

**EASTERN SHORE OF VIRGINIA BROADBAND AUTHORITY  
(ESVBA)  
4174 Lankford Highway  
Exmore, VA 23350**

**INVITATION FOR BID No. 2024-001**

**Project: Core Router Replacement**

**PROJECT DETAILS**

**Project Owner:** Eastern Shore of Virginia Broadband Authority (ESVBA)  
4174 Lankford Highway  
Exmore, VA 23350  
(757) 414-0304  
[info@esvba.com](mailto:info@esvba.com)

**Project Description:** Core Router Replacement

**Project Execution Location:** Accomack & Northampton County

**Opening Date:** August 28, 2024

**Opening Time:** 2:00 PM EST

**Opening Location:** 4174 Lankford Highway, Exmore, VA 23350

----- Bidder's Signature -----

The Bidder shall sign and date the section below to attest that the bidder has read, understands, and agrees to all terms, conditions, drawings, and specifications set forth in this Invitation for Bid, unless otherwise stated in writing and submitted with the bid package.

Bidder's Name: \_\_\_\_\_

By: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## CONTENTS

SECTION 1: PUBLIC NOTICE .....	3
SECTION 2: INSTRUCTIONS TO BIDDERS.....	3
I.    General Contract Terms and Conditions .....	3
II.   Specific Bid Instructions.....	3
1.  Envelope Identification.....	4
2.  Bid Submittal .....	4
3.  Submission Requirements .....	4
4.  Bid Bond .....	5
5.  Pre-Bid Conference and Clarification Questions .....	5
6.  Bid Opening .....	5
7.  Tied Bids .....	5
8.  Withdrawal, Modifications, and Amendment of Bids .....	5
9.  Pricing Errors .....	6
10.  Method of Award – Single Product.....	6
11.  Announcement of Award .....	6
12.  Addenda .....	6
13.  Acceptance of Bids.....	6
14.  Changes, Additions, Deletions .....	6
15.  Shipping Terms – FOB Destination .....	6
16.  Defective Items.....	7
17.  Use of Brand Names .....	7
18.  Pre-Bid Site Meeting.....	7
SECTION 3: Omitted.....	8
SECTION 4: Omitted.....	8
SECTION 5: Response Documents .....	9
Form 1: Bidder Questionnaire .....	9
Form 2: Bidder Compliance Statement .....	12
Form 3: Certification of Bidder Regarding Debarment by Agency of the Commonwealth of Virginia .....	13
Form 4: Cost Form .....	14
Form 5: Sample Notice of Award.....	16

## **SECTION 1: PUBLIC NOTICE**

The Eastern Shore of Virginia Broadband Authority is accepting sealed bids until: **2:00 PM EST, August 28, 2024**, from qualified firms for the purchase of Cisco Router and parts through a single solicitation

Bids shall be mailed or hand delivered to: Eastern Shore of Virginia Broadband Authority (ESVBA), 4174 Lankford Highway, Exmore, Virginia 23350; (757) 414-0304, before **2:00 PM EST on August 28, 2024** at which time they will be publicly opened and read.

No bid may be withdrawn for a period of 60 days after the date of bid opening except in accordance with Section 2.2-4330 of the Code of Virginia, as amended. ESVBA has selected the first procedure for the withdrawal of bids as set forth in the sections of the Code as noted above.

NOTE: The ESVBA is an equal opportunity employer in accordance with the Code of Virginia, §2.2-4343.1 The ESVBA is committed to increasing procurement opportunities for small and micro businesses, including those owned by minorities, women, or disabled veterans.

### **PROCUREMENT CALENDAR**

<b>In-person Pre-Bid Conference:</b>	None
<b>Clarification Questions Deadline:</b>	No later than August 14 2022, 2:00 PM EST
<b>Bid Submission Deadline:</b>	August 28, 2024, 2:00 PM Eastern Shore of Virginia Broadband Authority 4174 Lankford Highway Exmore, VA 23350 (757) 414-0304

1

## **SECTION 2: INSTRUCTIONS TO BIDDERS**

### **I. General Contract Terms and Conditions**

Please see and acknowledge incorporation of ESVBA Terms and Conditions bid document as part of this procurement

### **II. Specific Bid Instructions**

### 1. Envelope Identification

All submission requirements **must** be returned in a **sealed** envelope. The bidder shall clearly mark on the outside of the envelope:

**INVITATION FOR BID NO. 2022-004**

**Core Router Replacement;**

**bid opening date and time;**

**and the bidder's complete mailing address.**

The ESVBA will not be responsible for premature opening or late arrival of bids improperly addressed or identified. If a bid is mailed in an envelope, not as specified, the bidder takes the risk that the envelope may be inadvertently opened, and the information compromised which may cause the bid to be disqualified. The ESVBA reserves the right to disqualify such a bid as non-responsive. Sealed bids may be hand delivered to the designated location.

