

City of Augusta

REQUEST FOR PROPOSAL

18-15

Infrastructure Replacement

Switching Equipment Replacement

Notice To Vendors

Purpose

The objective of this RFP is to replace older Switching Equipment supporting Augusta School Department's Wide Area Network.

Deadline

Interested vendors who accept the terms of this RFP must submit their proposals in a sealed envelope marked "**Proposal: Switching Equipment Replacement RFP 18-15**" to **Kathy Casparius** 40 Pierce Drive Suite 3 Augusta, Maine 04330, no later than **Jan 3, 2019 at 11:00 am EDT**. All proposals must be in writing. Late proposals will not be accepted and proposals will not be returned.

Open Offer

All proposals must remain valid for a period of **90 days** from the date of receipt by the City Augusta.

Universal Service Fund

The awarded vendor understands that this request is contingent on the Augusta School Department being selected by the **Universal Service Fund** (Erate) for funding. Without that funding the project will not proceed.

Conditions

Failure to comply with the instructions contained in this RFP may result in a proposal being rejected for that reason alone. In reviewing the proposals, the August School Department will be assessing what is in the best interests of the Augusta School Department and may consider, among other things, price, conformance to specifications, past performance, corporate reputation, and ability to deliver the products and services. This includes the financial and corporate stability of the bidder. The selection decision is totally at the discretion of the Augusta School Department. The Augusta School Department reserves the right to reject all proposals, accept or reject all or any part of any proposal, waive minor technicalities and/or any formalities in

the bid procedure, select a bidder for contract negotiations based solely on the content of the proposals and relevant information obtained from others concerning the bidder, and to award this RFP based on the proposal that appears to best serve the interest of the Augusta School Department, including awarding portions of this RFP to multiple bidders.

Reservations

Issuance of this RFP does not commit the Augusta School Department to pay any costs incurred in the preparation and submission of a proposal, or to procure a contract for any services, software, or equipment. The Augusta School Department will not pay for information solicited or obtained in response to this RFP and no materials or labor will be furnished by the Augusta School Department. Only a duly authorized employee of the Augusta School Department can legally commit to the expenditure of funds in connection with this proposed procurement and legally enter into an agreement on behalf of the Augusta School Department. In the case of this RFP, that person is Kathy Casparius. No contract exists unless and until it is signed by such person, even if it has been approved by a governing body of the Augusta School Department. Verbal commitments by the Augusta School Department will not be honored.

Contingencies and Changes

Proposals will be firm.

Pricing; Term

Each bidder must complete the pricing as requested in this RFP and attach to their proposal a complete system description with manufacturer part numbers. It is expected that each bidder will provide the most detailed price breakdown suitable to its own configuration. Prices for proposals shall be inclusive of all and any costs to be charged to the Augusta School Department, such as cost of manufacture, packing, preservation, marking, handling, loading/unloading, removal of unused equipment and supplies, transportation, installation, training, maintenance, software updates, cost of leased facilities required, supplies such as paper necessary for one year of operation, tools, and any other item that could be interpreted as the real cost of the procurement. This procedure shall be "turnkey" in nature. All deliveries must be made F.O.B. the Augusta School Department's facilities.

Any catalog, brand name, or manufacturer's reference in this RFP is **not** restrictive – it is intended to indicate type and quality desired. All items proposed must be "New" and the **original warranty** must be effective for the entire manufacture term, not reconditioned, including containers suitable for shipment and storage.

The Augusta School Department is exempt from all sales taxes. All prices must be quoted less any applicable Federal excise and State sales taxes.

References

Each bidder shall submit credit (including bank) references, and financial data including annual and quarterly reports. Each bidder shall provide a capability profile, indicating similar tasks completed relevant to its experience in the subject area of the RFP. References of three (3) accounts now being serviced, for whom comparable work has been performed, must be furnished. This list shall include company name, to contact, address and telephone number. Failure to include references is cause for rejection.

Contract to be Used

All proposals, information, and responses submitted will be incorporated into and made part of any final agreement with the Augusta School Department. The Augusta School Department may disqualify any proposal which attempts to limit or preclude this requirement.

The Augusta School Department will submit a written agreement to the selected bidder that will form the basis for the relationship that results from this RFP.

Format of Proposals

Proposals must be originals and have original signatures and must be signed by an individual authorized to bind the bidder in order to be valid.

Proposals should be prepared in strict accordance with the format and instructional requirements of this RFP. Proposals should concisely describe the bidder's ability to satisfy the requirements of this RFP, with emphasis on completeness and clarity of content. The signature page for each proposal must contain the following representation in order to be considered:

Bidder hereby represents and agrees as follows:

1. Bidder and its undersigned representatives agree that they have read the RFP for which this proposal is being submitted; that they understand the RFP; and that this proposal is responsive to and complies with the instructions and conditions to the RFP.
2. Bidder understands and agrees that this proposal (including any and all attachments, exhibits, and documents referred to in this proposal) must be included in any final contract between bidder and the Augusta School Department covering the acquisition specified in this proposal.
3. Bidder agrees to be bound by the representations, terms and conditions contained in this proposal.

