

Hussey-Mayfield Memorial Public Library

250 North Fifth St.

Mailing address: P.O. Box 840

Zionsville, IN 46077

www.zionsville.lib.in.us

317-873-3149 x13003

Information Technology Department

Request for Proposal for Network and Server Equipment

Issued April 11, 2008 at 12:00 PM EST

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SCHEDULE OF EVENTS

Event: RFP Release
Date: April 11, 2008
Time: 12:00 PM EST
By: The Library

Event: Ad released to two Boone County Newspapers
Date: April 11, 2008
Time: 11:00 AM EST
By: The Library

Event: Ad published in the Zionsville Times Sentinel and the Lebanon Reporter
Date: April 16, 2008 & April 23, 2008
Time: NA
By: Newspaper Publisher

Event: Deadline for submission of Vendor Questions
Date: April 30, 2008
Time: 12:00 PM EST
By: The Vendor

Event: RFP Bid Submission Deadline
Date: May 1, 2008
Time: 5:00 PM EST
By: The Vendor

Event: Bid Opening
Date: May 1, 2008
Time: 5:05 PM EST
By: The Library Staff

Event: Bid Review & Selection
Date: May 2-3, 2008
Time: N/A
By: The Library Staff and Board

Event: Place Order
Date: May 4, 2008
Time: N/A
By: The Library Staff

Event: Equipment and Software Delivery
Date: May 23, 2008
Time: 12:00 PM EST
By: The Vendor

All inquiries and submissions must be submitted to:

Hussey-Mayfield Memorial Public Library
C/O Richard L. Deuschle
Associate Director of Information Technology and Facilities
P.O. Box 840
250 North Fifth St.
Zionsville, IN 46077
E-mail: rickd@zionsville.lib.in.us
Telephone: (317) 873-3149, ext. 13003
FAX: (317) 873-8339

**Request for Proposal for Network and Server Equipment Including
Exact Specified Equipment**

The Hussey-Mayfield Memorial Public Library (hereinafter referred to as ‘the Library’) seeks to obtain a proposal on 1) LAN hardware, 2) Software, and 3) Server hardware.

Background:

Presently ‘the Library’ is working with the Indiana State Library to organize a consortium of Libraries throughout Indiana that will share an open source Integrated Library System (ISL) called Evergreen. The plan requires specialized hardware and software so that the ILS will run in a virtualized environment at a data center near downtown Indianapolis. The Equipment listed is the only equipment that will be considered in the bid. Other than upgrades or change of model number to said equipment, no substitutions will be considered.

1. GENERAL INFORMATION

- 1.1. Purpose: The purpose of this Request for Proposal including exact specified equipment (‘RFP’) is to solicit information for the purpose of finding a suitable vendor to supply hardware and software for 1) LAN hardware, 2) Software, and 3) Server hardware, Evergreen Indiana project. The entities offering to provide or being solicited to provide equipment and software outlined in this RFP will be referred to as ‘vendor’.
- 1.2. All proposals are being solicited and will be duly considered in accordance with Indiana Code 5-22-9.
- 1.3. See Attachment 5 for the public notice of this RFP.

1.4. Issuing Agency

- 1.4.1. The local government agency issuing this RFP is ‘the Library’. All inquiries and submissions must be delivered to:

Richard Deuschle
Associate Director of Information Technology and Facilities
C/O Information Technology Department
Hussey-Mayfield Memorial Public Library
P.O. Box 840
250 North 5th Street
Zionsville, IN 46077
E-mail: rickd@zionsville.lib.in.us
Website: www.zionsville.lib.in.us
Telephone: (317) 873-3149, ext. 13003
FAX: (317) 873-8339.

- 1.4.2. Richard Deuschle is the primary contact at ‘the Library’ for inquiries regarding this RFP. A copy of this RFP will be placed on ‘the Library’s’ web site at www.zionsville.lib.in.us. Any addenda to this RFP will be posted at this site, as well as faxed or mailed to any vendor to whom ‘the Library’ has forwarded a copy of this RFP. It will be the ‘vendor’s’ responsibility to check the Library’s site to find and respond to any addenda in their final submission.

