REQUEST FOR PROPOSAL
for

Server Refresh

PIKES PEAK LIBRARY DISTRICT
Colorado Springs, CO

RFP # 520-26-03

The Pikes Peak Library District (PPLD) invites qualified vendors with the qualifications as stated herein, and are in good standing with the State of Colorado, to submit a response to a Request for Proposal (RFP) for servers.

Proposal deadline is **2 p.m. MST on Tuesday, December 1, 2026**

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1. Scope of Work

PPLD is seeking proposals from qualified contractors to replace the existing servers in the district that host our virtual infrastructure. Looking to run a Nutanix cluster and need N+1 high availability.

Hardware Requirements

- 3 hosts (nodes).
- Storage requirements; minimum of 15 TB usable. Must have extra bays for adding more storage. There is no requirement for snapshots or retention policies.
- Minimum 512 GB memory per host (node).
- Current gen CPU that can handle light AI duty, primarily LLM workloads (not looking for proposals including GPUs).
- No more cores than we currently use; 24 physical cores per host (node).
- Dual active-ready NICs.
- Dual active-ready power supplies.
- Support up to 10 Gb over fiber. Vendor must provide fiberoptic cable for each port that goes between the host (node) and the network switch. Vendor must also provide the fiber transceiver (SFP) that is compatible with host (node).
- Must fit into our standard 42U server rack.
- Must be able to fit our current VM count of about 60, with room for growth of up to 100. There are few SQL databases, mostly virtual servers, and they do not host VDI or File server services.

Software

- Servers should come with Nutanix licensing and be fully supported by Nutanix.

Initial Setup and Implementation

- Vendor will provide all materials needed to install devices and will physically install the cluster.
- Initial hypervisor installation and configuration/setup to be performed by vendor.
- Vendor is to transfer our VMs (currently about 60) from our current infrastructure to our new infrastructure. We are prepared to have one maintenance window open for 3 business days. Our current VM's are all running the proprietary driver stack for our current host. No VM's require special handling, but there is one that has licensing tied to VNIC hardware. All VM's are compatible with the RFP request.
- Vendor is to ensure that at go-live it is fully functional with our backup infrastructure. Current backup infrastructure is Nutanix compatible. Hosts need to be connected to our SIEM.

Ongoing Support

- Includes 1-year of Nutanix production support.
- Must include a 5-year warranty on hardware with option for extension toward end of warranty.
- Warranty must include next day onsite repair or replacement.

2. RFP Schedule and Contacts:

RFP schedule:

RFP released	Monday, November 2, 2026
Deadline for final questions	Tuesday, November 10, 2026
Deadline to return answered questions	Tuesday, November 17, 2026
Proposals due	Tuesday, December 1, 2026 at 2:00pm
Board Review and Decision	Wednesday, December 9, 2026
Award Notification	on or about Friday, December 11, 2026

Sole Point of Contact: Questions and requests for clarification must be sent via e-mail to Kim Hoggatt, Chief Financial Officer, at khoggatt@ppld.org and Cc: Lindsay Sosa, Finance & Procurement Generalist, lsosa@ppld.org. Please include the RFP number, title, and words "question" and/or "clarification" in the subject line of the e-mail.

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

Any PPLD response that is considered to be a change in terms, conditions, and specifications of this RFP will be published as an amendment. 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 amendment on the link above.

3. Proposal Submission, Selection, and Contract Formation

3.1. Proposal Submission

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, vendor, 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, vendor, or corporation from proposing; (d) it has not sought by collusion to obtain for itself any advantage over any other proposer or over PPLD.

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:

- Addendum A – Proposal Cover Sheet
- Addendum B –References
- Responses to Section 4. Vendor Qualifications and Information
- Responses to Section 5. Pricing
- List of exceptions or deviations (if any)

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

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.

Integration with Contract: The winning proposal will be included and integrated into the final contract documents.

Proposal Submission: Proposals are to be submitted in sealed envelopes, identified with the proposal number and title with all attachments. See the RFP Schedule for due dates. Vendors must submit four (4) hard copies and soft copy (i.e., flash drive, magnetic media, etc.) of the Proposal to:

Pikes Peak Library District
Attn: Kim Hoggatt/Lindsay Sosa
Finance Office
RFP# 520-26-03
1175 Chapel Hills Drive
Colorado Springs, CO 80920

Additional Copies may be requested by PPLD. PPLD is not liable for any cost incurred by prospective respondents prior to the issuance of contract(s).

