **NON-RESIDENT EXECUTIVE AND TECHNICAL EXPERTS:** Every Vendor on a public works project or improvement or hazardous waste clean-up and on-site disposal project in this State may place on such work no more than 3, or 6 in the case of a hazardous waste clean-up and on-site disposal project, of his regularly employed non-resident executive and technical experts, even though they do not qualify as Illinois laborers as defined in Section 1 of Article 2 of this Act.

25. **FORCE MAJEURE:** Whenever a period of time is provided for in this Agreement for either the LIBRARY or OWNER and VENDOR to do or perform any act or obligation, neither party shall be liable for any delays or inability to perform due to causes beyond the control of said party such as war, riot, strike or lockout by or against either party’s own employees or suppliers, unavoidable casualty or damage to personnel, materials or equipment, fire, flood, storm, earthquake, tornado or any act of God; provided, however, that said time period shall be extended for only the actual amount of time said party is so delayed. Except as to a strike or lockout by or against either party’s own employees or suppliers, an act or omission shall not be deemed to be “beyond OWNER and VENDOR’s control” if committed, omitted or caused by OWNER and VENDOR, OWNER and VENDOR’s employees, officers or agents or a subsidiary, affiliate or parent of OWNER and VENDOR or by any corporation or other business entity that holds a controlling interest in OWNER and VENDOR, whether held directly or indirectly.
Naperville Public Library
Request for Proposal

Network Switching Equipment

Scope of Work:
Naperville Public Library is requesting network switches models listed below. The new switches will be stacked with the current Cisco Catalyst WS-C3750G-48PS-S in the same stacks. Bidder must be able to provide genuine new Cisco equipment that includes the full Cisco warranty. Naperville Public Library is a tax exempt organization.

Equipment List:
- (10) Cisco Catalyst 3750X-48P-S
  Cisco Catalyst 3750X-48P-S - switch - 48 ports - managed – rack-mountable
- (1) Cisco Catalyst 3750X-24P-S
  Cisco Catalyst 3750X-24P-S - switch - 48 ports - managed – rack-mountable
- (10) C3KX-PWR-715WAC/2
  Cisco Secondary Power Supply - power supply - hot-plug / redundant - 715 Watt
- (4) C3KX-NM-1G
  Cisco expansion module - add four 1Gb SFP slots

Bidders should provide trade-in credits for the models listed below:
- (4) Cisco Catalyst 2950SX-48
- (2) Cisco WS-C3750-24TS-S
- (1) Cisco WS-C3750-48TS

Physical installation of equipment should not be included in the proposal. The proposal should be restricted to hardware and smartnet only.

Background Information
Naperville Public Library is located in Naperville Illinois. We are comprised of three locations:

  (1) 95th Street Library at 3015 Cedar Glade, Naperville IL 60564
  (2) Naper Blvd Library at 2035 S. Naper Blvd. Naperville IL 60565
  (3) Nichols Library at 200 W. Jefferson, Naperville IL 60540

The Library uses Cisco firewalls, routers and switches to manage internal communications.

Switches by Location:

<table>
<thead>
<tr>
<th>Location</th>
<th>Current Models</th>
<th>Models to Purchase</th>
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<tbody>
<tr>
<td>Nichols Library</td>
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<tr>
<td>Server Room</td>
<td>(1) Cisco Catalyst 2950SX-48</td>
<td>(1) Cisco Catalyst 3750X-48P-S</td>
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<tr>
<td></td>
<td>(1) Cisco Catalyst 2950SX-48</td>
<td>(1) C3KX-PWR-715WAC/2</td>
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<td></td>
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<td></td>
<td>(1) Cisco WS-c3750-48TS</td>
<td>(1) C3KX-PWR-715WAC/2</td>
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## Supplies:
The Vendor shall provide all supplies necessary to perform the contracted work to current industry standards. The Vendor shall provide to Owner Material Safety Data Sheets (MSDS) on all chemicals prior to their use on the Owner’s properties.

## Equipment:
The Vendor shall provide all equipment necessary to perform the contracted work to current industry standards. The Vendor shall maintain all equipment in proper working order at all times. Furthermore, the Vendor shall insure that all equipment is operated safely, all safety guards are in place and functioning, and per the manufacturer’s directions.

## References:
All respondents must provide a minimum of three references of a similar size and scope of service provided over the past 12 months. The reference list shall include the company name, contact name, contact phone number, the type of work done and the length of time the service has been provided.

