



**REQUEST FOR PROPOSAL
For
Storage Area Network & Servers
for
PIKES PEAK LIBRARY DISTRICT
Colorado Springs, CO**

PPLD RFP # 520-20-06

The Pikes Peak Library District invites qualified companies to submit a response to a Request for Proposal for Storage Area Network and Servers.

Proposal deadline is **2:00 p.m. MST on April 6, 2020.**

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I. Terms & Condition

A. General Terms and Conditions

1. Purpose: Pikes Peak Library District (PPLD) operates sixteen (16) Libraries in El Paso County Colorado. PPLD provides a wide variety of essential services and resources to the community. The services go beyond traditional literature resources to computing, internet, audiovisual and community programs. In this on-line world efficient, effective and fast resources are essential to providing the level of service expected by the community.

The selected Bidder has to supply and install the servers & storage area network (SAN) as per specification mentioned in the RFP.

2. Interested Parties: All interested firms that have the qualifications as stated herein, and are licensed in the State of Colorado, are invited to submit a proposal in accordance with the terms, conditions, and specifications contained herein. An electronic version of this document can be accessed at:

<http://ppld.org/request-for-proposals>

3. Sole Point of Contact: Annelise Parker, Information Technology Infrastructure Manager, is considered the sole point of contact with regard to this RFP. Questions and requests for clarification regarding this RFP must be addressed to Ms. Parker, via email at bids@ppld.org, no later than March 12th, 2020. The RFP number, title, and the words "question" and/or "clarification" must be included in the subject area of the email. Questions and requests without this subject identification may be considered routine emails and may not be properly addressed.

All answers to questions and requests for clarification will be posted on the PPLD website above.

Any PPLD response that is considered to be a change in the terms, conditions, and specifications of this RFP will be published as an addendum. No communications of any kind may be considered as a change to the terms, conditions, and specifications in this RFP unless posted as a formal addendum on the link above.

4. Tax Exemption: PPLD, as a local government entity, is exempt from sales and use taxes. Bidders shall inform and suppliers from whom they expect to obtain services or supplies of the tax-exempt status of PPLD. Following the contract award, an exemption certificate will be furnished by PPLD if the Contractor requests.
5. Expenses: PPLD assumes no liability for payment of expenses incurred by proposers in the preparation and submission of proposals in response to this invitation.
6. Conflict of Interest: Any contractual relationship with any PPLD personnel in the twelve (12) months preceding the distribution of this RFP, or any similar or potential conflicts of interest, may, at the sole discretion of PPLD, be grounds for rejection of the proposal and/or termination of any contract awarded.
7. Equal Opportunity: The Contractor agrees not to refuse to hire, discharge, promote, or demote, nor to discriminate in matters of compensation against any person otherwise qualified, solely because of race, color, religion, national origin, gender, age, military status, sexual orientation, marital status, or physical or mental disability.
8. Immigration Clause: The Company is aware of Colorado's Immigration /Illegal alien laws pertained to public contracts. Addendum B - Immigration Clause for Contracts (Colorado Statute 8-17.5-102) must be signed and attached.

9. Governing Law: The laws of the State of Colorado shall govern any contract executed between the successful proposer and PPLD. Further, the place of performance and transaction of business shall be deemed to be in the County of El Paso, State of Colorado, and in the event of litigation, the exclusive venue and place of jurisdiction shall be the State of Colorado, and more specifically, El Paso County, Colorado.

10. RFP Schedule:

RFP released	March 4, 2020
Deadline for final questions	March 13, 2020
Response to questions	March 20, 2020
Proposals due	2:00 p.m., April 6, 2020
Board Review and Decision.....	April 22, 2020
Award Notification	on or about April 24, 2020

11. Tentative Project Schedule:

Anticipated project start is June 2020.

II. Proposal Submission, Selection, and Contract Formation

A. Proposal Submission

1. Substantive proposals: By submitting a proposal, the proposer guarantees that:
 - a. its proposal is genuine and is not made in the interest of, or on behalf of, any undisclosed person, firm, or corporation;
 - b. it has not directly or indirectly induced or solicited any other respondent to put in a false or sham bid;
 - c. it has not solicited or induced any other person, firm, or corporation from proposing;
 - d. it has not sought by collusion to obtain for itself any advantage over any other proposer or over PPLD.