The deadline is firm, proposals delivered after that will be received but will be rejected for being late.

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

Duration of Proposal Offer: Price offers shall remain irrevocable for 90 days following the proposal due date. Once proposal is accepted all prices, terms and conditions will remain unchanged throughout the contract period unless specifically agreed otherwise by both PPLD and successful bidder through documented change orders.

In the event that pricing must be extended beyond January 31, 2027, PPLD reserves the right to request a contingency extension. Vendors must agree, in writing, to extend their proposal under the same terms and conditions for a mutually agreed-upon period.

Once a proposal is accepted, all prices, terms, and conditions shall remain unchanged throughout the contract period unless specifically modified through written, mutually agreed-upon change orders between PPLD and the successful Vendor.

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.

Information to Vendors: No proposal shall be accepted from and no contract will be awarded to any person, vendor or corporation that is deemed irresponsible or unreliable by PPLD. If requested, Vendors will submit satisfactory evidence that they have a practical knowledge of the service bid upon and that they have the necessary financial resources to provide the proposed service called for as described in this Request for Proposal.

PPLD reserves the right to investigate and confirm the vendor's financial stability. This may include reviewing financial statements, checking bank reference, and interviewing past contractors, employees, and creditors. Unfavorable responses to these investigations are grounds for rejection of the proposal.

Confidentiality: All materials submitted in response to this RFP become the property of PPLD, upon delivery. Proposals are public information. If a vendor submits proprietary information, the vendor will label each proprietary page as "CONFIDENTIAL" and submit in a separate package so PPLD will not release any information marked as Confidential.

Subcontracting: The Contractor must 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.

If the Contractor uses subsidiary companies, explain their role and how they will be involved in this project.

Insurance Requirements: The successful proposer shall have, at the minimum, the following coverage: commercial general liability, automobile liability, excess liability, and worker's compensation liability. The Vendor shall submit in their proposals, ACORD certificates and/or other proof of the following insurances:

- General Liability $1,000,000

- Automobile Liability $1,000,000
- Technology Errors & Omissions $1,000,000
- Cyber Liability $1,000,000
- Worker's Compensation liability that meets statutory requirements.

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.

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.

3.2. Selection

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 price proposal.

Selection: it is the intent of PPLD to select only responsible and responsive vendors. Bidder's proposal should include the most favorable terms and conditions.

Negotiation: PPLD reserves the right to negotiate terms and conditions of the contract with the winning vendor.

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:

- Completeness of proposal
- References
- Pricing
- Quality of services
- Vendor qualifications and history
- Any other items deemed in the best interest of PPLD

PPLD uses a weighted award decision making process. Bid scoring below:

Bid Completeness	15%
References	15%
Pricing	40%
Quality of Services	15%
Vendor Qualifications and History	15%
Total	100%

3.3. Contract Formation

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 your Proposal. A Service Agreement is not a condition of accepting an RFP.

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.

Amendments to Contract: Parties hereto reserve the right to make amendments or modifications to the contract by written amendment signed by both parties.

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.

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.

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.

4. Vendor Qualification and Information

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

Provide the name of the proposing vendor, address, telephone and primary contact person.

Include an affirmative statement that the vendor is in good standing with the State of Colorado.

The vendor must be an authorized reseller of the proposed equipment and able to provide full manufacturer warranty and support. The vendor shall comply with all applicable federal, state, and local laws and regulations. Any installation or configuration services must be performed by qualified personnel holding relevant technical certifications. Equipment must be new, manufacturer-certified, and eligible for full manufacturer support. Gray- market or refurbished equipment is not permitted unless explicitly approved.

State the size of the vendor and provide a vendor history summary.

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.

Provide references from minimum three (3) recent similar projects including name, telephone number and a brief statement describing their association with your vendor (e.g., other library, educational or public sector clients). References from the Colorado Front Range are also preferred.

Provide the resume of the person that will be assigned as the lead on this project.

Provide pricing as requested.

Any other information you feel should be considered in the selection process.

5. Pricing and timeline

Minimum Services: PPLD is looking for the best-value proposal that meets the needs of the district to include all cost aspects of service.

Provide pricing for initial purchase and pricing for support, licensing, and maintenance cost renewals semiannually or annually.

