



QUEENS PUBLIC LIBRARY

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Solicitation #0126-1

Release Date: 1/26/2026

**Request for Quotes (RFQ)
for
Queens Borough Public Library
NetService Communication,
Connectivity Services
and
Internet Service**

**Submissions must be submitted by
February 25, 2026, 3:00 P.M. to:**

**Procurement Department
Queens Public Library via DropBox
<https://www.dropbox.com/request/7vbg6FBsQ5hm5oemS3M0>**

**Question Deadline:
February 17, 2026
By 4:00PM**

Instructions to Service Providers

The Queens Borough Public Library's ("the Library") designated contacts for this solicitation, as of the date hereof, is William Funk, Vice President of Procurement and can be reached at RFPcontact@queenslibrary.org.

Questions regarding this solicitation should be sent to: RFPcontact@queenslibrary.org on or before February 17, 2026. Responses to any questions received will be posted on the Library's Procurement Opportunities page, <https://www.queenslibrary.org/about-us/procurement-opportunities>.

The response documents, composed of Service Provider's Submission Requirements documents and cost submissions, are to be in either Microsoft Word, MS Excel or PDF format must be uploaded using the DropBox link below no later than **2:00 p.m. on February 25, 2026**. If multiple files are uploaded, each submitted document name should be a clear reference to the Service Provider name and response type.

Responses should be uploaded to DropBox using the link below:

DropBox link: <https://www.dropbox.com/request/7vbg6FBsQ5hm5oemS3M0>

The Library will not consider any submissions that are faxed, emailed or sent as paper copies, and will not consider any submission received after the submission Due Date under any circumstances (e.g., **wi-fi limitations, internal web connectivity issues**).

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The following documents are incorporated into this solicitation:

- Form #1 – Statement of Understanding
- Form #2 – References
- Form #3 – Scopes 1 and 2 Cost Sheets and Scope of Services (separate Excel document)
- Form #4 – Vendor Responsibility Questionnaire

- Attachment 2- Queens Borough Public Library General Terms and Conditions
<https://www.queenslibrary.org/sites/default/files/2020-01/Attachment%202%20-%20QBPL%20General%20Terms%20and%20Conditions%20and%20Insurance.pdf>

I. **LIBRARY OVERVIEW**

The Library is an independent not-for-profit corporation. It is one of the largest and most innovative libraries in the world and one of the three New York City library systems. The Library consists of a Central Library and other facilities located throughout the County of Queens in the State of New York. For a complete listing of current facilities please visit the Library's webpage: <https://www.queenslibrary.org/about-us/locations>.

The Library serves 2.4 million Queens residents, with an extensive collection of books, reference materials, periodicals, government documents, video and audiocassettes, records, compact discs, DVDs, and photographs and maps. The Library has a computerized integrated circulation and catalog system, state-of-the-art computer equipment in all community libraries, and the ability to provide information through free Internet access and facsimile machines to the public. The Library offers a wide variety of reading, writing, and literacy programs, and functions as an integral part of the Queens community.

II. **CONTACT TERM**

For each scope of service, the term of the awarded contract will be for a (3) three-year period with (2) two (1) one-year options to renew at the Library's sole discretion. The Library may terminate the contract at any time, in its sole discretion, upon written notice.

III. **SCOPE OF SERVICES**

Service Providers may submit responses to one or more of the following Scopes of Service. Partial Scopes of Service shall be deemed non-responsive.

Scope 1. Queens Public Library Branch NetService Communication and Connectivity Services, and; Queens Public Library Internet Service- Primary

The Library anticipates this service to qualify for E-Rate funding. Only submissions received from Service Providers that are eligible to participate in E-Rate solicitations and have either a New York State Office of General Services contract or a New York City requirements contract shall be considered. Service Providers must indicate its New York State Office of General Services contract number or a New York City requirements contract number and submissions must be in accordance with its government contract.

Service Providers must complete the provided cost service sheets, which are included in the Scope of Service.

For Scope 1. Queens Public Library Branch NetService Communication and Connectivity Services, Service Providers are to provide all of the services described in the cost spreadsheet for services and telecom circuits to build an enterprise wide Ethernet netService between 67 different buildings. The Library reserves the right to increase or decrease the number of its locations.

