

## **Butler Community College**

**Request for Proposal for Network Switch Infrastructure  
(Network Infrastructure - Wired)**

**RFPID: DT-NET-WIRED-2017**

**30 June - 2017**

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## 1 Statement of Work

### 1.1 Purpose

The purpose of this request for proposal (RFP) is to invite prospective vendors to submit a proposed solution for the wired switching refresh to Butler Community College. This refresh will include a complete refresh of LAN switches in the core datacenter and distribution switching for endpoint connections. The objectives of this project is to standardize the environment and improve management capabilities within the institution.

### 1.2 Coverage & Participation

The intended coverage of this RFP, and any agreement resulting from this solicitation, shall be for the use of all departments at Butler Community College along with any satellite offices. Butler Community College reserves the right not to enter into any contract, to add and/or delete elements, or to change any element of the coverage and participation at any time without prior notification and without any liability or obligation of any kind or amount.

## 2 General Information

### 2.1 Original RFP Document

Butler Community College shall retain the RFP, and all related terms and conditions, exhibits and other attachments, in original form in an archival copy. Any modification of these, in the vendor's submission, is grounds for immediate disqualification.

### 2.2 The Organization

Butler Community College is a public, two-year, co-educational institution located in El Dorado, Kansas. Established in 1927 as El Dorado Junior College, Butler now stands as the second largest community college in Kansas and the sixth largest educational institution in the state. That means, annually, more than 13,000 students ranging in age from sophomores and juniors in high school to grandparents seeking a new career, enjoy and benefit from our small classes and nurturing environment.

Butler students have access to more than 90 different academic programs across 24 learning sites which includes numerous high schools in the area. The faces in our classrooms come from a variety of ethnic backgrounds and from all over the U.S. and the world.

In order to better serve our students and the community as a whole, Butler Community College is presenting this RFP to move to a standardized switching environment and improve speeds of network connectivity to end users. Standardizing switching models will improve manageability and will improve reliability of the network ensuring greater stakeholder happiness across the college while increasing bandwidth to end users will increase productivity and the ability to better utilize existing and future resources at the institution.

### 2.3 Schedule of Events

The following is a tentative schedule that will apply to this RFP, but may change in accordance with the organization's needs or unforeseen circumstances. Changes will be communicated via the Butler Community College Digital Transformation website at <https://www.butlercc.edu/digital-transformation>

Issuance of RFP	30 June, 2017
Technical Questions/Inquiries Due	21 July, 2017, 17:00 CST
RFP Closes	25 July, 2017, 17:00 CST
Complete Initial Evaluation	26 July, 2017
Final Award Notification	28 July, 2017
Project Completion Deadline	TBD

## 3 Proposal Preparation Instructions

### 3.1 Vendor's Understanding of the RFP

In responding to this RFP, the vendor accepts full responsibility to understand the RFP in its entirety, and in detail, including making any inquiries to Butler Community College as necessary to gain such understanding. Butler Community College reserves the right to disqualify any vendor who demonstrates less than such understanding. Further, Butler Community College reserves the right to determine, at its sole discretion, whether the vendor has demonstrated such understanding. That right extends to cancellation of award, if award has been made. Such disqualification and/or cancellation shall be at no fault, cost, or liability whatsoever to Butler Community College.

### 3.2 Good-Faith Statement

All information provided by Butler Community College in this RFP is offered in good faith. Individual items are subject to change at any time. Butler Community College makes no certification that any item is without error. Butler Community College is not responsible or liable for any use of the information or for any claims asserted there from.

### 3.3 Communication

Verbal communication shall not be effective unless formally confirmed in writing by a specified procurement official in charge of managing this RFP process. In no case shall verbal communication govern over written communication.

