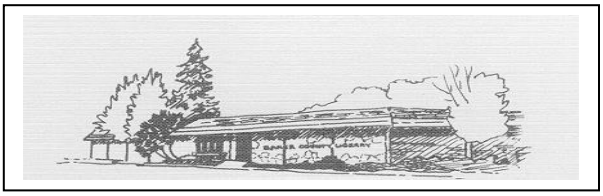
Community Libraries:
Baker City
Haines
Halfway
Huntington
Richland
Sumpter



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

BID INFORMATION SHEET FOR POTENTIAL INTERNET VENDOR
USAC E-RATE PROGRAM, FUNDING YEAR JULY 1, 2025 – JUNE 30, 2026

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		Internet Service Desired
Halfway Branch Library 260 Gover Lane, Halfway, Oregon		Has 25Mb down/10Mb up, Fiber Desire 100Mb down/ 10 up, Fiber
Richland Branch Library 42008 Moody Lane, Richland, Oregon		Has 10Mb Down/Up, microwave technology Desire 25Mb down/ 10 up, Fiber, or other service to achieve desired service
Sumpter Branch Library 245 S Mill Street, Sumpter, Oregon		Has 7Mb down/ 5Mb up, VDSL over copper line Desire 25 Mb down/ 10 up, Fiber or other service to achieve desired service
Huntington Branch Library 55 E Jefferson, Huntington, Oregon		Has 10 down/10 up over wireless cellular technology Desire 25Mb down/10 up, Fiber or other service to achieve desired service

Additional Information:

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

Branch Libraries: Haines Branch is in close proximity to Baker City, plus 4 locations in rural/frontier communities with addresses given above.

2. Vendor Required Information and disqualifications:

The vendor MUST state the location of their headquarters and the SCOPE of their service area. Service area is critical to these remote locations. 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. Bids lacking this information will be disqualified from consideration.

Disqualifications: The vendor MUST already be registered with the USAC E-Rate program. Vendors not registered will be disqualified. SPAM and/or robotic responses will not be considered valid bid responses and will be disqualified from consideration.

3. Vendor Additional Costs and Factors:

The vendor MUST clearly state any other factors including costs to be charged in addition to the monthly service fee and anticipated down time percentage or similar rating. For example, state anticipated costs for installation costs, setup costs, equipment charges, costs to transfer services.

Bid Submission Deadline: March 13, 2025 (End of 28-day open bid period)

Submit Services Bid:

Via email: chawes@bakerlib.org ; or by mail to
Baker County Library District, 2400 Resort Street, Baker City Oregon 97814
Attn: Business Manager

For Additional Information or Questions Contact:

Bryan Ames, IT Administrator
Tel: 541.523.6419 or by Email: techservices@bakerlib.org

Basis for Awarding Bids for Internet Services only:

Price of services (30%), Reliability (Up Time) (20%), Service rating (10%), Local or in-State vendor (10%), Non-Profit Education focused provider (10%), Reconfiguration requirements (10%), and other cost factors (10%); See Attached Sheet

Some disqualifications apply.

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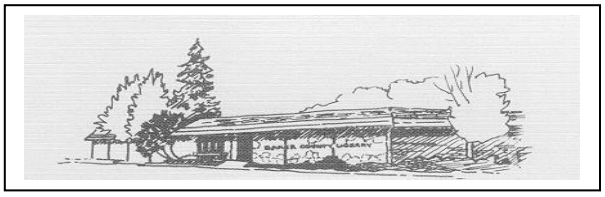

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BID EVALUATION CRITERIA FOR INTERNET SERVICES
USAC E-RATE PROGRAM
FUNDING YEAR JULY 1, 2023 – JUNE 30, 2024

Factor	***Weight***
Price of goods and services of *eligible** vendor	30
Reliability of Service (Up Time) (2)	20
Service rating (2)	10
Local or in-State vendor preference (3)	10
Re-configuration requirements (IT preference factor) (4)	10
Non-Profit Education Focused Provider	10
Other factors (potential service interruption factor, installation costs, any other factors IT deems pertinent)	10
Total	***100.0%***

* Eligibility Requirements to submit a bid and Disqualification factors:
Bids that do not meet the requirements will be disqualified and are not eligible to be evaluated further.

1. Vendors must already 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. We will verify that vendor has a current SPAC number on file with the USAC.
2. Vendor must be able to provide services to rural/frontier 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.
3. SPAM and/or robotic responses will not be considered valid bid responses and will be disqualified from consideration.

Vendor must be able to provide services to rural/frontier location(s) to qualify as eligible:
The District libraries are all located in Northeastern Oregon: Baker City (administrative offices and main branch), Haines, Halfway, Richland, Huntington, and Sumpter communities.

(2) Based upon proven professionalism, reliability, and quality of service as evidenced by consumer and government data. We will also consider any prior experience with the vendor, down time history, and how long a vendor has been in business. We will check the Better Business Bureau and other available consumer data.
(3) Vendor presence in the Eastern Oregon region will be given preference points.
(4) IT preference points; IT wishes to avoid reconfiguration of complicated system unless bidding vendor can provide a solid bid that demonstrates that the District will receive the same service level of technology or better. The current vendor is already providing a high level of technology and may be given preference, as IT deems pertinent.

Criteria determined by E-Rate Program Evaluation Committee (Business Manager, Technology Manager and Library Director) in order to best serve the needs of the Library District.