2. SPECIFICATIONS

- 2.1. The ‘vendor’ shall not use these methods of communication for sending proposals to ‘the Library’:

- 2.1.1. Fax
2.1.2. Email

- 2.2. Minimum Qualifications of Vendors – Required:** The ‘vendor’ that submits a response to this RFP must offer ALL hardware and software that meets the exclusive criteria outlined below. A ‘vendor’ will be considered nonresponsive if his proposal does not offer a total solution for the exact needs listed in 3.1. The only changes to the needs list in 3.1 that will be accepted will be for version upgrades of the software an/or upgrades in the hardware model based on discontinuation of the listed model.

2.2.1. General Specifications:

- 2.2.1.1. Evidence of Financial Responsibility.
2.2.1.1.1. A ‘vendor’, to have their proposal considered, shall:
2.2.1.1.1.1. Submit a financial statement of solvency.
- 2.2.1.2. The ‘vendor’ should describe all applicable warranties available with any hardware or software supplied.
- 2.2.1.3. In the event of a dispute between ‘the Library’ and the ‘vendor’ over any aspect of the supplied equipment and software, describe how a resolution might be successfully resolved between ‘the vendor’ and the ‘the Library’.

- 2.2.1.4. Each vendor must provide a list of not less than three references where similar work as the 'vendor' has been done. References will be contacted at random by 'the Library's' Information Technology (IT) staff.
- 2.2.1.5. Each vendor must provide life cycle estimation for all equipment proposed.
- 2.2.1.6. Each vendor must provide an estimate on the annual maintenance cost broken down by 'the Library' staff and off site vendor maintenance contracts.
- 2.2.1.7. The bidder shall submit a non-collusion affidavit:
 - 2.2.1.7.1. That the bidder has not entered into a combination or agreement:
 - 2.2.1.7.1.1. Relative to the price to be bid by a person
 - 2.2.1.7.1.2. To prevent a person from bidding; or
 - 2.2.1.7.1.3. To induce a person to refrain from bidding; and
 - 2.2.1.7.2. That the bidder's bid is made without reference to any other bid.

3. Equipment and Software Requirements

3.1. List

<u>Qty</u>	<u>MFG Part #</u>		<u>Description</u>
Phone			
1	CP-7960G-CCME	x	CISCO IP Phone 7960G w/license
Mounting and power			
1	AR3100	x	APC NetShelter SX 42U 600mm Wide x 1070mm Deep Enclosure with Sides Black
2	AP9567	x	APC Basic Rack PDU Vertical Basic Zero U 15A,120V
1	R6G088-R-100	x	Belkin RJ45 Plug, 100 pk
1	A7J704-500	x	Belkin FastCAT6 Stranded UTP 500' Bulk Cable Gray
1	C-16HF2-L30	x	Server Tech Sentry Fail-Safe Transfer Switch
Network			
2	01-SSC-	x	SonicWALL Network Security Appliance (NSA) 3500

	7016		Multi-core UTM Appliance
2	WS-C3750E-24TD-S	x	Cisco Catalyst 3750-E-24PS - Switch- 24 ports
Backup and Monitoring			
1	M9177LL/A	x	Apple Cinema 20" LCD Display
1	BC791LL/A	x	Apple Keyboard and Mighty Mouse
1	Z0E7-W35149747	x	Apple Xserve 2X Qc 3.0 80 GB SD
2	PE21597202	x	Edge 8GB Kit PC2-6400 ECC
1	MA689Z/B	x	Apple Xserve RAID card - Storage controller (RAID) - SATA-300 / SAS
1	MB090LL/A	x	Apple Xserve Power Supply Kit - power supply - hot plug / redundant - 750W
3	MB096G/A	x	Apple Drive Module hard drive - 1 TB - SATA-150
3	301201U	x	LaCie Big Disk – 2 TB FireWire 7200 rpm 64 MB Buffer
Servers			
2	438087-001	x	HP Proliant DL580 G5 Base - Quad-Core Xeon E7330 2.4 GHz – Only (2) of (4) processors installed in each
4	375861-B21	x	HP Single Port Hard Drive - 72 GIG - SAS
2	412648-B21	x	HP NC360T PCI Express Dual Port Gigabit Server Adapter
4	437572-B21	x	HP Power Supply - hot plug - 1.2 KW
4	452179-B21	x	HP Memory board - DRAM : FB-DIMM
16	PE20989602	x	EDGE memory - 8GB (2x4 GB) - FB-DIMM - DDR II
SAN			
2	B-2120-3600-15	x	Lefthand Networks NSM 2120 iSCSI SAN module - 3.6 TB/15K SAS W/1 yr. support.
1	I-PSO-INS-1-3	x	Lefthand Storage Module Installation
Software and OS			