### 2. Bid Submittal

The **original bid packet documents along with six (6) copies** should be submitted in a sealed envelope or container and hand-delivered or mailed to: Executive Director, Eastern Shore of Virginia Broadband Authority, 4174 Lankford Highway, Virginia 23350, no later than **2:00 PM EST, August 28, 2024**, after which time they will be publicly opened and read. Any bid received after **2:00 PM EST, August 28, 2024**, whether hand-delivered, submitted via U.S. Postal Service, or submitted via any other delivery service, will not be accepted. THERE IS NO GUARANTEE OF OVERNIGHT DELIVERY. BIDDERS ARE ENCOURAGED TO USE 2-DAY DELIVERY.

The ESVBA reserves the right to amend or cancel this IFB at any time, in the best interests of the ESVBA. The ESVBA reserves the right to reject any or all bids, in whole or any part thereof; to waive informalities and technicalities; and to accept any such bids which the ESVBA deems to be in the best interest of the ESVBA.

### 3. Submission Requirements

To be considered responsive, a bid must contain the following, referenced by number and in the order below:

1. A detailed cost bid on the provided Section 5, Form 4: Cost Form.
2. Completed Bidder Questionnaire, Form 1.
3. Register with the Virginia E-Procurement marketplace eVA <https://eva.virginia.gov/> and provide your eVA VendorID in your bid response.
4. A brief description of the history and organization of the bidder's firm
5. Copies of business licenses, professional certifications or other credentials, together with evidence that the bidder is in good standing and is qualified to conduct business in Virginia.
6. A statement confirming that the vendor has been in business for at least five (5) years.
7. Bidder Compliance Statement Certification Regarding Equal Opportunity, Form 2.
8. Certification of Bidder Regarding Debarment by Agency of the Commonwealth of Virginia, Form 3.
9. A written acknowledgment of the acceptance of the contracting requirements set forth on Page 1 of this IFB.

10. A written acknowledgement of receipt of any and all addenda as set forth on the provided Bid Form, Section 5. Please list each addendum received and their dates.

11.

**Bids failing to address each of the submission requirements above may be deemed non-responsive and may not be further considered.**

#### **4. Bid Bond**

There is no bid bond on this procurement

#### **5. Pre-Bid Conference and Clarification Questions**

There will be no pre-bid conference. Clarification questions may be submitted by email at [rbridgham@esvba.com](mailto:rbridgham@esvba.com) or by mail at the address listed above. All questions must be submitted no later than the date and time listed in Section 1. Questions and answers regarding this IFB may be shared with all bidders known to be interested in submitting a bid. If the question requires clarification, an addendum will be supplied to all bidders.

A bidder who believes that one or more of the IFB's requirements is onerous, unfair, or unnecessarily precludes less costly or alternative solutions, may submit a written request that the IFB be changed. The request must set forth the recommended change and reason for proposing the change. The Eastern Shore of Virginia Broadband Authority must receive any such requests no later than five (5) days prior to the date for submission of bids.

#### **6. Bid Opening**

Bids shall be publicly opened and read aloud in the presence of one or more witnesses at 4174 Lankford Highway at the Exmore, Virginia 23350. The amount of each bid, together with the name of each bidder, shall be recorded. The record on each bid shall be open to public inspection.

No statement or notation whatsoever, written, printed, typed or otherwise set out on any bid envelope, including any addition or deduction in contract price, shall be recognized in the review and tabulation of any bid or offer or for any other purpose.

#### **7. Tied Bids**

In accordance with Virginia Code Section 2.2-4324, in the event that there is a tie bid between more than one responsive and responsible bidders, preference will be given to goods produced in Virginia, goods or services or construction provided by Virginia persons, firms or corporations; otherwise, the tie shall be decided by lot. Preference may also be given to Virginia bidders in accordance with Virginia Code Section 2.2-4324(B).