Service Providers are to provide their maximum pricing for all areas under the blue columns; they are listed as:

- All Inclusive Onetime Construction and Equipment Costs
- All Inclusive Onetime Project Management, Engineering, Testing and Turnkey Solution
- Year 1. Price Per Branch Per Month
- Year 2. Price Per Branch Per Month
- Year 3. Price Per Branch Per Month
- Year 4. Price Per Branch Per Month
- Year 5. Price Per Branch Per Month

For Scope 1. Queens Public Library Internet Service- Primary, Service Providers are to provide all of the services described in the cost spreadsheet. Service Providers are to provide its maximum pricing under the blue columns for primary service for a 10gig of bandwidth with Enterprise level Internet service. The service provider will include 128 IP address that can be used with the service. The service provider will also include pricing for managed firewall and security services. For netService redundancy reasons the service provider that is awarded primary service will not be awarded the secondary service. The blue columns are listed as:

- Year 1. Price Per Branch Per Month
- Year 2. Price Per Branch Per Month
- Year 3. Price Per Branch Per Month
- Year 4. Price Per Branch Per Month
- Year 5. Price Per Branch Per Month

Scope 2. Queens Public Library Internet Service- Secondary

The Library scope of Service is to be paid directly by the Library. Only submissions received from Service Providers that have either a New York State Office of General Services contract or a New York City requirements contract shall be considered. Service Providers must indicate its New York State Office of General Services contract number or a New York City requirements contract number and submissions must be in accordance with its government contract.

For Scope 2. Queens Public Library Internet Service- Secondary, Service Providers are to provide all of the services described in the cost spreadsheet. Service Providers are to provide their pricing under the green columns for secondary service for a 10gig of bandwidth with Enterprise level Internet service. The service provider will include 128 IP address that can be used with the service. For netService redundancy reasons the service provider that is awarded the secondary services will not be awarded the primary service. The green columns are listed as:

- Year 1. Price Per Branch Per Month
- Year 2. Price Per Branch Per Month
- Year 3. Price Per Branch Per Month
- Year 4. Price Per Branch Per Month
- Year 5. Price Per Branch Per Month

Form #3 – Scopes 1 and 2 Cost Sheets and Scope of Services, is incorporated into the Scope of Services and the solicitation. Service Provider must include pricing for each scope of service proposed.

IV. **SUBMISSION REQUIREMENTS**

Service Provider to provide a written response to each of the following areas:

1. Service Provider to identify its New York State Office of General Services contract number or New York City requirements contract number. Service Provider to state if its submission is in accordance with its New York State Office of General Services contract or New York City requirements contract.
2. Service Provider to identify the scope(s) of service it intends to provide service.
3. Service Provider to include information about its experience and qualifications to perform services.
4. Service Provider to complete Form #3 – Scopes 1 and 2 Cost Sheets and Scope of Services, for each scope of service proposed.
5. The following is required for Service Provider responding to Scope 1. Queens Public Library Branch NetService Communication and Connectivity Services, and; Queens Public Library Internet Service-Primary:
 - i. Service Provider must provide a valid Service Provider Identification Number (“SPIN”) at the time the submission is submitted, and the SPIN must be included in the response documentation.
 - ii. Service Providers must have a current Federal Communications Commission Red Light Display System Status of Green.
 - iii. Service Providers must demonstrate a minimum of 5 years of experience in K-12 education or city/county government markets.
 - iv. Service Providers must demonstrate a minimum of 5 years of E-Rate Category 1 Internet Access or WAN experience.
 - v. Service Provider must indicate if it is able to begin providing services by July 1, 2026.
 - vi. The Library may elect either the Billed Entity Reimbursement or Service Provider method of invoicing. Service Provider to acknowledge this.
 - vii. All components and associated labor not eligible for E-rate funding must be provided in a separate quote.
 - viii. All ineligibles and all ineligible allocations on eligible must be clearly included in the proposal.
 - ix. Check the E-Rate Productivity Center (“EPC”) portal and Queens Library’s Procurement Opportunities page daily for response to any questions received and any Addenda posted for this RFP.