- 3.3.1 **Vendors' Inquiries.** Applicable terms and conditions herein shall govern communications and inquiries between Butler Community College and vendors as they relate to this RFP. Inquiries, questions, and requests for clarification related to this RFP are to be directed electronically by submitting an e-mail to the following address:

[bids@butlercc.edu](mailto:bids@butlercc.edu)

Subject line of inquiries must read: RFPID: DT-NET-WIRED-2017 - Questions

- 3.3.2 **Informal Communications** shall include, but are not limited to: requests from/to vendors or vendors' representatives in any kind of capacity, to/from any Butler Community College employee or representative of any kind or capacity with the exception of Bill Young for information, comments, speculation, etc. Inquiries for clarifications and information that will not require addenda may be submitted verbally to the named above at any time.
- 3.3.3 **Formal Communications** shall include, but are not limited to:
- Questions concerning this RFP: Questions must be submitted electronically and be received prior to 21 July, 2017, 17:00 CST.
  - Errors and omissions in this RFP and enhancements: Vendors shall bring to Butler Community College any discrepancies, errors, or omissions that may exist within this RFP. With respect to this RFP, vendors shall recommend to Butler Community College any enhancements that might be in the best interests of Butler Community College. These recommendations must be submitted in writing and be received prior to 21 July, 2017, 17:00 CST
  - Inquiries about technical interpretations must be submitted electronically and be received prior to 21 July 2017, 17:00 CST
  - Inquiries for clarifications/information that will not require addenda may be submitted verbally to the buyer named above at any time during this process.
  - Verbal and/or written presentations and pre-award negotiations under this RFP.
  - Addenda to this RFP.

**Addenda:** Butler Community College will make a good-faith effort to provide a written response to each question or request for clarification that requires addenda within 5 business days. All questions, answers, and addenda will be shared with all recipients.

Butler Community College will not respond to any questions or requests for clarification that require addenda, if received by Butler Community College after 21 July, 2017, 17:00 CST.

All pertinent RFP information including any addenda and other answers to submitted questions will be posted to our Website only. The url for the Projects included in the Digital Transformation at Butler Community College is:

<https://www.butlercc.edu/digital-transformation>

### 3.4 Proposal Submission

Proposals must be delivered electronically to:

[bids@butlercc.edu](mailto:bids@butlercc.edu)

on or prior to 25 July, 2017, 17:00 CST. Butler Community College shall not accept proposals received by fax.

Subject line of this bid proposal must read: RFPID: DT-NET-WIRED-2017 - Proposal

### 3.5 Criteria for Selection

The evaluation of each response to this RFP will be based on its demonstrated competence, compliance, format, and organization. The purpose of this RFP is to identify those suppliers that have the interest, capability, and financial strength to supply Butler Community College with a full switching refresh and implementation of a solution identified in the Scope of Work.

1. Capability of vendor to meet or exceed requirements set forth in Scope of Work.
2. Expressed interest in working with Butler Community College.
3. Financial stability of vendor.
4. Capacity to provide ongoing support in order to meet current and future needs of the wired switching concerns at Butler Community College
5. Ability of vendor to communicate its vision and capacity for establishing a relationship that addresses current and future needs and trends in the industry.
6. Apparent likelihood and desirability of proposed system.

### 3.6 Selection and Notification

Vendors determined by Butler Community College who possess the capacity to compete for this contract will be selected to move into the negotiation phase of this process. Written notification will be sent to these vendors via mail. Those vendors not selected for the negotiation phase will not be notified.

## 4 Scope of Work, Specifications & Requirements

### 4.1 Functional Requirements

- System Performance
  - Core Switches
    - Operate at the Layer 3 level of the OSI model and have an inherent QoS ability at the application and protocol levels.
    - Provide a minimum port count of 96 SFP+ ports with the ability to run either 1/10 Giga-bps speeds, a minimum of 20 QSFP+ ports with the ability to run 40 Giga-bps speed, and a minimum of 120 ports with the ability to run either 1/10 Giga-bps over rj-45 based copper with PoE+ capability. If chassis switches are used vacant space should be capable of link speeds up to 100 Gbps. In addition, one open full width space should be vacant per chassis.
    - A backplane speed equal or greater than 2 times the speed of the aggregate of all possible ports that can be installed.
    - Be of modular design to allow flexible provisioning.
    - Fully redundant power supplies running on 120V AC at 60 Hz should be included with all switching. The power supply cords provided will be terminated in either a NEMA 5-15P or 5-20P for connection to a standard 15 or 20 amp wall outlet or PDU.
    - All chassis fan spaces should be fully populated.
  - MDF/IDF Switches

