

REQUEST FOR PROPOSALS

City of Biggs

SERVER SYSTEM REPLACEMENT



Issue Date: January 30, 2012

Response Due:

February 17, 2012

Not later than 4:00 P.M.

Bid Opening will be at 4:00 P.M.

Submit Responses and Direct Questions to:

Peter Carr, City Administrator

City of Biggs

PO Box 307

465 C Street

Biggs, CA 95917

530.868.0100

530.868.5239 Fax

biggs1@biggs-ca.gov

REQUEST FOR PROPOSALS

Server System Replacement

Labor and Equipment

1. INTRODUCTION

The City of Biggs is seeking proposals from qualified computer system operations and maintenance firms interested in providing a complete replacement of the City's outdated system server equipment. The system serves the municipal and utility functions of the City of Biggs including daily operations at a half dozen standard office work stations in two city hall buildings, another half dozen PC's at two remote locations at city public works facilities, and legal-document back-up records.

It is intended that the newly installed system and equipment will serve the City reliably and securely for at least five years..

The current system is maintained by VistaNet, Inc. of Chico, and is thought to be approximately ten years old.

2. SCOPE OF SERVICES TO BE PROVIDED

A. Provide New Server Equipment – as specified or similar

- Up to date system capable of security and reliability required by municipalities and utilities to include single processor with at least 16GB RAM; SAS RAID Controller; 2x600GB SAS 15k or better hard drives; video card; 2x10/100/1000MB or better Ethernet cards; DVD RW/keyboard and optical mouse; dual internal power supplies.
- Exchange server; Windows server w/5 Cals and additional 5 client license packs; smart UPS; removable external hard drive array; data back-up software; 24 Port GB Ethernet Switch w/Cat 6 patch card; firewall including 5 VPN clients; server-based anti-virus protection for 15 work stations.
- LAN for access at the two city hall locations.

- Ala carte recommended and anticipated options to include cloud-based, disk array back-up and external USB drives.
- Build and configure server, install all equipment and switch during off-hours (4pm-7am or on a weekend).
- On-site network support as needed (estimate 3 hours and state rate).
- Remove, store temporarily, wipe clean and dispose of old equipment.
- State travel rate, if any.

B. Propose Cost for Recurring Services

- ATT DSL for two sites or upgrade to Comcast for main site and remote site.
- Spam filtering, monthly cost.
- POP3 email per user for any that are not on Exchange server.
- Annual renewals and back-ups, estimate.

3. THRESHOLD QUALIFICATION REQUIREMENTS

- A.** Must be established, licensed (business license) and insured/bonded company doing business in Butte County or surrounding counties.
- B.** Must provide three professional customer references if not already familiar to City of Biggs staff.
- B.** Must have technical staff available Monday-Friday 8am-5pm at minimum, and be able to respond in person to Biggs within 60 minutes.

4. SUBMITTAL REQUIREMENTS

A. General

1. One copy of the Proposal shall be submitted. Electronic submissions are acceptable.
2. The proposal shall be signed by an individual or individuals authorized to execute legal documents on behalf of the Consultant and shall contain a statement to the effect that submitting a statement is a showing of real interest that will remain in effect for 90 days.
3. The Proposal shall be concise, well organized and demonstrate an understanding of the required services. The statement shall be limited to ten (10) one-sided pages (8 ½ inches x 11 inches), inclusive of resumes, graphics, forms, pictures, photographs, cover letter, etc. The Proposal will become a public record upon submission.
4. All Proposals shall be submitted according to the specifications set forth in the Request for Proposals. Failure to adhere to these specifications may be cause for rejection. VistaNet Inc is exempt from further submission requirements as the City's IT service provider which has already provided a quote Proposal.
5. **Proposals must be received no later than 4:00 P.M. on February 17, 2012, and shall be addressed to:**

Peter Carr
City Administrator
City of Biggs
PO Box 307
465 C Street
Biggs, CA 95917

B. Contents

1. Executive Summary

Include a one (1) page overview of the entire Proposal highlighting its most important elements.

2. Identification of the Individual/Firm

- a. Legal name and address of company
- b. Legal form of company (partnership, corporation, joint venture, individual, etc.). If joint venture, identify the members of the joint venture and provide all information required within this section for each member.
- c. Name, title, address and telephone number of the person to contact regarding the proposal.
- d. Name[s] and office address[es] of key personnel, including any ongoing sub-consultants.

3. Experience and Technical Competence

The Consultant shall describe his/her experience in completing similar consulting efforts. Projects currently being performed may be submitted for consideration. The Biggs review committee and City Council will be most interested in projects performed for local government agencies and/or utility districts.

