

TOWN OF TRUMBULL, CONNECTICUT  
REQUEST FOR QUOTATION (RFQ)  
VIRTUALIZED SERVER

BID NUMBER 5945

DUE: May 2, 2012 3:00PM

GENERAL INSTRUCTIONS TO BIDDERS

The Town of Trumbull, Connecticut (hereinafter referred to as Town), through the Office of the Purchasing Agent, will accept sealed bids from qualified suppliers (herein after referred to as responder, firm or bidder) to design, install and provide training to the Town of Trumbull for a virtualized server environment with redundant servers and switches. The success of this project is dependent not only on the hardware and software, but also on the bidder's skill, effort, and experience working in a municipal environment and in accordance with the terms and conditions, specifications, and requirements contained herein.

1. **PREPARATION OF PROPOSALS**

Bids shall be submitted by using the BID PROPOSAL FORM that accompanies this request. Submit one (1) ORIGINAL and one (1) EXACT COPY. Bidders should submit bids in a clear, concise and legible manner to permit proper evaluation of responsive bids.

2. **BID SUBMISSION**

Bids are to be submitted in a sealed envelope clearly marked and addressed as follows:

**Bid 5945                      Due: May 2, 2012**  
Purchasing Agent  
Town of Trumbull  
5866 Main Street  
Trumbull, CT 06611

Please be advised that the person signing the formal proposal must be authorized by your organization to contractually bind your firm with regard to prices and related contractual obligations for the delivery period requested.

3. **BID TIME**

Bids shall be received at the office of the Purchasing Agent, Town Hall, prior to the advertised hour of opening, at which time all proposals will be publicly opened and read aloud. Any bid received after that time will not be opened or considered. A bidder may withdraw a proposal at any time prior to the above scheduled date and time.

4. **TOWN OPTIONS**

The Town reserves the right to reject any or all bids and to waive any requirements, irregularities, technical defects or service therein when it is deemed to be in the best interest of the Town. If your proposal does not meet or better the required specifications on all points that must be outlined in a letter otherwise it will be presumed that a proposal is in accordance with the required specifications.

5. **TAXES**

All purchases made by the Town, and associated with the award of this requirement shall be tax exempt. Any taxes must not be included in bid prices. A Town Tax Exemption Certificate shall be furnished upon request.

6. **INQUIRIES**

All inquiries regarding this request shall be answered up to the close of business on **April 27, 2012**, after which time no additional questions will be accepted. To ensure consistent interpretation of certain items, answers to questions the Town deems to be in the interest of all bidders will be made available in writing or by Fax as appropriate to all bidders. Inquiries of a technical nature may be directed to **Mr. William Chin, Trumbull Technology Director at 203.452.5101 [wchin@trumbull-ct.gov](mailto:wchin@trumbull-ct.gov)** all other questions shall be directed to **Robert Chimini, 203.452.5042 [rchimini@trumbull-ct.gov](mailto:rchimini@trumbull-ct.gov)**

Additionally, after proposals are received, the Town reserves the right to communicate with any or all of the bidders to clarify the provisions of Proposals. The Town further reserves the right to request additional information from any bidder at any time after proposals are opened.

**7. AWARD AND AUTHORITY**

The Town Purchasing Agent will issue notification of award in writing or with a formal Purchase Order.

**8. PRICING**

All prices quoted are to be firm for a period of one (1) year following bid opening. Special Consideration will be given to responses with extended firm price dates. The Town is always interested in any and all cost reduction opportunities.

**9. ASSIGNMENT OF RIGHTS, TITLES, AND INTERESTS**

Any assignment or subcontracting by a bidder, firm, or contractor for work to be performed, or goods and/or services to be provided, in whole or in part, and any other interest in conjunction with a Town procurement shall not be permitted without the express written consent of the Town of Trumbull.

**10. HOLD HARMLESS CLAUSE**

The Bidder further agrees to indemnify, hold harmless and defend the Town from and against any and all liability for loss, damage or expense which the Town may suffer or for which the Town may be held liable by reason of injury, including death, to any person or damage to any property arising out of or in any manner connected with the operations to be performed under this Contract, whether or not due in whole or in part of any act, omission or negligence of the Owner or any of his representatives or employees.

**11. WORK REGULATIONS AND STANDARDS**

All work activities performed in association with this request must be performed and completed for the Town in accordance with current Federal State and Local regulations. All services performed shall also conform to the latest OSHA standards and/or regulations.