- The switch provided to establish connectivity on the College LAN at the individual building level and sub closets as needed will have the following minimum performance characteristics:
    - Operate at the Layer 3 level of the OSI model and have an inherent QoS ability at the application and protocol levels.
  - Provide at least 2 SFP+ ports with the ability to run 10 Giga-bps speeds over either single mode fiber optic cable and an additional 6 or more ports that can deliver 10 Giga-bps via copper connections. The balance of the ports provisioned in this switch will be capable of delivering a minimum of 1 Giga-bps PoE+ service.
  - All chassis or stacked switching should provide at least 1 redundant 10 Gbps fiber connection to the data center core switching.
  - A backplane speed equal or greater than 1.5 times the speed of the highest aggregate of all possible ports that can be installed.
  - May be of modular design to allow flexible provisioning.
  - Power supply with a rating capable of providing full Class 4, 802.3at PoE power to 70% of the total available switch ports.
  - all power supply slots filled with properly sized units running on 120V AC at 60 Hz. The power supply cords provided will be terminated in either a NEMA 5-15P or 5-20P for connection to a standard 15 or 20 amp wall outlet or PDU.
- All Provided Routers/Switches
    - All routers and switches provided as part of this specification will have an inherent ability to be controlled and provisioned using a Software-Defined Network (SDN) Controller. The vendor shall supply, install and configure all materials and software required to implement SDN control of the equipment provided as part of this bid. The vendor shall include with their bid an explanation of the SDN protocol their equipment can utilize and the protocol the supplied controller will be configured to use.
    - Switches will have an inherent ability to be managed through either local terminal interface, telnet or secure shell (SSH).
  - Quantity and Model Number of Equipment
    - Appendix A provides a by-location port count worksheet. The vendor will submit this worksheet with their proposals, identifying the type and quantities of equipment they recommend to fulfil the needs of each MDF / IDF location called out in the worksheet. This completed worksheet will reflect the equipment the vendor recommends to provide the number of ports and speed requirement for each location.
- Network Management Software and Equipment Implementation.
    - A successful vendor will work with the College to gather all necessary information regarding the current network configuration; included, but not limited to:
      - Switch configuration
      - Router configuration
      - Security appliances configuration
      - Existing datacenter infrastructure configuration
    - The vendor will provide a management software system that is capable of managing, provisioning and performance monitoring the entire wired network. The SDN hardware/software provided may fulfil this requirement, provided it is

- capable of supplying performance monitoring data. Additional consideration may be given to a vendor if their management software is also capable of managing and monitoring the College's wireless network and its components.
- During the implementation of all network switches and routers uptime and accessibility must be maintained with scheduled outages permitted on an as needed basis with prior authorization by Butler personnel.
  - The vendor shall supply the College with an on-hand stock of inactivated spare switch units to allow rapid replacement of inoperable or defective units.
  - The College will specify the exact type and quantity of spares to be provided as part of this bid once a vendor is selected.
- **Training and Knowledge Transfer**
    - The vendor will also provide a quote for detailed instructions to a minimum of four College technology personnel. Training should center on the basic operation of the system and management software, and will include, but is not necessarily limited to:
      - Principals of networks
      - Network administration
      - Metric creation
      - Metric interpretation
      - Use of peripherals
      - Minor troubleshooting in peripherals, and network electronics
      - Other basic operation skills
      - Network operation and security
      - Uploading and downloading of software for patching and updating
    - The vendor shall provide the following information pertaining to training:
      - Method by which training will be delivered
      - Name of Trainer
      - Qualifications and experience of Trainer
      - Copies of training outlines
      - Whether or not the vendor will furnish a training kit with copies of training materials and software
      - Descriptive definition of the areas of training
      - Outcomes that participants will have upon completion of the training
      - Number of hours of training to be provided with this bid

#### 4.2 Engagement Methodology

- All work should be performed with existing infrastructure in place and with minimal disruption to current server and data infrastructure.
- Work will need to defer scheduling to cause minimal interruption to standard college business processes and events.