2	VI-ENT-C	x	Vmware Infrastructure Enterprise (2) processor - (v .3) - license
1	VI-VCMS-C	x	Vmware Virtual Center Management Server - (v .2)
1	FUS-ENG-M-CP	x	Vmware Fusion for Mac OS X - (v. 10) - Complete package
1	MB423Z/A	x	Apple Remote Desktop Unlimited Managed System Edition - (v. 3.2) Complete Package
2	452141-B21	x	HP Proliant Essentials Integrated Lights-out Pack - License
Support			
2	VI-ENT-P-SSS-C	x	Vmware Support and Subscription - Infrastructure Enterprise
1	VI-VCMS-P-SSS-C	x	Vmware Support and Subscription - Virtual Center Management
1	D2336Z/A	x	Apple Mac OS X Server Maintenance 36 Months Unl. Client (Single Server)
2	U4608E	x	HP Care Pack Services - 4 hours 24x7 Same Day hardware Support - 3 years
2	01-SSC-9224	x	SonicWALL COMP SEC STE 1Yr
1	con-snt-3750E2TS	x	Cisco smartnet for Cisco switches - 1 year

4. 'Ship to' Information

4.1. All physical equipment will be shipped to the following address:

Evergreen Indiana – Indiana State Library
C/O Life Line Data Center
733 West Henry Street
Indianapolis, Indiana 46225

5. OTHER INFORMATION

- 5.1. Technical Proposal Information received will be reviewed on the following technical matters:
 - 5.1.1. Organization, Experience and Qualifications
 - 5.1.1.1. Describe your organization, discussing structure, size, ownership, experience and qualifications to provide the equipment, services and support required by this RFP.
 - 5.1.1.2. Describe the availability and scope of your technical support.
 - 5.1.1.3. Specify the name of the contract manager for the 'vendor' who will be the main point of contact, providing his or her address and telephone, email and fax numbers.
- 5.2. 'The Library' reserves the right to modify this RFP to meet changes in requirements.
- 5.3. A scoring system is provided in Attachment #3. The selection of a 'vendor(s)' will be based on the 'most responsive' proposal, not the lowest price. This does not exclude the low bidder if that 'vendor' is perceived as the 'most responsive' to the RFP.
- 5.4. ***Payment for product will be made within five (5) business days after the next Library Board meeting following receipt of the equipment in working order and for which proper invoice has been submitted by 'the vendor'. Note: Library Board meetings occur on the 3rd Thursday of each month and payment of claims may only be authorized at posted Library Board meetings.***

6. INFORMATION SUBMISSION REQUIREMENTS

6.1. General Information

- 6.1.1. Information should be submitted to demonstrate the ability of the 'vendor' to provide the solution proposed. Therefore, the information submitted should be written to allow easy determination that all mandatory specifications have been met and to facilitate review.
- 6.1.2. Each bid proposal shall address all points outlined in this RFP in a simple, economical, concise manner. Emphasis should be placed on completeness and clarity of content.
- 6.1.3. The 'vendor' will provide a pricing sheet to indicate costs associated with various equipment and software. All information and any exhibits, attachments, etc., received become the property of 'the Library' and will not be returned to the 'vendor'.
- 6.1.4. 'The Library' reserves the right to use any other information received, from any source, in order to evaluate the information and prepare a recommendation for 'the Library' Board of Trustees, as well.
- 6.1.5. 'The Library' shall not be responsible or liable for any costs or expenses incurred in the preparation, submission and presentation of this RFP.

6.2 Public Record

- 6.2.1 All documents, packages, boxes, etc., and any contents thereof submitted to the 'the Library' in response to this RFP will not be returned to the offeror.
- 6.2.2 All information contained in the 'vendor's' response will be a matter of public record.

6.3 Questions and Communications

- 6.3.1 Questions regarding this RFP, or requests for clarification, etc., shall be submitted no later than the date and time specified in 'Schedule of Events' of this RFP to the Purchasing Agent specified in Section 1.4.1 of this RFP.

