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MAYOR

TOWN OF EAST HARTFORD

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East Hartford, Connecticut 06108

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PURCHASING DEPARTMENT

WWW.EASTHARTFORDCT.GOV

TOWN OF EAST HARTFORD, CT INVITATION TO BID

BID #16-10

RE: R.F.P. – Town of East Hartford Server and Storage Refresh/Addition

Proposals will be received at the Office of the Purchasing Agent, Town Hall,
740 Main Street, East Hartford, Connecticut, 06108 until Tuesday, October 6, 2015 at
11 a.m. at which time they will be publicly opened and recorded.

Information and Specifications are available at the above office or on the Town of
East Hartford bid's website at <http://www.easthartfordct.gov/bids>

The right is reserved to reject any or all bids when such action is deemed to be in the
best interest of the Town of East Hartford, Connecticut

Michelle A. Enman
Purchasing Agent
(860) 291-7271



TOWN OF EAST HARTFORD, CT.

STANDARD INSTRUCTIONS FOR PROPOSAL

1. Sealed proposals will be received by the Purchasing Agent until the date and time specified on the title sheet. Proposals received later than the date and time specified will not be considered and will be returned unopened. **Proposals will not be accepted via fax or e-mail.**
2. All proposals will be opened and recorded and are subject to public inspection. Firms may be present or be represented at all openings.
3. Municipalities are exempt from any sales, excise or federal taxes. Fees must be exclusive of taxes and will be so construed.
4. The Town of East Hartford reserves the right to reject any or all proposals or any part of any or all proposals and to waive any informality when such action is in the best interest of the town and also reserves the right to extend an awarded proposal by mutual consent and negotiate any terms, conditions and prices if it is in the best interest of the town.
5. Firms should familiarize themselves with the items and/or conditions set forth in the Request for Proposal specifications. Failure to be informed will not be accepted as an excuse from fulfillment of the requirements.
6. In case of an error in the extension or addition of prices, the unit price will govern. The Town will not be subject to any price increases after an award if not part of the original proposal terms.
7. For professional services - a selected town committee will evaluate all responses and make a recommendation to the Mayor. **If deemed necessary** by the committee, an interview may be required as part of the selection process.
8. Please include a corporate resolution with your submittal. Sample formats for Corporations and Professional Corporations, Limited Liability Company and Partnerships (including Limited Partnership and Limited Liability Partnership) are attached in this packet.
9. Per Town Ordinance Sec. 10-10 (d): The Town shall not award a bid to any bidder who owes a delinquent tax to the Town. Bidders certify by virtue of their signature on the bid sheet that neither the bidder nor any business or corporation in which the bidder owns and interest is delinquent in tax obligations to the town.
10. The bidding entity is required to provide evidence from the Connecticut Secretary of State that they are in good standing and qualified to conduct business in the State of Connecticut.

INSURANCE REQUIREMENTS

A CERTIFICATE OF INSURANCE WILL ONLY BE REQUIRED OF THE AWARDED BIDDER

INSURANCE INDEMNIFICATION CLAUSE

The Town of East Hartford, CT is to be named as an “**additional insured**” and an additional insured policy endorsement must be submitted with the certificate of insurance and the nature of the project is to be stated on the certificate.

INDEMNIFICATION

AGENCY agrees to indemnify and hold the Town of East Hartford, CT harmless against and from any and all claims by or on behalf of any person arising from or in connection with:

A: Any act, error, omission, negligence or fault of **AGENCY** or any of its agents, servants, employees and sub-contractors.

B: Any accident, injury or damage whatsoever caused to any person occurring during the performance of this contract.

Further, the **AGENCY** agrees to indemnify and hold harmless the Town of East Hartford, CT against and from all reasonable costs, counsel fees, expenses and liabilities incurred in or with respect to any such claim and any action or proceeding brought thereon; and in any case any action or proceeding shall be brought against the contractor by reason of any such claim, contractor upon notice from the Town of East Hartford, CT agrees to resist and defend such action proceeding, unless **AGENCY** causes the same to be discharged and satisfied.