V. LIBRARY PROCESS AND GUIDELINES

1. Service Provider to provide responses to Section IV. Submission Requirements and to provide all requested forms and pricing spreadsheets.
2. The Library reserves the right to accept this solicitation by item, section or as a whole, or in its discretion, to reject all responses. Also reserved is the right to reject, for cause, any responses in whole or in part, to waive technical defects, qualifications, irregularities and *omissions* if, in its judgment, the best interests of the Library will be served.
3. Following the issuance of a notice of an award, the Library shall issue a formal contract, which shall not be binding unless and until the Library and a Service Provider execute a contract.
4. In the event a Service Provider proposes to furnish substitutions for a service or product, as appropriate, this information shall be identified in writing, including full technical descriptions, catalog cuts and samples, as appropriate, with the solicitation. The Library reserves the right to request a representative sample of the item(s) quoted, either prior to award, or before shipment is made. The sole determination of equality shall be made by the Library. If the sample or other technical description is not in accordance with the solicitation, or is otherwise deemed not to be an equal to that specified, the Library may reject the response or, if award has been made, cancel the contract at the expense of the Service Provider.
5. If a Service Provider discovers any ambiguity, conflict, discrepancy, omission or other error in this solicitation, they shall immediately notify the Library in writing to William Funk, Vice President of Procurement at RFPcontact@queenslibrary.org.
6. Payment will be made by the Library only upon completion of the required Service or if the Library agrees to progress billing upon presentation of correctly itemized invoices within thirty (30) days of invoice approval or available E-Rate method.
7. As may be applicable, the Successful Service Provider is responsible for providing all supporting documentation, including AIA construction progress invoices, certified payrolls, release of liens and permit signoffs for final payment when required.
8. The Library's payment of any invoice shall not preclude the Library from making claim for adjustment on any item found not to have been in accordance with this solicitation, and the general conditions and specific requirements of the contract.
9. In the case of service contracts, payments shall be net upon approval of the monthly invoice for service, unless otherwise stated.
10. For any trade work this project is subject to compliance with the Prevailing Wage Law. The Contractor must conform to the provisions of Local Law 220. Prevailing Wage schedules can be found <http://comptroller.nyc.gov/prevailing-wage/wage-schedules/>.
11. For each scope of service the Library intends to award to the responsible Service Provider that provides the lowest price. Such determination of responsibility shall be the sole discretion of the Library. In the event that the lowest price responsible Service Provider for Scope 1 is also the lowest price responsible Service Provider

for Scope 2, the Library shall award Scope 1 to the Service Provider and not Scope 2. The award for Scope 2 would be to the next lowest priced responsible Service Provider.

VI. PROJECT AND CONTRACT REQUIREMENTS

This project is dependent on partial funding from the E-rate program. All contracts entered into as a result of the posting of the Form 470/RFP will be contingent upon the approval of discounts from the Universal Services Administrative Company (USAC) and Queens Public Library acceptance of the funding award. No part of this contract will be valid or executed outside of E-Rate timelines and approvals unless authorized by Queens Public Library.

- a) Estimated Discount is ninety percent for the Library.
- b) As provided in the spreadsheet any non-recurring costs must be identified separately.
- c) As provided in the spreadsheet all costs must be included including any fees.
- d) Prices must be held firm for the duration of the contract or until all work associated with the project(s) are complete (including any Universal Services Administrative Company (“USAC”) approved extensions).
- e) Any implementation that is done prior to the funding award must be requested and approved in writing by the Library.
- f) Services covered by this contract cannot take place before the contract start date of July 1, 2026 unless requested by the Library.
- g) This project is dependent on partial funding from the E-rate program. All contracts entered into as a result of the posting of the Form 470/RFP will be contingent upon the approval of discounts from the Universal Services Administrative Company (USAC) and Queens Public Library acceptance of the funding award. No part of this contract will be valid or executed outside of E-Rate timelines and approvals unless authorized by Queens Public Library.
- h) Growth services may or may not be requested by Queens Public Library during the contract term. Queens Public Library may increase bandwidth during the term of the agreement to any of the speeds quoted without any change in contract terms other than the price. Queens Public Library may also increase or decrease the number of its locations during the term of the agreement without any change in contract terms other than price.
- i) All vendors must comply with Library Local, State, and Federal contracting requirements including but not limited to prevailing wage and insurance.
- j) This project is contingent on funding from the E-rate program. As such, the Library will not issue a Notice to Proceed until a copy of the approved Funding Commitment Decision Letter (FCDL) has been received from USAC and a Form 486 "Receipt of Service Conformation" has been filed. Service provider will not be permitted to commence work, unless otherwise directed by the Library, until a Notice to Proceed has been issued. The Library will not be responsible for costs incurred by the Service Provider prior to receiving a Notice to Proceed.

Reservation of Rights: The Library reserves the right to award all, none, or select portions of this solicitation to one or multiple Service Providers. The Library reserves the right to negotiate terms and conditions of the solicitation as necessary, to reject any or all proposals, to increase quantities, and to waive any irregularities or informalities in the solicitation or in this process.

FORM # 1

STATEMENT OF UNDERSTANDING

By signing in the space provided below, the undersigned certifies that the respondent (i) has read and understands and accepts the scope and requirements of this project and all of the attachments; (ii) has the capacity to execute this project; (iii) agrees to accept payment in accordance with the requirements of this solicitation and the standard construction services contract, and (iv) will, if its submission is accepted, enter into a standard agreement with the Queens Borough Public Library.