#### **8. Withdrawal, Modifications, and Amendment of Bids**

Bidders who wish to withdraw, modify, or amend their bid must do so in writing utilizing electronic mail to the Eastern Shore of Virginia Broadband Authority (ESVBA) at [rbridgham@esvba.com](mailto:rbridgham@esvba.com) no later than the time and date set forth herein for the receipt of the Bid for **Core Router Replacement**. All such withdrawals, modifications or amendments must so state in the subject line of the email correspondence. Any withdrawal, modification or amendment arriving after the date and time set forth for accepting bids may only be

withdrawn in accordance with Virginia Code Section 2.2-4330. Other bases for withdrawal will not be considered. After the opening of the bids, a bidder may not change any provision of the bid in a manner prejudicial to the interests of the ESVBA or fair competition. Minor informalities may be waived at the discretion of the ESVBA.

#### **9. Pricing Errors**

In case of an error in price extension, the firm fixed unit price shall govern.

The ESVBA reserves the right to accept or reject all or any part of the bids, waive minor technicalities or informalities and award the Contract to the lowest responsive, responsible bidders to best serve the interest of the ESVBA.

#### **10. Method of Award – Single Product**

Award of this Contract will be made to the lowest responsive, responsible Vendor whose Offer will be most advantageous to the ESVBA, as determined solely by the ESVBA. Availability of router and parts for a timely delivery will be a major consideration for award of this bid.

#### **11. Announcement of Award**

Upon the award or the announcement of the decision to award, the ESVBA will issue a Notice of Award to the successful bidder(s) and on the Virginia e-procurement site <https://eva.virginia.gov/>.

#### **12. Addenda**

All addenda will be provided to all bidders either by email or direct mail. All such addenda shall become a part of the solicitation documents, must be addressed in the bid and shall become a Contract Document. **Bidders must acknowledge receipt of all addenda on the Bid Form, Section 5.** The ESVBA accepts no liability for late receipt or non-receipt of addenda.

#### **13. Acceptance of Bids**

Bids submitted shall be binding for sixty (60) calendar days following the bid opening date, unless extended by mutual consent of all parties.

#### **14. Changes, Additions, Deletions**

No changes, additions, deletions or substitutions of specifications, terms and conditions, quantity, unit of issue, delivery date, delivery charges, or price will be permitted without the prior written approval from the ESVBA.

#### **15. Shipping Terms – FOB Destination**

All Vendors shall quote prices based on F.O.B. Destination and shall hold title to the goods until such time as they are delivered to, and accepted by, an authorized ESVBA representative.

**16. Defective Items**

Services delivered which are defective or determined by the ESVBA not to be of industry standards will be promptly corrected or replaced by bidder to the satisfaction of the ESVBA. The ESVBA reserves the right to correct any unaccepted services either itself or by others if bidder does not promptly correct any defects at the bidder's expense.

**17. Use of Brand Names**

Unless otherwise provided in this solicitation, the name of a certain brand, make or manufacturer does not restrict bidders to the specific brand, make or manufacturer named, but conveys the general style, type, character, and quality of the article desired. Any article which the public body, in its sole discretion, determines to be the equal of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted. The bidder is responsible to clearly and specifically identify the product being offered and to provide sufficient descriptive literature, catalog cuts and technical detail to enable the ESVBA to determine if the product offered meets the requirements of this solicitation. This is required even if offering the exact brand, make or manufacturer specified. Normally in competitive sealed bidding, only the information furnished with the bid will be considered in the evaluation. Failure to furnish adequate data for evaluation purposes may result in the disqualification of the bid as nonresponsive. Unless the bidder clearly indicates in its bid that the product offered is an equal product, such bid will be considered to offer the brand name product referenced in the solicitation.

**18. Pre-Bid Site Meeting**

None

**SECTION 3: Omitted**

**SECTION 4: Omitted**



## **SECTION 5: Response Documents**

### **Form 1: Bidder Questionnaire**

#### **GENERAL INFORMATION**

##### **1. Bidder Information:**

Provide the following information regarding the Bidder.

**Bidder Name:**

(NOTE: Give exact legal name to be used on the contract, if awarded.)