### 5 Vendor Qualifications & References

All vendors must provide the following information in order for their proposal to be considered:

1. A brief outline of the vendor company and services offered, including:
  - Full legal name of the company.



- Year business was established.
  - Number of people currently employed.
2. An outline of the product line-up and/or services they currently support.
  3. A description of their geographic reach and market penetration.
  4. An outline of their partnerships and relationships to date.
  5. An outline of their current and future strategies in the marketplace.
  6. Information on its current clients, including:
    - A list of clients with similar needs using similar products and/or services.
    - Evidence of successful completion of a project of a similar size and complexity.
  7. References: Contact information for three references (if possible) from projects similar in size, application, and scope and a brief description of their implementation.

## 6 Budget & Estimated Pricing

All vendors must fill out the following cost breakdown for the implementation of their solution for Butler Community College's project as described in this RFP. Costs should be identified as either capital or non-capital in nature. The vendor must agree to keep these prices valid for 45 days as of 28 July, 2017.

### 6.1 Estimated Costs

**Hardware:** List, describe, and record the cost of each piece of hardware that is required to optimally implement the proposed solution.

**Installation:** Describe any labor, equipment, supplies, or other costs associated with installing your proposed solution.

**Integration:** Describe any labor, equipment, supplies, or other costs associated with

**Maintenance:** Describe and cost out any other ongoing costs associated with the operation and maintenance of your proposed solution.

**Documentation & Training:** If there are fees associated with your user or technical documentation, list them here.

**Project Management:** If there are project management fees associated with your proposed software, list and describe them here.

**Miscellaneous:** List and describe any other costs associated with your proposed software solution.

## 7 Additional Terms & Conditions

### 7.1 Personal Information

#### 7.1.1 General

Depending on the circumstances, Butler Community College may require information related to the qualifications and experience of persons who are proposed or available to provide services. This may include, but is not limited to, resumes, documentation of accreditation, and/or letters of reference. The Respondent should not submit as part of their Response any information related to the qualifications and experience of persons who are proposed or available to provide services unless specifically requested. Unless specifically requested, any such information, whether in the form of resumes or other documentation, will be returned immediately to the Respondent. Butler Community College will treat this information in accordance with the provisions of this Section.

#### 7.1.2 Requested Personal Information

Any personal information as defined in Section 7, that is requested from each Respondent by Butler Community College shall only be used to *consider* the qualified individuals to undertake the project/services and to confirm that the work performed is consistent with these qualifications. It is the responsibility of each Respondent to obtain the consent of such individuals prior to providing the information to Butler Community College. Butler Community College will consider that the appropriate consents have been obtained for the disclosure to and use by Butler Community College of the requested information for the purposes described.

### 7.2 Non-Disclosure Agreement

Butler Community College reserves the right to require any Respondent to enter into a non-disclosure agreement.

### 7.3 Costs

The RFP does not obligate Butler Community College to pay for any costs, of any kind whatsoever, which may be incurred by a Respondent or any third parties, in connection with the Response. All Responses and supporting documentation shall become the property of Butler Community College, subject to claims of confidentiality in respect of the Response and supporting documentation.

### 7.4 Intellectual Property

The Respondent should not use any intellectual property of Butler Community College including, but not limited to, all logos, registered trademarks, or trade names of Butler Community College, at any time without the prior written approval of Butler Community College, as appropriate.