4. Bidder agrees that the contract provision incorporating its proposal into the final contract, if any, between bidder and the Augusta School Department shall state in substance as follows:

Bidder agrees that its proposal dated **Jan 3, 2019** including any and all attachments and exhibits, are incorporated in this Agreement. Bidder and the Augusta School Department agree that any provision of this Agreement or of any such proposal that conflicts with this section, or seeks to exclude Bidder's proposal from this Agreement or from any express warranty or any warranty provided by statute or implied at law shall be void and of no force and effect.

Confidentiality. No news release, public announcement, or any other reference to this RFP or any phase of any program under this RFP shall be made by bidder without the prior written consent of the Augusta School Department.

Any information within a proposal that a bidder considers to be proprietary should be identified as such in writing. Otherwise, Augusta School Department reserves the right to use any or all ideas presented with a proposal in any reply to this RFP. Selection or rejection of a bidder's proposal does not affect this right. The Augusta School Department will safeguard information identified by a bidder as proprietary with the same degree of protection the Augusta School Department exercises with respect to the protection of its own proprietary data.

The Augusta School Department's Contact Person(s)

Bidder shall limit its contact with the Augusta School Department to the following individuals with regard to this RFP:

Questions concerning this bid should be emailed to [Fred Kahl](#) (for technical information) or [Kathy Casparius](#) (for all other questions)

Review Schedule

The Augusta School Department's project team anticipates completing its review and evaluation of responses on or about **Jan 3, 2019**. If required during the course of the Augusta School Department's review of bidder's proposal, bidder agrees to meet personally with the Augusta School Department for purposes of clarification or revision of any element of its proposal.

General Terms and Conditions

Award of bid will be based on "**best value**" considering price, conformance to specifications, past performance, and ability to deliver the products and services. This includes financial and corporate stability of the supplier.

Evaluation Criteria

Mandatory Requirements: Pass-or-Fail

Technical Capability and Solution Approach: 300

Managerial and Staff Capability: 300

Past performance (experience) Key personnel References Other

Cost: 400

Maximum Total Points 1000

Attachment A Technical Specifications

The following specifications are intended to define the minimum requirements of an acceptable solution. The bidder is responsible for providing documentation that the product or manufacturer meets the requirements at the time of the response opening. A lack of documentation will constitute non-compliance with this requirement and is considered an incomplete response.

- Whether or not the company or product will meet the requirements in the future is not relevant for this proposal; compliance must exist at the time of bid submission.
- These specifications are industry standards and can be met by any organization with the desire and will to do so. The Augusta School Department will not engage in a debate over their relevance or value.
- All **Switching** Equipment must be “Genuine Equipment” with complete Warranty supplied by the manufacturer and be purchased from a company **Authorized dealer**. **“Gray Market” equipment will not be considered.**
- **All switching equipment must be Layer 3 for core switching and Layer 2 for client switching. Switches must be manageable using Cisco Command expressions or scripts.**

It is the desire of the School Department to replace all older IP communications equipment Supplying Connectivity to its five buildings. Upgrading all end user ports in Cony CATC & Gilbert School from 100 MB 1 Gig

- **Cony High School / CATC** 60 Pierce Drive Augusta Maine 04330
- **Farrington Elementary School** 249 Eastern Ave Augusta Maine 04330
- **Gilbert Elementary School** 16 Sunset Drive Augusta Maine 04330
- **Lincoln Elementary School** 30 Lincoln Street Augusta Maine 04330
- **Hussey Elementary School** 12 Gedney Street Augusta Maine 04330

The buildings are currently connected in a star configuration utilizing leased single mode dark fiber with the center of the Star located at **Cony High School**.

Project Description:

- Replace current switching equipment that is running 1 gig inter-building backbones and 100 Meg user connections with equipment running **10 gig inter-building backbones** and **1 gig user connections**. All buildings are currently wired with Cat5E or Cat6 cabling capable of supporting 1 gig network speeds. **No additional wiring is being requested.**
- Switching equipment must be capable of running all Wireless and Phone equipment utilizing **POE+ architecture**.
- Switching equipment must be compatible with **Mitel VoIP** equipment.

Other Requirements

- References for similar installations in the State of Maine
- Ability to provide remote and onsite support
- Familiarity with the Network Maine Network System

Bid Submittal Sheet ASD Bid 18-15

The following Cisco Part number are for comparison only and not indicative or restrictive of the exact equipment being requested.

Again: All switching equipment must be Layer 3 for core switching and Layer 2 for client switching. Switches must be manageable using Cisco Command expressions or scripts. The switching equipment must integrate into our existing management system.

Switching Equipment Replacement

Quantity Reference Item

- 2 Cisco Catalyst L3 Switch model **WS-C3650-48PQ-E** with 10G SFP uplinks
- 8 Cisco Catalyst L3 Switch model **WS-C3650-48PQ-E** with 10G SFP uplinks
- 1 Cisco Stack Kit part number **C3650-STACK-KIT=**

Firewall

- 1 Cisco **ASA-5545-X** without FirePOWER services

Switched for Cony / CATC Closets

- 9 Cisco **WS-C2960X-48FPD-L**
- 18 Cisco Stacking cables Part **C2960X-STACK**
- 14 SFP Modules part **SFP-10G-SR**
- 30 Cisco FlexStack stacking cable part **CAB-STK-E-1M**

Grand Total (Includes System Price, warranty,)

Submitted by: _____ Title: _____

Authorized Signature _____ Date _____