A. GENERAL REQUIREMENTS

The **AGENCY** shall be responsible for maintaining insurance coverage in force for the life of this contract of the kinds and adequate amounts to secure all of the **AGENCY** obligations under this contract with an insurance company(ies) with an AM Best Rating of A-VII or better licensed to write such insurance in the State of Connecticut and acceptable to the Town of East Hartford, CT

The insurer shall provide the Town of East Hartford, CT with **Certificates of Insurance signed by an authorized representative of the insurance AGENCY(ies)** prior to the performance of this contract describing the coverage and providing that the insurer shall give the Town of East Hartford, CT written notice at least thirty (30) days in advance of any termination, expiration, or any and all changes in coverage. Such insurance or renewals or replacements thereof shall remain in force during the **AGENCY** responsibility under this contracts.

The **AGENCY** at the **AGENCY’S** own cost and expense, shall procure and maintain all insurance required and shall name the Town of East Hartford, CT as Additional Insured on all contracts, except Workers’ Compensation and Professional Errors & Omissions coverage’s.

B. SPECIFIC REQUIREMENTS:

1) Workers' Compensation Insurance

The **AGENCY** shall provide Statutory Workers' Compensation Insurance, including Employer's Liability with Limits of:

\$100,000 Each Accident
\$500,000 Disease, Policy Limit
\$100,000 Disease, Each Employee

2) Commercial General Liability Insurance

The **AGENCY** shall carry Commercial General Liability Insurance (Insurance Services Officer Incorporated Form CG-0001 or equivalent). As per occurrence limit \$1,000,000 is required. The Aggregate Limit will be not less than \$2,000,000. Any deviations from the standard unendorsed form will be noted on the Certificate of Insurance.

3) Business Automobile Liability Insurance

The **AGENCY** shall carry Business Automobile Liability Insurance (Insurance Services Office Incorporated Form CA-00001 or equivalent). A per occurrence limit of \$1,000,000 is required. "Auto Auto" (symbol 1 or equivalent) is required. Any deviations from the standard unendorsed form will be noted on the Certificate of Insurance.

C. **OTHERS: PROFESSIONAL SERVICES – ARCHITECTS, ENGINEERS, ET AL.**

The **AGENCY** shall carry Errors & Omissions coverage in the amount \$1,000,000 per occurrence for all **professional services contracts only**. If the insurance coverage is written on a claims made basis, an extended reporting period of at least 3 years after substantial completion of the project is required.

The Town reserves the right to amend amounts of coverage required and type of coverage provided based on work or service to be performed.

D. SUBCONTRACTOR'S REQUIREMENTS:

The **AGENCY** shall require its subcontractors and independent contractors to carry the coverages set forth in section B and C above and will obtain appropriate Certificates of Insurance before the subcontractors and independent contractors are permitted to begin work.

The **AGENCY** shall require that the Town of East Hartford, CT be named as Additional Insured on all subcontractors and independent contractors insurance before permitted to begin work.

The **AGENCY** and all subcontractors and independent contractors and their insurers shall waive all rights of subrogation against the Town of East Hartford, CT, and its officers, agents, servants and employees for losses arising from work performed by each on this contract.

R.F.P – TOWN OF EAST HARTFORD SERVER AND STORAGE REFRESH/ADDITION

Overview

The Town of East Hartford, Connecticut (herein referred to as “Town”) is soliciting proposals for equipment refresh and additions to its Data Center storage and compute resources.

The proposed solution must be fully compatible and certified for use within a VMware server environment.

This bid is broken into 4 categories: Servers, Storage, VMware licensing, and Services. Vendors will be allowed to bid on portions of each as deemed appropriate, but must fill out the provided worksheet at the end of this spec document, in its entirety.

Vendors may be required to present/demonstrate their solution to the Town.

Existing Town Data Center Overview

The Town of East Hartford operates two Data Centers connected with a Private Fiber network. A migration to 10gb links to all servers and storage devices is currently being performed. Tie-in between data centers will be through 2 x 10gb LR links.

HP Servers and HP/Lefthand (now “StoreVirtual”) storage nodes are currently in use with Network RAID-10 between storage nodes.