**12. INSURANCE**

The successful bidder shall provide the Town Purchasing Agent with a Certificate of Insurance before work commences. The Town shall be named as an additional insured with an Insurance Company licensed to write such insurance in Connecticut, against the following risks and in not less than the following amounts:

General Liability	Each Person	Each Occurrence	Aggregate
Bodily Injury Liability	\$1,000,000	\$1,000,000	\$1,000,000
Property Damage Liability		\$1,000,000	\$1,000,000
Personal Injury Liability		\$1,000,000	\$1,000,000
Comprehensive Automobile Liability			
Bodily Injury	\$1,000,000	\$1,000,000	\$5,000,000
Property Damage		\$1,000,000	\$1,000,000

Such policies shall provide that no coverage shall be changed or cancelled unless thirty- (30) days prior notice of such change or cancellation shall be made to the owner. Such notice shall be made by registered mail; postage prepaid, to the Purchasing Agent, Town of Trumbull, Town Hall, Trumbull, Connecticut 06611.

In the event of cancellation, the contractor shall cease all operations on or before the effective date of said cancellation and he shall not commence work again until he has obtained replacement insurance and has delivered a Certificate of Insurance to the office of the Owner's Purchasing Department.

**12. CONFLICT OF INTEREST**

No purchase shall be made from nor shall services (other than services as an officer, agent, or employee of the Town) be secured from any officer or employee of the Town, or from any partnership or corporation in which such officer or employee is a partner or officer, or holds a substantial interest, unless such relationship and the fact that such purchase is contemplated shall be made known in writing to the agency making such purchase, and notice thereof posted, for at least five (5) days before such purchase be made, in the office of the agency making such purchase and in a public place in the Trumbull Town Hall.

**13. ADENDUMS**

It is the responsibility of the bidder to verify prior to final submittal of a bid or bid if any addenda to this request have been issued. Any addenda to this request shall be posted on the Town of Trumbull website [www.trumbull-ct.gov](http://www.trumbull-ct.gov) under the Purchasing Department's section. Bidders may also call the Purchasing Department directly 203.452.5031 for inquiries regarding addenda.

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GENERAL REQUIREMENTS, SPECIFICATIONS

**1. Objective:**

Design, install and provide training to the Town of Trumbull for a virtualized server environment with redundant servers and switches. Success of this project is dependent not only on the hardware and software, but also on the bidder's skill, effort, and experience working in a municipal environment.

**2. Experience:**

Bidder must show history of experience working with similar products and services specified in this bid by providing documentation of similar services the bidder has provided for three (3) other towns, cities or municipalities in the State of Connecticut. (See attached form)

**3. Details:**

All hardware, software and labor must be itemized.

**4. Non-Conformance:**

Bids submitted that do not conform to the spec must include a completed "Notice of nonconformance". The bidder will use said form to explain where equipment does not conform, what is offered in its place and why. While conformance to specs is desirable it is not absolutely required.

**5. Delivery:**

Bidder shall commit to a delivery date and this will be a consideration in awarding the bid.

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**BID PROPOSAL FORM**

THE UNDERSIGNED AFFIRMS AND DECLARES that this proposal is executed with full knowledge and acceptance of the specifications, requirements, terms and conditions contained herein and with complete understanding and full compliance of system requirements and hereby submits this proposal for the request noted above and certifies that this proposal meets all the specifications and conditions requested herein. Any substitutions to the specifications requested are clearly and completely noted. Any alternate proposals are presented in a similar format to those requested and are attached herein. It is understood that the Town reserves the right to reject any or all proposals or waive any formalities in this request. The proposed rates and discounts as follows:

Lead time for equipment delivery: \_\_\_\_\_ Days after receipt of order (ARO)

Anticipated time for completion: \_\_\_\_\_ Days after receipt of order (ARO)

Above Price Shall Remain Firm for: \_\_\_\_\_ Days

Work shall commence \_\_\_\_\_ days after receipt of Purchase Order

The quality of workmanship is guaranteed for a period of \_\_\_\_\_ year(s) from acceptance.

Note any and all exceptions or clarifications :( use additional pages as necessary)

PROVIDE COMPLETE PRICING FOR THE FOLLOWING

Item	Qty	Description	Unit Price	Total
1	2	HP DL380p Gen8 8-SFF CTO Chassis, MFG Part #: 653200-B21	\$	\$
2	2	Intel Xeon E5-2690 / 2.9 GHz processor, MFG Part#: 662226-B21	\$	\$
3	2	HP DL380p Gen8 E5-2690 FIO Kit 2.90 GHz 8 Core, MFG Part# 662226-L21	\$	\$
4	12	HP 16GB 2Rx4 PC3-12800R-11 Kit, MFG Part#: 672631-B21	\$	\$
5	2	HP DVD-ROM drive – Serial ATA, MFG Part#: 652232-B21	\$	\$
6	2	HP Ethernet 1GbE 4P 331FLR FIO Adapter, MFG Part#: 684208-B21	\$	\$
7	2	HP Small Form Factor Ball Bearing Rail Kit – 2U, MFG Part# 663478-B21	\$	\$
8	2	HP 4GB SD Flash Media Kit, MFG Part# 580387-B21	\$	\$
9	4	HPO NC365T network adapter – 4 ports, MFG Part#: 593722-B21	\$	\$
10	4	HP Common Slot Platinum Plus Power Supply Kit – hot-plug – 4, MFG Part#: 656362-B2	\$	\$
			<b>Total Items 1-10</b>	<b>\$</b>