### Naper Blvd. Library

<table>
<thead>
<tr>
<th>Server Room</th>
<th>95th Street Library</th>
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<tbody>
<tr>
<td><strong>Equipment</strong></td>
<td><strong>Equipment</strong></td>
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<tr>
<td>(1)Cisco WS-C3750-48PS-S</td>
<td>(1) Cisco WS-C3750-48PS-S</td>
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*The Library plans to keep all the Cisco Catalyst WS-C3750G-48PS-S switches.*

### 95th Street Library

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<tr>
<th>Datacenter</th>
<th>Closet 1A</th>
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<tr>
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<tr>
<td>(1) Cisco WS-C3750-48PS-S</td>
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### Closet 1A

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### Closet 1B

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### Closet 2B

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*The Library plans to keep all the Cisco Catalyst WS-C3750G-48PS-S switches.*
**Deliverables:**
In order to fully respond to this RFP, each bidder must include:
- Price Work Sheet (attached)
- Proposal Form (attached)
  - Including acknowledged receipt of any or no Addendums
- References
- Original and One Copy and One Electronic Copy of Your Full Submitted Proposal (Three (3) Full Copies)

Failure to include any of the deliverables may result in the response being disqualified or receiving a lower rating. It is the responsibility of each bidder to look for Addendums.

**Rating Criteria:**
All responses shall be rated on the following scale:
1. Overall cost (70%)
2. References (10%)
3. Ability of Vendor to provide pre-sale and post-sale support (10%)
4. Proposal Quality (10%)
NAPERVILLE PUBLIC LIBRARY  
Network Switching Equipment  
February 2, 2015  
Price Work Sheet  

All respondents must use the following price sheet in order for their proposal to be considered.

FIRM NAME: ________________________________  
TAX ID #: ________________________________________  
CONTACT: ___________________ EMAIL: ____________________  
TELEPHONE NO.: ___________________ FAX NO: ____________________

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Switches to Purchase</th>
<th>Unit Cost</th>
<th>Total Cost</th>
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<td>Cisco Catalyst 3750X-24P-S</td>
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<td>C3KX-NM-1G</td>
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<td>C3KX-PWR-715WAC/2</td>
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<td>Shipping &amp; Handling Cost (1)</td>
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<td>Cisco Catalyst 3750X-48P-S Smartnet</td>
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<tr>
<td>1</td>
<td>Cisco Catalyst 3750X-24P-S Smartnet</td>
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<td><strong>TOTAL COST</strong></td>
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<td>4</td>
<td>Cisco Catalyst 2950SX-48</td>
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<td>Cisco WS-C3750-24TS-S</td>
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<td>Cisco WS-C3750-48TS</td>
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<td><strong>TOTAL TRADE-IN CREDITS</strong></td>
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</tbody>
</table>

(1) Include a schedule that shows all one-time costs: shipping costs, fees and any other charges that will be applied. Naperville Public Library is a tax exempt organization.
RFP TITLE: Network Switching Equipment

RECEIVED BY: February 2, 2015  TIME DUE: 10:00 A. M.

WHERE: Nichols Library-Office of the Director, 200 W Jefferson Ave, Naperville 60540

The undersigned proposer, having examined the specifications and other documents, hereby agrees to supply the product as per the attached specifications and to provide the service or perform other work stipulated in, required by and in accordance with the proposal documents attached for and in consideration of the proposed prices and certifies meets minimum bidder qualifications.

The undersigned acknowledges receipt of addenda Nos. ________.
(Each individual number must be listed)

PLEASE SUBMIT ONE (1) ORIGINAL
AND
ONE (1) COMPLETE COPY OF YOUR PROPOSAL
AND
ONE (1) ELECTRONIC COMPLETE COPY OF YOUR PROPOSAL

TO BE CONSIDERED ALL PROPOSALS MUST:
BE SIGNED,
INCLUDE WORKSHEETS
BE RECEIVED PRIOR TO DUE DATE AND TIME.

FIRM NAME:________________________________________________________

ADDRESS:_________________________________________________________

______________________________________________________________

TELEPHONE NO.: ______________________ FAX NO: _____________________

AUTHORIZED REPRESENTATIVE: ________________________________(Typed)

SIGNATURE:_____________________________________________________

DATE: ___________ TITLE:_________________________________________