Server requirements:

Quantity: 2 (one per data center)

Goal: Replace or augment the two existing servers running in each data center, increasing compute resources, specifically memory

Server specifications:

- Minimum of dual Xeon E5-2660v3 processors (10 core, minimum 2.6ghz) per server
- 192gb RAM per server
 - Option for 256gb RAM per server
- Internal Flash storage for server operation with VMware on each server
- Dual Power Supplies (110v) per server
- Dual 10gb NICs on each server
- Out-of-band network management port: Minimum 1gb copper
- 3 Year, 24x7 warranties with NBD hardware
 - Option for 4 year 24x7 NBD hardware

Storage Requirements:

Goal: The Town seeks to purchase one high performance node and one high density storage node to add in each data center (2 of each type) to facilitate data archiving and regular virtual machine operations.

High Performance requirements:

Use Type: Will be used to host virtual servers for 24x7 town operations and a very limited base of VDI.

- Minimum of 6TB useable storage, must be redundant between sites for a highly available configuration
- SAS drives preferred
- Dual 10gb NICs
- Dual power supplies (110v)
- 3 year 24x7 NBD warranty
 - Option for 4 year 24x7

High Capacity Requirements:

Use Type: Will be used for File storage (daily and archival use) with an existing Town Archiving application.

- Minimum 10TB useable capacity in a highly available configuration across two sites
- Dual 10gb NICs
- Dual Power Supplies (110v)
- 3 year 24x7 warranty
 - Option for 4 year 24x7

VMware:

- VMware 6 Enterprise Licensing for 2 servers with 2 CPU's
- 3 year up-front 24x7 licensing

Services:

Provide proposed cost for assistance with installation (if required), using following assumptions:

1. Town employees will provide basic rack and stack service
2. VMware basic configuration (install of ESXI software with provided media) will be performed by Town employees
3. Integration/support of SAN into existing HP StoreVirtual environment with knowledge transfer to two employees
4. Integration support of new storage hardware into VMware environment may be required

General Bid Requirements:

1. Provide all applicable pricing for this project and indicate proposed discount levels
2. Provide data sheets on all proposed major equipment (servers, storage) for product review
3. Provide period of time the discounting on each piece of hardware shall be eligible for (1 time, 3 years) if quantity of 1 is ordered to expand design. If the discount level will change following the bid, provide discount level for purchases up to 3 years out.
4. Provide at least 3 references with contact information (Government sector accounts ideal) for Connecticut sites. If necessary you may also use the New England region for references.
5. All work is projected to be non-disruptive to existing environment and will be performed between 8am and 4pm EST.
6. Provide Independent “Scope of Work” (SOW) around services
7. 1 original and 3 copies of all submission materials will be included for evaluation
8. A CD or flash drive containing the PDF of the Bid worksheet (below), Scope of Work, and all cut sheets will be provided.

Requests for additional information

Requests for additional information **regarding specification clarification** should be sent **in writing via e-mail** to:

Ken Sayers, IT Manager **e-mail:** ksayers@easthartfordct.gov

Bid pricing extension:

The selected vendor must be willing to extend pricing to the Board of Education for the duration of this agreement, should they elect to use it.

Storage Pricing (High Capacity)

<i>Item Desc.</i>	<i>Vendor Part #</i>	<i>Qty</i>	<i>% Discount</i>	<i>Cost</i>
Storage (High Capacity). ⁶		2		
Option: 4 year 24x7 warranty ⁷				

VMware Licensing

<i>Item Desc.</i>	<i>Vendor Part #</i>	<i>Qty</i>	<i>% Discount</i>	<i>Cost</i>
VMware Enterprise licensing (per proc)		4		
3 year 24x7 support				

Services

<i>Item Desc.</i>	<i>Vendor Part #</i>	<i>Qty</i>	<i>% Discount</i>	<i>Cost</i>
Services	----Provide SOW----			

⁶ "Storage (High perf)" line is to include the minimum 3 year warranty

⁷ "Option: 4 year 24x7 warranty": Provide the cost difference for the upgrade to 4 year 24x7 maintenance. *Do not factor this cost into your total bid pricing at top of page.*