I hereby certify that my Service Provider will carry all types of insurance specified in the solicitation.

The undersigned further stipulates that the information in this submission is, to the best of knowledge and belief, true and accurate.

Name of Service Provider Date

Address / Telephone / FAX

Name of Contractor Title

Signature of Contractor e-mail

FORM # 4

VENDOR RESPONSIBILITY QUESTIONNAIRE

Legal Business Name:
EIN:
Address of the Principal Place of Business/Executive Office:
New York State Vendor Identification Number:
Telephone/Fax:
Email:
Website:
Authorized Contact for this Questionnaire:
Name:
Telephone/Fax:
Title:
Email:

List any other DBA, Trade Name, Other Identity, or EIN used in the last five (5) years, the state or county where filed, and the status (active or inactive) (if applicable):

I. Business Characteristics

- a. Business Entity Type: _____
- b. Was the Business Entity Formed in New York State? _____
- c. If no, indicate jurisdiction where Business Entity was formed: _____
- d. Is the Business Entity currently registered to do business in New York State with the Department of State? _____
- e. If no, explain why the Business Entity is not required to be registered in New York State.

- f. Does the Business Entity have a DUNS Number? If so, please provide: _____

- g. Is the Business Entity's principal place of business/Executive Office in New York State? If no, does the business entity maintain an office in New York State? _____
- h. Is the Business Entity a NYS or NYC Certified Minority or Women Owned Business (M/WBE)? If so please indicate which certification and the certifying entity.

- i. Identify current Key Employees of the Business Entity. Attach additional sheets, if necessary.

II. Contract History

- a. Has the Business Entity held any contracts with the City of New York, Queens Borough Public Library and/or New York State governmental entities in the last three (3) years? If yes, attach a list including the agency name, contract amount, contract start date, contract end date and the contract description.

III. Integrity -- Contract Award: Within the past five (5) years, has the business entity or affiliate:

- a. Been denied a contract or had a bid rejected based upon a finding of non-responsibility by a governmental entity? _____
- b. Been suspended, cancelled or terminated for cause on any government contract? _____
- c. Been subject to an administrative proceeding or civil action seeking specific performance or restitution in connection with any government contract? _____
- d. Entered into a formal monitoring agreement as a condition of a contract award? _____

*** For each "yes" answer, provide an explanation of the issue(s), the Business Entity involved, the relationship to the submitting Business Entity, the government entity involved, relevant dates and any remedial or corrective action(s) taken and the current status of the issue(s). Provide answer below or attach additional sheets with numbered responses.

IV. Certifications/Licenses

- a. Within the past five (5) years, has the Business Entity or any Affiliate had a revocation, suspension or disbarment of any business or professional permit and/or license? _____

*** If "yes," provide an explanation of the issue(s), the Business Entity involved, the relationship to the submitting Business Entity, the government entity involved, relevant dates and any remedial or

corrective action(s) taken and the current status of the issue(s). Provide answer below or attach additional sheets with numbered responses.

- V. Legal Proceedings: Within the past five (5) years, has the business entity or affiliate:
- a. Been the subject of a civil complaint? _____
 - b. Been the subject of a judgment or conviction for conduct constituting a crime? _____
 - c. Received any OSHA citation and Notification of penalty containing a violation classified as serious or willful? _____
 - d. Had any New York State Labor Law violation deemed willful? _____
- VI. Leadership Integrity: Within the past five (5) years, has any individual previously identified, any other Key Employees not previously identified or any individual having the authority to sign, execute or approve bids, proposals, contracts or supporting documentation within New York State been subject to:
- a. A sanction imposed relative to any business or professional permit and/or license? _____
 - b. An investigation, whether open or closed, by any governmental entity for a civil or criminal violation for any business related conduct? _____
 - c. A conviction or judgment of any business related conduct constituting a crime including, but not limited to, fraud, extortion, bribery, racketeering, price fixing, bid collusion or any crime related to truthfulness? _____
 - d. Misdemeanor or felony conviction for:
 - i. Any business-related activity, including, but not limited to, fraud, coercion, extortion, bribe or bribe-receiving, giving or accepting unlawful gratuities, immigration or tax fraud, racketeering, mail fraud, wire fraud, price fixing or collusive bidding; or
 - ii. Any crime, whether or not business related, the underlying conduct of which related to truthfulness, including, but not limited to the filing of false documents or false sworn statements, perjury or larceny?
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