6.4 Information Package Format

- 6.4.1 Each bid information package submitted shall be formatted in the manner and in the sequence specified in this subsection to facilitate ease of review.
- 6.4.2 The cover page shall show the RFP subject; 'vendor's' name; contact name, address, telephone number and fax number of a contact person of the 'vendor'; and the date prepared.
- 6.4.3 Transmittal Letter
 - 6.4.3.1 This letter shall be on letterhead, must acknowledge receipt of any addenda to the RFP, and must be signed.
 - 6.4.3.2 Statement identifying all addenda to this RFP issued by the 'the Library' and received by the 'vendor'. If there are no addenda, a statement to that effect should be made in the letter.

6.4.4 Response to RFP

- 6.4.4.1 The 'vendor' will respond in the order of the sections and subsections listed above addressing each point in turn. Phrases or short sentences are encouraged wherever possible.
- 6.4.4.2 "Vendor" proposal format is to be provided in a concise, logical layout with pricing.
- 6.4.4.3 The 'vendor' will use the format offered on the attached Pricing Page (Attachment #3) to indicate costs associated with various services. The 'vendor' may provide additional pricing information but must complete the information requested on the Pricing Page. If other pricing is available that is not categorized in the pricing sheet we provide, please include that pricing as a separate attachment clearly explaining how the pricing should be evaluated.
- 6.4.5 'The Library' recognizes that this is a very large proposal. 'The Library's' timeline is very tight due to the need to coordinate submission and approval of this RFP with 'the Library' Board of Trustees and the project timeline. As a result, 'the Library' has built into the response time, the ability for all vendors to contact 'the Library' to obtain the best understanding of 'the Library's' needs. See Attachment #4 for a detailed schedule of events.

6.5 Information Submission

- 6.5.1 An original, signed copy of all documents shall be submitted to the Purchasing Agent specified in Section 1.4 of this RFP no later than the date and time specified in 'Schedule of Events' for proposal delivery of this RFP. Any proposals arriving after that date will be considered nonresponsive and be rejected.
- 6.5.2 The Purchasing Agent prior to the submission opening date and time must receive information packages. A submission not received prior to the specified opening date and time as required shall be disqualified.
- 6.5.3 The outside of the package containing the vendor's response to this RFP should be clearly marked as follows: "Richard Deuschle RFP EI Submission Opening: April 30, 2008".
- 6.5.4 'The Library' may, at its option, contact the 'vendor' through the Purchasing Agent for clarification at any time during the review process which follows the bid opening.
- 6.5.5 Included with the original proposal submitted to the 'the Library' shall be two (2) courtesy copies. All copies must be exact copies of the original.

Attachment 1

Listed below are the criteria ‘the Library’ will use to judge whether a particular RFP is most responsive. The last three criteria are partially subjective.

Technical Proposal – How well does the response conform to the exact needs specified by ‘the Library’?

‘Vendor’ Qualifications – Does the ‘vendor’ have the qualifications listed as mandatory to supply the project’s needs? Does the ‘vendor’ have the necessary staff? How often has the ‘vendor’ supplied similar projects? What is the financial condition of the ‘vendor’?

‘Vendor’ References – Does the ‘vendor’ provide references? Are the references in all the areas to which the ‘vendor’ is responding? What do the references say about the ‘vendor’, their responsiveness, quality of work, support, etc?

Price – Are all pricing tables completed as required? How does pricing compare to that from other proposals for the same products?

Time Line – Is the ‘Vendor’ able to meet ‘the Library’s’ schedule? Is the ‘vendor’ flexible?

Single Solution ‘Vendor’ – Is the ‘vendor’ prepared to offer full solution?

Layout of the Proposal – Does the proposal response meet the formatting requirements listed above? Is the response complete within the areas the ‘vendor’ is responding to? Does the response present a professional look and feel?

‘Vendor’ Initiative – Does the ‘vendor’ take advantage of contact with the purchasing agent? Does the ‘vendor’ appear to fully understand ‘the Library’s’ complete requirements?