**Principal Address:**

**City, State, Zip Code:**

**Telephone No.**  **Fax No:**

**Federal Employer Identification Number:**

**Payment Remit to Address: (If Different)**

**City, State, Zip Code:**

**Telephone No.**  **Fax No:**

##### **Business Structure:**

Check the statement that indicates the business structure of the Bidder.

**Individual**  **or Sole Proprietorship**

If checked, list Assumed Name, if any:

**Partnership**

**Corporation**

If checked, check one: For-Profit  Nonprofit

**Printed Name and Title of Contract Signatory:**

##### **1. Contact Information:**

List the one person who the ESVBA may contact concerning your proposal or setting dates for meetings.

**Name:**

**City, State, Zip Code:**

**Telephone No.**  **Fax No:**

**E-mail:**

##### **2. Is Bidder authorized and/or licensed to do business in Virginia?**

Yes ; No  If "Yes", list authorizations/licenses.

[Empty text box]

**3. Bidder corporate headquarters address: (If different)**

**City, State, Zip Code:** [Empty text box]

**Telephone No.:** [Empty text box]

**Fax No.:** [Empty text box]

**4. Local Operation:**

Does the Bidder have an office located in Virginia?

Yes ; No  If "Yes", respond to a and b below:

a. How long has the Respondent conducted business from its Virginia office?

Years: [Empty text box] Months: [Empty text box]

b. State the number of full-time employees at the Virginia office: [Empty text box]

**5. Virginia eProcurement Marketplace:**

Virginia eVA Vendor ID: [Empty text box]

**6. Operations:**

a. How long has the Bidder conducted business? Years: [Empty text box] Months: [Empty text box]

b. State the number of full-time employees: [Empty text box]

**Failure to Complete Job:**

Has the bidder or any of its principals failed to complete a job? Yes ; No

If yes, state where and why. [Empty text box]

**Surety Information:**

Has the Bidder ever had a bond or surety canceled or forfeited? Yes ; No

If "Yes", state the name of the bonding company, date, amount of bond and reason for such cancellation or forfeiture. [Empty text box]

**7. Bank Reference:**

**Bank Name:** [Empty text box]

**Contact Name:** [Empty text box]

**Contact Title:** [Empty text box]

**Contact Telephone:** [Empty text box]

**8. Other Names:**

Provide any other names under which Bidder has operated within the last 10 years.

[Empty text box]

Dated this [Empty text box] day of [Empty text box], 2014.

Signed:

Name:

Title:

Attest:

Notary

**Form 2: Bidder Compliance Statement**

**Bidder Compliance Statement  
Certification Regarding Equal Employment Opportunity**

Applicability: Bid exceeding ten thousand dollars (\$10,000) for contract/subcontract of unlimited amount. The Firm providing goods or services to the AUTHORITY under this contract assures the AUTHORITY that it is:

Conforming to the provisions of the Civil Rights Act of 1964, as amended, the Virginia Fair Employment Contracting Act of 1975, as amended, and the Virginia Human Rights Act, as amended, where applicable.

YES       NO

Not employing illegal alien workers or otherwise violating the provisions of the Immigration Reform and Control Act of 1986

YES       NO

3) Complying with federal, state and local laws and regulations applicable to the performance of the services procured; and

YES       NO

4) Submitting the bid or proposal in full compliance with the Virginia Conflict of Interest Act.

YES       NO

I understand that violations of the foregoing certifications may constitute grounds for rejection of my bid, and termination of my contract, if awarded.

Signature: \_\_\_\_\_

Type Name:

Title: \_\_\_\_\_

Address, including zip code:

IRS # (or owner's social security #):

**Form 3: Certification of Bidder Regarding Debarment by Agency of the Commonwealth of**

**Certification of Bidder Regarding Debarment by Agency of the Commonwealth of  
Virginia**

This is to certify that this person/firm/corporation has not been barred from bidding on contracts by any agency of The Commonwealth of Virginia, nor is this person/firm/corporation a part of any firm/corporation that has been barred from bidding on contracts by any agency of The Commonwealth of Virginia.

