

TOWN OF TRUMBULL, CONNECTICUT  
REQUEST FOR PROPOSAL (RFP)  
NETWORK INFRASTRUCTURE UPGRADE

RFP 6031

DUE: FEBRUARY 19, 2014 3:00PM

GENERAL INSTRUCTIONS

The Town of Trumbull, Connecticut (hereinafter referred to as Town), through the Office of the Purchasing Agent, will accept sealed proposals from qualified suppliers (herein after referred to as vendor, responder, firm or proposer) to design, furnish and install equipment required to upgrade its existing NETWORK INFRASTRUCTURE for the Town of Trumbull.

1. **PREPARATION OF PROPOSALS**

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

2. **PROPOSAL SUBMISSION**

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

RFP 6031 NETWORK INFRASTRUCTURE UPGRADE  
Due: FEBRUARY 19, 2014, 2013  
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. **PROPOSAL TIME**

Proposals 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 proposal received after that time will not be opened or considered. A responder 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 proposals 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 proposal 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 February 14, 2014, 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 responders will be made available in writing or by Fax as appropriate to all responders. 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). Additionally, after proposals are received, the Town reserves the right to communicate with any or all of the proposers to clarify the provisions of Proposals. The Town further reserves the right to request additional information from any proposer 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 proposal 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 proposer, 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 proposer 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 proposer 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 responder to verify prior to final submittal of a proposal 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. Responder may also call the Purchasing Department directly 203.452.5031 for inquiries regarding addenda.

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**SPECIFICATIONS**

**1. Objective:**

The Town of Trumbull is planning to upgrade its existing network infrastructure. Nearly all of the networking equipment in our offices is outdated and needs to be replaced. Vendors are expected to install and configure new network switches in seven offices on the Town of Trumbull's wide area network. A couple of existing switches will be moved to other offices. Success of this project is dependent not only on the hardware and software, but also on the vendor's skill, effort, and experience working in a municipal environment.

**2. Experience:**

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

**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 vendor 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. Insurance Requirements:**

The successful bidder must provide the Town of Trumbull with a Certificate of Insurance naming the Town as an additional insured. Specific insurance requirements are outlined in the bid specifications.

**6. Taxes:**

The Town of Trumbull is a governmental entity exempt from taxes under IRS code section 509(a) (1). The Town of Trumbull will complete tax exemption forms as required by the successful bidder.

**7. Delivery:**

Vendor must commit to a delivery date and this will be a consideration in awarding the bid.

**TOWN OF TRUMBULL, CONNECTICUT  
REQUEST FOR QUOTATION (RFQ)  
NETWORK INFRASTRUCTURE UPGRADE**

**RFQ 6031**

**DUE: FEBRUARY 19, 2014 3:00PM**

**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:

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

Item	Qty	Description/Location	Unit Price	Total
		<b>TOWN HALL</b>		
1	1	HP E8212 zl Switch with Premium SW, MFG Part #: J9641A	\$	\$
2	2	HP 20-port Gig-T PoE+/4-port SFP v2 zl Module, MFG Part#: J9535A	\$	\$
3	2	Networking Gigabit-LX-LC Mini-GBIC, MFG Part# J4859C	\$	\$
4	6	HP 24-port Gig-T PoE+ v2 zl Module, MFG Part#: J9534A	\$	\$
5	1	HP E8200 zl Management Module, MFG Part#: J9092A	\$	\$
6	4	HP 1500W PoE+ zl Power Supply, MFG Part#: J9306A	\$	\$
7	1	HP E8200 zl System Support Module, MFG Part# J9095A	\$	\$
8	1	Networks 8212zl Switch w/Premium SW JW 3 year 24x7 Support Plus 24 SVC, MFG Part# HA110A3 R3C	\$	\$
		<b>POLICE DEPT</b>		
9	4	HP ProCurve 2920-48G-POE+ Switch, MFG Part#: J9729A	\$	\$
10	4	HP 2920 2-port Stacking module, MFG Part# J9733A	\$	\$
11	3	HP 2920 1.0 Meter Stacking cable, MFG Part#: J9735A	\$	\$
12	1	HP 2920 3.0 Meter Stacking cable, MFG Part# J9736A	\$	\$
13	2	Networking Gigabit-LX-LC Mini-GBIC, MFG Part#: J4859C	\$	\$
		<b>DISPATCH CENTER</b>		
14	1	HP ProCurve 2920-48G-POE+ Switch, MFG Part#: J9729A	\$	\$
	1	<b>POLICE DEPT (2<sup>ND</sup> FLOOR)</b>		
15		HP ProCurve 2920-48G-POE+ Switch, MFG Part#: J9729A	\$	\$
		<b>SENIOR CENTER</b>		
16		HP ProCurve 2920-48G-POE+ Switch, MFG Part#: J9729A	\$	\$
		<b>HIGHWAY DEPT</b>		
17	1	HP ProCurve 2920-48G-POE+ Switch, MFG Part#: J9729A	\$	\$
18	1	HP ProCurve 2920-24G-POE+ Switch, MFG Part#: J9727A	\$	\$

<b>PROPOSAL FORM (CONTINUED)</b>				
		<b>EMS</b>		
19	1	HP ProCurve 2920-24G-POE+ Switch, MFG Part#: J9727A	\$	\$
		<b>LIBRARY</b>		
20	2	HP ProCurve 2920-48G-POE+ Switch, MFG Part#: J9729A	\$	\$
21	1	HP 2920 1.0 Meter Stacking cable, MFG Part#: J9735A	\$	\$
22	2	HP 2920 2-port Stacking module, MFG Part#: J9733A	\$	\$
		<b>RECREATION</b>		
23	1	HP ProCurve 2920-24G-POE+ Switch, MFG Part#: J9727A	\$	\$
24			<b>Sub-Total</b>	\$
25		On-Site networking and installation services	\$	\$
		Items 24 & 25	<b>GRAND TOTAL</b>	\$

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

Work shall commence \_\_\_\_\_ days ARO                      Anticipated time for completion: \_\_\_\_\_ Days ARO

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

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

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

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

\_\_\_\_\_  
Address

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

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
email

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

\_\_\_\_\_  
website

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RESPONDING COMPANY INFORMATION  
(To be included with proposal)

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

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

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

CT State Business License Number (if applicable): \_\_\_\_\_

State Agency issuing license: \_\_\_\_\_

Number of years in business under entity name: \_\_\_\_\_

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): \_\_\_\_\_