2. Submission Information and Documents: The proposal must be comprehensive and address all RFP requirements. To assure that the information provided can be readily identified, the proposal must include, but not limited, to the submission of the following signed documents:
 - a. Addendum A- PROPOSAL COVER SHEET
 - b. Addendum B- IMMIGRATION CLAUSE FOR CONTRACTS
 - c. Response to all elements requested in:
 - Section III. Scope of the Project
 - Section IV. Vendor Qualification and Information
 - Section V. Pricing

Proposer will provide a response following each numbered or lettered item of Sections III, IV, and V. The response must be in the same format and sequence as in the RFP. Every item requires either a complete response, or one of the phrases "Comply", "Not comply, "Not applicable" followed by explanation.

Proposer will include description, tables when required, and any additional clarifying information regarding the project, such as appendices, charts, diagrams, etc..

3. Signatures: The proposal must be signed by an officer of the proposing company.

4. Exceptions and Deviations: Any exception to or deviations from these Terms & Conditions must be identified, in writing, on an attachment to the proposal submission. PPLD reserves the right to accept or reject, at its sole discretion, any exceptions or deviations by the proposer.

5. Integration with Contract: This RFP and the winning proposal will be included and integrated into the final contract documents.
6. Proposal Submission: Proposals are to be submitted in sealed envelopes, identified with the proposal number and title with all attachments. Vendors must submit two (2) hard copies and soft copy (i.e., flash drive, magnetic media, etc.) of the Proposal to:

Mr. Mike Varnet, CPA
Chief Financial Officer
Pikes Peak Library District
1175 Chapel Hills Drive
Colorado Springs, Colorado 80920

The deadline (firm) is April 6, 2020, no later than 2 p.m. local time. Proposals delivered after that time will be received, but will be rejected for being late.

A complete submission includes all required components, as stated in this document.

7. Withdrawal of Proposal: A Proposer may withdraw its own proposal at any time prior to the proposal due date and time as identified herein. After that date and time, no proposal may withdraw its proposal for any reason. All proposals shall be valid for a period not less than 90 calendar days after the proposal due date.
8. Subcontracting: The Contractor shall be responsible for the performance of all of its sub-contractors, sub-sub-contractors, and consultants. The use of specific sub- contractors and consultants is subject to the approval of PPLD. The Contractor is responsible for ensuring that all sub-contractors and consultants comply with all the terms of the Contractor's contract with PPLD.
9. Insurance Requirements: The successful proposer shall have the following insurance coverage. Proposers shall submit in their proposals, ACORD certificates and/or other proof of the insurances:
 - a. Worker's Compensation in compliance with the requirement of the State of Colorado,
 - b. Liability Insurance in the amount of no less than \$1,000,000 per occurrence.
10. Indemnification: The proposer agrees to, and shall, defend, release, and indemnify, and save and hold harmless PPLD, its officer, agents, and employees from and against any and all damages to property or injuries to or death of any person or persons, including property and officers, employees, and agents of PPLD, and further agrees to, and shall, defend, indemnify, and save and hold harmless PPLD, its officers, agents, and employees, from and against any and all claims, costs, demands, liabilities, suits, actions, causes of action, and other legal or equitable proceedings of any kind or nature whatsoever, of or by anyone whomsoever, including, but not limited to claims arising out of and/or predicated upon negligence, breach of contract, tort, or strict liability, in any way resulting from, connected with, or arising out of the Contractor's operations or performance in connection herewith, including operations or performance of subcontractors and suppliers and acts or omissions of officers, employees, or agents of the Contractor or its subcontractors or suppliers.
11. Schedule: By submitting a proposal, the proposer guarantees that it will be able to comply with the overall elements of the project calendar, or must indicate an alternative timeline in the proposal, which will be vetted by PPLD, as to its feasibility and acceptability.
12. Continuity: By submitting a proposal, the proposer will make its best efforts to ensure that the key team member(s) remain assigned to the PPLD's project for the duration of contract. Any changes to the staffing of this engagement must be discussed up front with PPLD personnel.