Weighted Evaluation Criteria:	
Technical Proposal –Needs	30%
‘Vendor’s’ Staff Qualifications, Experience	5%
‘Vendor’ References	15%
Price	20%
Time Line	20%
Layout of Proposal (subjective)	5%
‘Vendor’ Initiative (subjective)	5%

'Vendor' Financial Stability (subjective)	5%
Total	100.0%

Attachment 2

Pricing

The 'vendor' is asked to guarantee their prices for a period not to exceed 45 days from the date of submission of this RFP to the date of contract award. The 'vendor' is cautioned to write all prices and descriptions in a legible manner so there will be no doubt as to the intent and scope of the proposal.

If a decision is not reached as expected and the length of time exceeds 45 days from receipt of a response to the RFP, the 'vendor' should outline the conditions under which a contract could still be awarded. In a dynamic environment such as the technology industry, pricing and product upgrades are constant. 'The Library' would be prepared to change models and versions as long as pricing and features continued to meet 'the Library's' specifications.

The base proposal price shall include all materials required to install the items in accordance with specifications as approved by the Board of Trustees of 'the Library'. The 'vendor' shall complete the following table to include all proposed system components. Price is defined as purchase price; maintenance is the price of maintenance *per year* for that item.

The 'vendor' may expand the number of rows in this table to allow for additional items as necessary.

Attachment 3

System Components Pricing List

Qty	Itemized Description	Unit Cost	Price	Maint
	Sub-total			
	Shipping			
	GRAND TOTAL			

Attachment 4

Schedule of Events

This schedule should be viewed as an expected sequence of events. IS staff has no control over Board of Trustees agenda items or the decision-making process.

Activity	Date	Time
RFP released to vendors	11 April 2008	12:00 P.M. EST
Vendor Question Deadline	30 April 2008	12:00 P.M. EST
RFP delivery to 'the Library'	1 May 2008	5:00 P.M. EST
Proposal opening	1 May 2008	5:05 P.M. EST
Evaluation	2-3 May 2008	N/A
Contact Winning Bidder – Place Order	4 May 2008	12:00 P.M. EST
Deadline for Receiving Equipment	23 May 2008	
Installation of Equipment	26-30 May 2008	N/A

Attachment 5

Hussey Mayfield Memorial Public Library

April 10, 2008

Specifications for Purchases for LAN hardware, server hardware and software Notice to Bidders

Notice is hereby given that proposals will be received by the Hussey Mayfield Memorial Public Library for the purchase of LAN hardware, server hardware and software. All bids shall be in accordance with specifications prepared by the Information Technology staff at the Hussey Mayfield Memorial Public Library, 250 North Fifth Street, Zionsville, IN 46077 and approved by the Library Board.

The Request for Proposal containing the specifications for the project may be obtained at 'the Library' or from the Library's web site at www.zionsville.lib.in.us; addenda to the RFP will also be available at this site. Vendors may acquire a copy of the RFP by contacting Richard Deuschle at (317) 873-3149 X13003, Mon through Fri., 8 A.M. – 2 P.M.

The Library reserves the right to reject any or all proposals in response to the notice and to waive any informality and to evaluate offers for the most responsive and responsible offer.

All proposals received at the Library, 250 North Fifth Street, Zionsville, Indiana after 5:00 P.M., May 1, 2008, will not be considered.

The process for evaluation of submissions will be consistent with the process outlined in IC 5-22-9.

Proposals shall be marked "Richard Deuschle, RFP, EI Submission Opening: May 1, 2008" on the outside of the sealed envelope. Information contained in each proposal will be considered a part of public record. The Library, following bid opening, on an as needed basis will initiate any contact with offers, for the purpose of proposal clarification. Contents of the proposal selected by the Library Board will become public record.

The offers will be evaluated first on whether the vendor has submitted an offer that conforms in **all** material respects to the specifications. Other major factors in order of importance on which proposals will be evaluated include the technical properties, price, timeline, and vendor references.

Note: This public notice will be run in the Zionsville Times Sentinel and the Lebanon Reporter on April 16 and 23, 2008.
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Attachment 6

NON-COLLUSION AFFIDAVIT (STATE OF INDIANA)

(_____ COUNTY)

The undersigned offeror or agent, being duly sworn on oath, says that he has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be offered by any person nor to prevent any person from making an offer nor to induce anyone to refrain from making an offer and that this offer is made without reference to any other offer.

Offeror (Firm)

Signature of Offeror or Agent

Subscribed and sworn to before me this _____ day of _____, 2008.

My Commission Expired: _____

Notary Public

County of Residence _____

Source: IC 5-22-16-6