### 7.5 Respondent's Responses

All accepted Responses shall become the property of Butler Community College and will not be returned.

### **7.6 Governing Law**

This RFP and the Respondent's Response shall be governed by the laws of Butler County Kansas.

### **7.7 No Liability**

Butler Community College shall not be liable to any Respondent, person, or entity for any losses, expenses, costs, claims, or damages of any kind:

- Arising out of, by reason of, or attributable to, the Respondent responding to this RFP; or
- As a result of the use of any information, error, or omission contained in this RFP document or provided during the RFP process.

### **7.8 Entire RFP**

This RFP, any addenda to it, and any attached schedules, constitute the entire RFP.

### 8 Vendor Certification

This certification attests to the vendor's awareness and agreement to the content of this RFP and all accompanying calendar schedules and provisions contained herein.

The vendor must ensure that the following certificate is duly completed and correctly executed by an authorized officer of your company.

This proposal is submitted in response to RFPID: DT-NET-WIRED-2017 issued by Butler Community College. The undersigned is a duly authorized officer, hereby certifies that:

\_\_\_\_\_  
(Vendor Name)

agrees to be bound by the content of this proposal and agrees to comply with the terms, conditions, and provisions of the referenced RFP and any addenda thereto in the event of an award. Exceptions are to be noted as stated in the RFP. The proposal shall remain in effect for a period of 45 calendar days as of 28 July, 2017.

The undersigned further certify that their firm (check one):

- IS  
 IS NOT

currently debarred, suspended, or proposed for debarment by any federal entity. The undersigned agree to notify Butler Community College of any change in this status, should one occur, until such time as an award has been made under this procurement action.

Person[s] authorized to negotiate on behalf of this firm for purposes of this RFP are:

Name: _____	Title: _____
Signature: _____	Date: _____
Name: _____	Title: _____
Signature: _____	Date: _____

**Signature of Authorized Officer:**

Name: _____	Title: _____
Signature: _____	Date: _____

**Schedule "A" Notice of Intention**

RFPID: RFPID: DT-NET-WIRED-2017

**NOTICE OF INTENTION  
REQUEST FOR PROPOSAL****FROM:**

[VENDOR ORGANIZATION NAME]

[AUTHORIZED REPRESENTATIVE]

[TELEPHONE NO.]

[FAX NO.]

[EMAIL]

Please state your intention with regard to the Request for Proposal RFPID: DT-NET-WIRED-2017 by selecting one of the following:

Intends to respond to Butler Community College's Request for Proposal

Does not intend to respond to Butler Community College's Request for Proposal

**TO:**

bids@butlercc.edu

Subject line of this bid proposal must read: RFPID: DT-NET-WIRED-2017 - Intention