13. Confidentiality: All materials submitted in response to this RFP become the property of PPLD, upon delivery, and PPLD will append to any formal documentation that would further define or expand any resulting contract from a successful bid.

Proposals are public information. If a vendor needs to submit proprietary information to support their proposal, the vendor will label as "CONFIDENTIAL" and package separately any proprietary information.

B. Selection

1. Right of Acceptance and Rejection: PPLD reserves the right to accept or reject any or all proposals and to waive any formalities, informalities, and deviations, which, in its opinion, best serve the interests of PPLD. PPLD is not bound to accept the lowest priced proposal.
2. Selection: It is the intent of PPLD to select only responsible and responsive firms. Bidder's proposal should include the most favorable terms and conditions.
3. Negotiation: PPLD reserves the right to negotiate terms and conditions of the contract with the winning vendor.
4. Basis of Award: An evaluation team will judge the merit of proposals received in accordance with the general criteria defined within this RFP. The recommendations of this team will be forwarded to the Board of Trustees for approval and execution. The following criteria will be taken into consideration when making evaluations of proposals. This list is not intended to be exhaustive:
 - a. Completeness of Proposal
 - b. References
 - c. Company Qualifications and History
 - d. Cost/Fees
 - e. Any other items deemed in the best interests of PPLD

C. Contract Formation

1. Agreement in Writing: Following selection of a proposal, the vendor will be required to enter into a written contract with PPLD.

The winning Bidder's RFP proposal will be included and integrated into the final contract documents. It is in the Bidder's best interest to ensure the proposal is accurate to allow for the integration with minimal changes.

If you have a formal or standard contract that you typically use with such projects, please attach a copy to this Proposal.

If, in PPLD's sole discretion, the selected proposer has not executed the contract documents within a reasonable time after selection, PPLD reserves the right to rescind the award and select another contractor.

2. Amendments to Contract: Parties hereto reserve the right to make amendments or modifications to the contract by written amendment signed by both parties.
3. Termination of Contract for Cause: If, through any cause, the successful Bidder shall fail to fulfill in a timely and proper manner its obligations or if the successful Bidder shall violate any of the covenants, agreements or stipulations of the Contract, PPLD shall thereupon have the right to terminate the Contract by giving written notice to the successful Bidder of such termination and specifying the effective date of termination. In that event, all finished or unfinished services, reports or other materials prepared by the successful Bidder shall, at the option of PPLD, become its property, and the successful Bidder shall be entitled to receive just, equitable compensation for any satisfactory work completed, prepared documents or materials as furnished. Notwithstanding the above, the successful Bidder shall not be relieved of liability to PPLD for damage sustained by PPLD by virtue of breach of the Contract by the successful Bidder and PPLD may withhold any payments to the successful vendor for the purpose of set

offer until such time as the exact amount of damages due PPLD from the successful Bidder is determined.

4. Termination of Contract for Convenience: PPLD may terminate the Contract at any time by giving written notice to the successful vendor of such termination and specifying the effective date thereof, at least thirty (30) working days before the effective date of such termination. In that event, all finished or unfinished services, reports, material(s) prepared or furnished by the successful Bidder under the Contract shall, at the option of PPLD, become its property.
5. Cancellation: Either party may cancel the Contract in the event that a petition, either voluntary or involuntary, is filed to declare the other party bankrupt or insolvent or in the event that such party makes an assignment for the benefit of creditors.

III. Scope of Project & Requirements

A. Scope of project

1. The Objective of this RFP is to replace the existing storage area network and servers that are end of life with new equipment. Selected vendor will remove equipment, furnish, install and maintain new equipment at PPLD libraries.
2. The new SAN is intended to provide an updated centralized storage environment that lowers the total cost of ownership of both physical and virtual server Data Storage in a high-speed, shared storage environment.
3. Existing Infrastructure and Software:

The existing infrastructure consists of two SANs and five physical servers with approximately 68 virtual servers operating on Linux and Windows operating systems with approximately 30 TB of data. There are proprietary virtual appliances as well.