4. Local Sensitivity and Knowledge

The Consultant shall describe his/her understanding of familiarity with the City of Biggs governmental and business related technology needs, as well as with the equipment being specified in the Proposal. Include a description of the Consultant's awareness of the server system's function as related to the business of City and its professional staff.

5. Schedule of Fees

- a. The fee will be negotiated with the selected individual/firm and shall include all necessary resources, including labor, equipment, material and transportation required to provide the products and services outlined in the Scope of Services. In the event that a fee for the required services cannot be negotiated with the selected individual/firm, the city reserves the right to discontinue

negotiations and begin negotiations with the second ranked firm.

- b. The Proposal must include a “schedule of fees” which lists the total project price and show equipment broken out separately from labor. If any proposed labor is ongoing post-installation, the proposed fee will be shown based upon the number of hours each personnel classification, if more than one, works on the required services.

6. References

List clients for whom similar work has been performed, with a brief description of the applications and the success of the applications and the name, title and phone number of a contact person.

5. SELECTION PROCESS

- A.** A Consultant Selection Committee to include the City Administrator, at least one City Council member, and possibly one IT professional employed by a different local government agency, will review submitted Proposals.
- B.** Based upon the proposals submitted, the Committee may select a short list of qualified firms; however, the City reserves the right to make the final consultant selection based solely upon evaluation of the written Proposals, without short-listing firms or conducting oral interviews, should it find it to be in its best interest to do so.
- C.** The Committee and/or City Council may interview short-listed firms. Based upon the Proposal and interview if any, the Committee will rank the finalists as to qualifications. Finalists will be recommended by the Committee to the full City Council.
- D.** The Council will enter into negotiations with the selected individual or firm, or authorize the City Administrator to do so. The negotiations will cover scope of work, contract terms and conditions, and schedule of fees. If the City is unable to reach an acceptable agreement with the selected firm, the negotiations will be terminated and negotiations with the second ranked individual or firm will be initiated.

- E.** After negotiating a proposed agreement, the City will formally award the server replacement project to the selected firm, and will notify all submitters of Proposals accordingly.

6. EVALUATION CRITERIA

Consultant Proposal will be evaluated on the following criteria:

A. Project Understanding:

- Comprehension of the Scope of Services
- Awareness of the City's needs

B. Individual/Firm Qualifications and Capability:

- A combination of experience, education and background with similar projects, especially with local government agencies
- Ability to perform equipment procurement and installation within reasonable time frames and with minimal interruption to City operations.

C. Experience:

- Relevant technical experience
- Relevant projects completed
- City's prior experience with the consultant
- Other cities' experience/prior experience with the consultant

D. Local Sensitivity:

- Governmental and regulatory agency familiarity
- Knowledge of the City's unique needs
- Distance from site; availability to respond to unforeseen issues

E. Financial Responsibility, Budgeting and Scheduling:

- Cost control techniques
- Punctuality/on time completion/within budget limits

7. SPECIAL CONDITIONS

A. Reservations

This RFQ does not commit the City to award a contract, to defray any costs incurred in the preparation of a proposal pursuant to the RFQ, or to procure or contract for work.

B. Right to Cancel

The City reserves the right to cancel, for any reason, in part or in its entirety, this RFP.

C. Additional Information

The City reserves the right to request additional information and/or clarification from any or all respondents to this RFP.

D. Insurance Requirements

The City requires the individual/firm to obtain insurance to protect the City's liability interest. The required insurance certificate must comply with all requirements of Exhibit A and the standards as described in the contract and must be provided to the City prior to commencement of work.

CITY OF BIGGS – SERVER REPLACEMENT

EXHIBIT “A”

SPECIAL PROVISIONS

INSURANCE REQUIRED

Consultant shall procure and maintain for the duration of the project contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Consultant, his agents, representatives, or employees.

Minimum Scope of Insurance

Coverage shall be at least as broad as:

1. Insurance Services Office Commercial General Liability coverage (occurrence Form CG 0001).
2. Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.

Minimum Limits of Insurance

Consultant shall maintain limits no less than:

1. General Liability: **\$1,000,000** per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability: **\$1,000,000** per accident for bodily injury and property damage.

(Including operations, products and completed operations, as applicable.)

Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the Entity. At the option of the Entity, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the Entity, its officers, officials, employees and volunteers; or the Consultant shall provide a financial guarantee satisfactory to the Entity guaranteeing payment of losses and related investigations, claim administration and defense expenses.