**BID PROPOSAL FORM (CONTINUED)**

11	2	Proliant DL38x(p) HW Support HP – 4 hour 24x7, MFG Part# HA104A3 7G3	\$	\$
12	2	HP E2910-24G al Switch, MFG Part#: J9145A	\$	\$
13	1	HP P4500 G2 14.4TB SAS Virtual SAN, MFG Part# BQ888A	\$	\$
14	1	HP P4500 SAN Solution Support – 24x7 (3 years)	\$	\$

<b>Item 15: VMware Enterprise (1 year support option)</b>				
	4	E VMware v Sphere 5 nterprise – 1 processor with 9x5 support , MFG Part#: TD418AAE		\$
	4	VMware v Sphere 5 Enterprise – 1 processor with 24x7 support upgrade, MFG Part#: HA107A1 15N		\$
	1	VMware v Center Foundation Server Standard 9x5 support, MFG Part#: TD423AAE		\$
	1	VMware v Center 24x7 support upgrade, MFG Part# HA107A1 16M		\$

<b>Item 16: VMware Enterprise (3 year support option)</b>				
	4	VMware vSphere 5 Enterprise – 1 processor with 9x5 support , MFG Part#: TC725AAE		\$
	4	VMware vSphere 5 Enterprise – 1 processor with 24x7 support upgrade, MFG Part#: HA107A3 2DA		\$
	1	VMware vCenter Foundation Server Standard 9x5 support, MFG Part#: TD457AAE		\$
	1	VMware vCenter 24x7 support upgrade, MFG Part# HA107A3 1SV		\$

<b>Item 17: VMware Essentials Plus (1 year support option)</b>				
	1	VMware vSphere 5 Essentials Plus – 1 processor with 9x5 support, MFG Part#: TD415BAE		\$
	1	VMware vSphere 5 Essentials Plus – 1 processor with 24x7 support upgrade, MFG Part#: HA107A1 QA3		\$

<b>Item 18: VMware Essentials Plus (3 years support option)</b>				
	1	VMware vSphere 5 Essentials Plus – 1 processor with 9x5 support, MFG Part#: TD450BAE		\$
	1	VMware vSphere 5 Essentials Plus – 1 processor with 24x7 support upgrade, MFG Part#: HA107A3 QA4		\$

**BID PROPOSAL FORM (CONTINUED)**

<b>Provide pricing on the following service, installation, and training items:</b>		
1	On-Site services to install all hardware	\$
2	On-site services for all integration and configuration of software	\$
3	On-site service for conversion of eight physical servers to virtual	\$
4	On-site training for 2 person IT staff in regards to system operations, maintenance, and disaster recovery	\$
5	On-site training for SAN administration	\$

Company Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Type of Entity: Corporation: \_\_\_\_\_ Type of Corp.: \_\_\_\_\_ LLC: \_\_\_\_\_  
 Partnership: \_\_\_\_\_ Joint Venture: \_\_\_\_\_  
 Sole Proprietorship: \_\_\_\_\_  
 Other (please describe): \_\_\_\_\_

1. CT State Business License Number (if applicable): \_\_\_\_\_  
 State Agency issuing license: \_\_\_\_\_
2. Number of years in business under entity name: \_\_\_\_\_

\_\_\_\_\_  
 Company Name

\_\_\_\_\_  
 By (Signature)

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Company Name

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Telephone/Fax

\_\_\_\_\_  
 email

\_\_\_\_\_  
 24 Hour Telephone

\_\_\_\_\_  
 website

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REFERENCES

*(To be submitted with proposal – attach additional pages as necessary)*

List references for similar services provided for at least three (3) clients in the past five (5) years (attach any other client references if desired). PLEASE NOTE IT IS THE TOWN'S INTENT TO COMMUNICATE WITH THE REFERENCES LISTED HEREIN.

*CLIENT 1:*

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Service Dates: \_\_\_\_\_

Project(s): \_\_\_\_\_

*CLIENT 2:*

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Service Dates: \_\_\_\_\_

Project(s): \_\_\_\_\_

*CLIENT 3:*

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Service Dates: \_\_\_\_\_

Project(s): \_\_\_\_\_