- Hardware
- Nutanix licensing
- Installation and configuration
- VM migration
- Hardware warranty
- Year 1 support
- Year 2-5 support
- Additional costs
- Total initial cost

The initial annual support and maintenance contract is anticipated to start January 1, 2027 for one year with the option of renewal for up to four (4) additional years.

Pricing shall include all equipment, software, licensing, installation, configuration, migration, warranty, and other costs necessary to provide a fully operational solution meeting the requirements of this RFP. Vendors must separately identify initial purchase and implementation costs and projected annual renewal costs for years two through five. Any additional or optional costs must be clearly identified.

Projected Timeline:

Indicate your projected scheduling of this work with milestones.

Anticipated start date:_____

Anticipated completion date:_____

6. Terms & Conditions

Interested Parties: All interested vendors that have the qualifications as stated herein and are licensed to operate within El Paso County and 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.

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.

Expenses: PPLD assumes no liability for payment of expenses incurred by proposers in the preparation and submission of proposals in response to this invitation.

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.

Independent Contractor: The Vendor is an independent contractor. Notwithstanding any provision appearing in this RFP, all personnel assigned by the Vendor to perform work under the terms of this RFP and any subsequent agreement shall be, and remain at all times, employees or agents of the Vendor for all purposes. The Vendor shall make no representation that it is the employee of PPLD for any purpose.

General Requirements: PPLD reserves the right to amend this RFP up to seven (7) business days prior to the date set for receipt of proposals. In addition, PPLD may extend deadlines or withdraw this RFP at any time prior to an award.

Tax Exemption: PPLD, as a local government entity, is exempt from sales and use taxes. Vendors will inform all prospective subcontractors and suppliers, as necessary, from whom they expect to obtain services or supplies of the tax-exempt status of PPLD. Following the contract award, PPLD will furnish tax exemption certificate(s) to the Vendor.

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.

Nonappropriation of Funds: All financial obligations of Pikes Peak Library District (PPLD) under any resulting contract extending beyond the current fiscal year are subject to the annual appropriation and availability of funds. In the event sufficient funds are not appropriated or otherwise made available for any subsequent fiscal year, PPLD may terminate the contract without penalty or further financial obligation upon written notice to the Vendor. PPLD shall remain responsible for payment of goods and services satisfactorily provided prior to the effective date of termination.

Data Security and Confidentiality: The Vendor shall protect all District systems, data, and confidential information accessed during the performance of services under this contract. The Vendor shall use such information solely for purposes of fulfilling its contractual obligations

and shall not disclose, copy, or retain District information except as authorized by PPLD.

The Vendor shall promptly notify PPLD of any actual or suspected unauthorized access, disclosure, loss, or compromise of District information occurring in connection with the Vendor's services.

Addendum A- Proposal Cover Sheet

I. GENERAL INFORMATION

1. VENDOR NAME _____
2. ADDRESS _____

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

II. STATEMENT OF MINIMUM QUALIFICATION

I, _____(printed name) hereby declare that I am the _____(title) of _____ (name of vendor) submitting this profile and declaration, and that I am duly authorized to sign this profile and declaration on behalf of the above named vendor. All information set forth in this profile and declarationand 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):

- _____ The Vendor has carefully examined all instructions, requirements, specifications, and terms and conditions of the RFP for which this proposal is submitted. The Vendor 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.
- _____ This proposal is a valid and irrevocable offer that will not be revoked and shallremain open for the PPLD's acceptance for a period of ninety (90) calendar days from the proposal duedate.
- _____The Vendor is in full compliance with all applicable federal, state, and local laws, rules, regulations, and ordinances governing business practices.
- _____All statements, information, and representations prepared and submitted in thisproposal are current, complete, true, and accurate.

- _____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.
- _____ The Vendor has to provide proof of all required insurance coverage.
- _____A list of exceptions and deviations (if any) is attached.
- _____ A proof of eligibility to operate in El Paso County and the State of Colorado is attached.
- _____There have been no claims, litigation, or other issues filed or pending against our firm in the past 5 years except as listed below.

_____

_____

_____

_____

_____

_____ _____

Authorized Signature Date

Addendum B – References

References:

Company Name:_____ Contact Name:_____
Address:_____ Phone:_____
Scope of service performed:_____
_____
_____

Company Name:_____ Contact Name:_____
Address:_____ Phone:_____
Scope of service performed:_____
_____
_____

Company Name:_____ Contact Name:_____
Address:_____ Phone:_____
Scope of service performed:_____
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