### Appendix A

#### Switch Port Counts for Locations

Campus	Location	Room number	Wireless	Outdoor Wireless	COW wireless	Camera inside	Camera exterior	security	End points	total Ports	Rack type
Eldorado	1600	16-114	2	3	0	24	9	1	46	85	Wall Rack
Eldorado	200	basement	2	3	0	8	0	1	42	56	Wall Rack
Eldorado	200	201	4	1	0	8	1	1	354	369	4 post Cabinet
Eldorado	100	R115	2	2	2	16	2	1	135	160	2 Post Floor Rack
Eldorado	700	721	5	1	0	18	3	1	55	83	2 Post Floor Rack
Eldorado	300	305A	0	0	0	1	0	1	30	32	2 Post Floor Rack
Eldorado	300	316	4	1	0	1	2	1	72	81	2 Post Floor Rack
Eldorado	400	415	4	3	0	2	2	1	56	68	2 Post Floor Rack
Eldorado	1200	mezzanine	2	2	0	3	3	1	43	54	2 Post Floor Rack
Eldorado	500	505	6	3	0	2	1	1	64	77	2 Post Floor Rack
Eldorado	500	547	1	0	0	3	0	0	39	43	2 Post Floor Rack
Eldorado	2000	basement	8	0	0	20	0	1	81	110	2 Post Floor Rack
Eldorado	2000	212	5	2	0	12	4	1	36	60	2 Post Floor Rack
Eldorado	900	920	1	3	0	4	0	1	71	80	2 Post Floor Rack
Eldorado	800	804A	2	3	1	3	2	1	76	88	2 Post Floor Rack
Eldorado	600	Mech	3	0	0	10	0	1	385	399	2 Post Floor Rack
Eldorado	600	652B	0	3	1	10	0	0	52	66	Wall Rack
Eldorado	600	642	0	0	0	0	0	0	72	72	Wall Rack
Eldorado	1000	10-134	3	3	0	26	3	2	108	145	Wall Rack
Eldorado	1500	15-123	4	4	4	20	0	1	95	128	2 Post Floor Rack
Eldorado	1500	15-236C	6	0	4	14	1	1	233	259	4 post Cabinet
Eldorado	1800	133	14	3	0	26	3	1	169	216	2 Post Floor Rack
Eldorado	1300	118M	3	0	0	12	0	1	75	91	Wall Rack
Eldorado	1300	220	6	5	0	12	3	1	71	98	Wall Rack
Eldorado	1100	166	1	1	0	8	0	1	46	57	Wall Rack
Eldorado	1100	300S	5	4	0	15	4	1	71	100	Wall Rack
Eldorado	1100	100S	4	0	0	15	0	1	63	83	Wall Rack
Eldorado	1900	lobby ceiling	1	4	0	5	2	1	24	37	Wall Rack
Eldorado	1700		0	1	0	2	2	0	0	5	Wall Rack
Eldorado	Tower		0	0	0	0	0	0	8	8	2 Post Floor Rack
Eldorado	Plex A		1	0	0	0	1	0	0	2	Wall Rack
Eldorado	Plex B		1	0	0	0	1	0	0	2	Wall Rack
Eldorado	Plex C		1	0	0	0	1	0	0	2	Wall Rack

Eldorado	Plex D		1	0	0	0	1	0	0	2	Wall Rack
Eldorado	Stadium	1st Floor Mech	6	4	0	3	4	0	38	55	Wall Rack
Eldorado	Stadium	111	1	2	0	0	1	0	15	19	Wall Rack
Eldorado	Stadium	north	1	2	0	0	1	0	15	19	Wall Rack
			113	65	12	311	57	27	2797	3382	

Campus	Location	Room number	Wireless	Outdoor Wireless	COW wireless	Camera inside	Camera exterior	security	End points	total Ports	Rack type
Eldorado	Fire Science		3	0	0	8	0	0	26	37	
Wichita	McConnell AFB	main	0	0	0	0	0	0	33	33	2 Post Floor Rack
Wichita	McConnell AFB	basement comm	1	0	0	0	0	0	58	59	2 Post Floor Rack
Wichita	Boston Rec		2	0	1	9	0	0	34	46	
Wichita	Service Center	mech	0	0	0	5	0	0	42	47	
Council Grove			1	0	0	0	0	0	44	45	none
Marion			1	0	0	0	0	0	34	35	
Rose Hill			5	0	0	0	0	0	49	54	
										356	

Campus	Location	Room number	Wireless	Outdoor Wireless	COW wireless	Camera inside	Camera exterior	security	End points	total Ports	Rack type
Andover	5000	5202S	15	0	0	35	7	4	507	568	2 Post Floor Rack
Andover	5000	5203N	8	0	6	4	8	4	454	484	2 Post Floor Rack
Andover	5000	deployment	1	0	0	0	0	0	48	49	none
Andover	6400	Hallway	5	0	0	4	0	0	340	349	2 Post Floor Rack
Andover	6400	Scott office	6	0	0	4	0	0	123	133	4 post Cabinet
Andover	9100		1	0	0	8	0	1	72	82	2 Post Floor Rack
										1665	