Name of Official

Title

Firm or Corporation

Date

**Virginia**

**Form 4: Cost Form**

Item #	Label	DESCRIPTION	QTY	UNIT	REQUIRED_DATE	UNIT_PRICE	TOTAL	COMMITTED_DELIVERY_DATE
1	Cisco ASR9902	Cisco ASR 9902 Chassis, 2RU	2	Ea.	10/14/2024			
2	S-A9902-AIP	Cisco ASR 9902 Full-Scale VRF License for Fixed Ports	2	Ea.	10/14/2024			
3	A99-RP-F	Cisco ASR 9900 Fixed Chassis Route Processor	4	Ea.	10/14/2024			
4	A9K-OTHER	Cisco ASR9000; Other Network Applications; For Tracking Only	2	Ea.	10/14/2024			
5	ASR-9902-FAN	Cisco ASR 9902 Fan Module	6	Ea.	10/14/2024			
6	Cisco ASR-9902-2P-KIT	Cisco ASR 9902 2-Post Mounting Kit for 19-Inch and 23-Inch Rack	2	Ea.	10/14/2024			
7	ASR-9902-CAB-MGMT	Cisco ASR 9902 Cable Management Brackets	2	Ea.	10/14/2024			
8	XR-A9K-X64-24.1	Cisco ASR9000 64-BIT IOS XR Software	2	Ea.	10/14/2024			
9	PWR-1.6KW-DC	Cisco ASR 9900 Fixed Chassis DC Power Supply	4	Ea.	10/14/2024			
10	PWR-2KW-DC-CBL	Cisco Power Cord - 2KW DC	4	Ea.	10/14/2024			
11	QSFP-100G-LR4-S	Cisco 100Gbps 1310nm 10km QSFP optic	3	Ea.	10/14/2024			
12	CON-SNT-ASR92902	Cisco SNTC-8X5XNBD ASR 9902 Chassis, 2R	2	Ea.	10/14/2024			

13	CON-ECMU-SA9902AP	Cisco SWSS UPGRADES ASR 9902 Full scale VRF License for Fixed Ports	2	Ea.	10/14/2024			
14	CON-SNT-A99RPF	Cisco SNTC-8X5XNBD ASR 9900 Fixed Chassis Route Processor	4	Ea.	10/14/2024			

The ESVBA will consider bids that include the option for trade-in of existing Cisco routers however, the ESVBA would require three (3) months at a minimum, from delivery of new platforms, to remove old routing platforms. The Bid MUST include pickup of old platforms (two Cisco ASR9010s) at no additional costs to the ESVBA. Current inventory count for both current routers:

2x DESCR: "ASR 9010 8 Line Card Slot Chassis with V2 DC PEM" PID: ASR-9010 4x DESCR: "ASR9K Route Switch Processor with 440G/slot Fabric and 6GB" PID: A9K-RSP440-TR 4x DESCR: "80G Modular Linecard, Packet Transport Optimized" PID: A9K-MOD80-TR 4x DESCR: "ASR 9000 4-port 10GE Modular Port Adapter" PID: A9K-MPA-4X10GE 4x DESCR: "ASR 9010 Fan Tray Version 2" PID: ASR-9010-FAN-V2 8x DESCR: "2kW DC V2 Power Module" PID: PWR-2KW-DC-V2
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**The ESVBA requires a bid without any trade-in and will optionally accept a trade-in bid as a second bid that the ESVBA may consider.**

**Form 5: Sample Notice of Award**

Notice of Award

Date:

Project:	
Owner: Eastern Shore of Virginia Broadband Authority	Owner's Contract No.:
Contract:	
Bidder:	
Bidder's Address:	

You are notified that your Bid dated \_\_\_\_\_ for the above Contract has been considered. You are the Successful Bidder and are awarded a Contract for “as-needed” Core Router Replacement and additional labor/equipment and any additional support required for Core Router Replacement operations.

Six (6) copies of the proposed Contract Documents (except Drawings) accompany this Notice of Award.

You must comply with the following conditions precedent within [15] days of the date you receive this Notice of Award.

1. Deliver to the Owner six (6) fully executed counterparts of the Contract Documents.
2. Deliver with the executed Contract Documents the Contract security Performance and Payment Bonds in a form approved by ESVBA legal counsel.
3. Deliver with the executed Contract Documents the certificates of insurance in compliance with the requirements as specified in the General Terms and Conditions.

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited. Within ten days after you comply with the above conditions, Owner will return to you one fully executed counterpart of the Contract Documents.

--

Owner

By: \_\_\_\_\_  
Authorized Signature

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Title