B. Requirements

1. Equipment: To maintain interoperability with PPLD environment please provide a bid for HP Nimble or equivalent equipment for the following requirements:

Table 3.1 Required Equipment

Equipment (Hardware/Software/Maintenance Support)	Quantity
SAN – HPE Nimble SAN	1
<ul style="list-style-type: none"> • 42 TB total storage • 2 port 10 G network adapter SFP+ • Cache drive for IO performance SSD • Redundant power supplies with 6 ft. power cords for equipment • Rack-mountable and installation kit • Startup service • IP KVM switch and monitor including standard cables and video adapters 	
<ul style="list-style-type: none"> • HP Support 4 years 24 x7 response time 4 hours (HP Fixit button) 	
Servers	3
<p>This specs are per machine:</p> <ul style="list-style-type: none"> • HPE ProLiant server • Rack-mountable and installation kit • Minimum of 2 processors per server totally a minimum of 64 GHZ • 512 GB RAM • 240GB Solid state drive or better for Mirrored OS drives • 4 port 10 G network adapter SFP+ • 10 G Network cables to connect SAN and servers. Quantity should match number of 10 G ports. • Redundant power supplies with 6 ft. power cords for equipment • Fully licensed management port 	
<ul style="list-style-type: none"> • HP Support 4 years 24 x7 response time 4 hours (HP Fixit button) 	

2. Warranty will start from the date of acceptance of entire system/equipment.
3. Maintenance: HP Support for 4 years, 24 x7 response time 4 hours for SAN & Servers has to be provided.
4. Site evaluation and decision on virtual servers: The vendor will evaluate the existing SAN and make recommendation for optimization. PPLD reserves the right to increase the quantities or decrease the quantities as needed once the initial analysis of servers to move is completed. There is an understanding that the number of virtual servers may decrease due to the combination of the two data centers.
5. Installation including old equipment removal: The winning company will:
 - a. Provide removal and disposal of old equipment from Library 21c and East Library. PPLD will designate which equipment to be disposed.
 - b. Install the new equipment at a designated site. This may include some network configuration changes.
 - c. Provide an orientation to the PPLD staff for the new hardware.
 - d. Upgrade vCenter to the latest version and move all data to the new setup. There are approximately 68 virtual servers. An architecture session will be required.
6. Joint Inspection: Vendor will plan for a joint quality control (QC) inspection prior to equipment turnover.
7. Schedule: Vendor will include notional schedule for planning purposes. Schedule will start with winner notification date and must include equipment order, delivery, equipment removal, equipment installation, "as-built" documents, red line drawings, QC inspection, turnover and any other information to allow for detailed planning.

IV. Vendor Qualification and Information

The following information and documents must be included in submitted proposal:

1. Provide the name of the proposing company and its address.
2. Include an affirmative statement that the company is licensed in the State of Colorado.
3. State the size of the company and provide a company history summary.
4. Describe your organization's qualifications and experience. If you have experience with PPLD Libraries, describe your current or past relationship. Describe any similar projects performed by your organization.
5. List of current and recent clients during the past five years. This should include the company name, type of equipment and services provided, and contact information. Include any other information you consider appropriate for purposes of this RFP.
6. Provide a list of three (3) companies for whom the firm has recently provided similar services. Please include company's size, type of services, and name and telephone number of contact person.
7. Provide references from minimum three (3) recent similar projects including name, telephone number and a brief statement describing their association with your company. References from clients of a similar type and scope to the PPLD are preferred, (e.g., other library, educational or public sector clients). References from the Colorado Front Range are also preferred.
8. Provide a list of individuals to be assigned to this project and a brief qualification statement.
9. Provide the resume of the Project Manager that will be assigned to overall contract and project responsibility for the PPLD project.
10. Describe your organization's philosophy for servicing a client and commitment to customer service and quality assurance. Describe the quality control procedures you have in place.
11. Provide any other information that you feel should be considered in the selection process.

V. Pricing

1. Please provide a detailed price separating equipment removal and disposal, installation, setup, upgrade, hardware cost and maintenance (i.e., annual licensing cost, service cost, support cost, etc.). A pricing table is preferred.
2. Price must include all elements listed above. If there is not cost for an item, please indicate accordingly.

**ADDENDUM A
PIKES PEAK LIBRARY DISTRICT
RFP #520-20-06
PROPOSAL COVER SHEET**

I. GENERAL INFORMATION

- 1. FIRM NAME _____
- 2. ADDRESS _____

- 3. PHONE _____
- 5. E-MAIL AND WEBSITE _____
- 6. CONTACT _____

II. STATEMENT OF MINIMUM QUALIFICATION

I, _____ (printed name) hereby declare

that I am the _____ (title) of

_____ (name of firm) submitting this profile and declaration, and that I am duly authorized to sign this profile and declaration on behalf of the above named firm. All information set forth in this profile and declaration and all attachments hereto are, to the best of my knowledge, true, accurate, and complete as of the submission date.

The signer further certifies that (please initial):

- a. _____ The Company has carefully examined all instructions, requirements, specifications, and terms and conditions of the RFP for which this proposal is submitted. The company understands all instructions, requirements, specifications, and terms and conditions of this RFP, and hereby offers and proposes to furnish the goods and services described herein at the prices, fees, and/or rates identified in this proposal, in accordance with the instructions, requirements, specifications, and terms and conditions of this RFP.
- b. _____ This proposal is a valid and irrevocable offer that will not be revoked and shall remain open for the PPLD's acceptance for a period of ninety (90) calendar days from the proposal due date.
- c. _____ The Company is in full compliance with all applicable federal, state, and local laws, rules, regulations, and ordinances governing business practices.
- d. _____ All statements, information, and representations prepared and submitted in this proposal are current, complete, true, and accurate.

e. _____ Submission of this proposal indicates the signer's acceptance of the evaluation technique and that some subjective judgments may be made by PPLD as part of the evaluation.

f. _____ The company has the following insurance coverage:

- Workers' Compensation Insurance
- Liability Insurance in the amount of no less than \$1,000,000 per occurrence.

Evidences of these insurances are attached.

g. _____ A list of exceptions and deviations (if any) is attached.

h. _____ A proof of eligibility to work in State of Colorado is attached.

i. _____ There have been no claims, litigation, or other issues filed or pending against our company in the past 5 years except as listed below.

j. _____ The Company is aware of Colorado's Immigration / illegal alien laws pertaining to public contracts. Addendum B (Colorado Statutes 8-17.5 – 102) is signed and attached.

Authorized Signature

Date

**ADDENDUM B
PIKES PEAK LIBRARY DISTRICT
RFP 520-20-06
IMMIGRATION CLAUSE FOR CONTRACTS**

Pursuant to Colorado Revised Statutes Section 8-17.5-102, the Pikes Peak Library District (“PPLD”) shall not enter into or renew a public contract for services with a contractor who knowingly employs or contracts with an illegal alien to perform work under the contract or who knowingly contracts with a subcontractor who knowingly employs or contracts with an illegal alien to perform work under the contract.

Accordingly, Contractor agrees that it shall not:

- Knowingly employ or contract with an illegal alien to perform work under this Agreement; or
- Enter into a contract with a subcontractor for work under this Agreement that fails to certify to the Contractor that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this Agreement.

Further, Contractor agrees that it shall comply with the following:

- Contractor has confirmed the employment eligibility for all employees who are newly hired for employment to perform work under this Agreement through participation in either the e-verify program administered jointly by the U.S. Department of Homeland Security and the Social Security Administration (the “E-Verify Program”) or the department program administered by the Colorado Department of Labor and Employment (the “Department Program”).
- Contractor shall not use the E-Verify Program or the Department Program procedures to undertake pre-employment screening of job applicants while the services under this Agreement are being performed.
- Should Contractor obtain actual knowledge that a subcontractor performing work under this Agreement knowingly employs or contracts with an illegal alien, the Contractor shall:
 - Notify the subcontractor and PPLD within three days that Contractor has actual knowledge that the subcontractor is employing or contracting with an illegal alien; and
 - Terminate the subcontract with the subcontractor if, within three days of receiving the notice, the subcontractor does not stop employing or contracting with the illegal alien; except that Contractor shall not terminate the contract with the subcontractor if, during such three days, the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien.
- Contractor shall comply with any reasonable request by the Colorado Department of Labor and Employment (the “Department”) made in the course of an investigation that the Department may undertake pursuant to its authority under Colorado Revised Statutes Section 8-17.5-102(5).

Authorized Signature

Date