

Request for Quote
Under Amelia County's Small Purchase
Policy # 11-20-2020

Network Infrastructure, Switches, and Wireless

Amelia County, VA
16360 Dunn Street,
Suite 101
P.O. Box A
Amelia, VA 23002

1. Introduction

1.1 Objective

The Amelia County, Virginia (hereinafter referred to as "ACV") intends to install new local area network equipment including, network switches, servers, firewalls, UPS and network wireless system. Installing these systems will allow us to deliver better network services to both County staff and residents.

ACV will consider all products provided that the proposed solution seamlessly integrates into the existing standard with no loss of efficiency, features, or functionality.

The major portions of this project are:

Network Firewalls

The County is looking for a security solution that will provide redundant firewalls. The firewalls should provide enhanced gate security services. Content filtering and VPN client services are required.

Network Switches

Each site requires an enterprise level switch with minimum 1Gb ports and minimum 2 x 10Gb backbone connections to the MDF and IDF's. These switches shall be stacked and contain enough ports for each CAT6 drop to be live. Network closet interconnections must have capability to be connected at 10Gbs. All switches must be POE+ capable.

Wireless Communication

The wireless solution should be based on the WiFi 6 (802.11ax) standard. It should have enough capacity licenses for each of the access points.

The standard wireless infrastructure is based on placing a Ruckus R750 model or equivalent in the County buildings. Certain areas may require more than one Access Point and therefore a walk through is highly recommended. Offices, hallways, conference rooms, and all other indoor areas shall have sufficient coverage as well.

The County seeks a unified, integrated and qualified proposal that addresses the installation, monitoring and customer/client training related to the specifications defined in this RFP. All proposals are to meet or exceed these specifications.

ACV reserves the right to reject any and all proposals, and award all or part of the bid and to make the award on merit/or features of design and quality, delivery and availability of parts and service to the best interest of the Amelia County.

Proposing vendors must include manufacturer maintenance and support options for 1 year, 3 year, and 5 year.

The County requires that any responding vendor that intends to propose an alternate solution provide an onsite demonstration of their planned proposed solution. These will be pre-proposal demonstrations for the County to review optional alternative solutions. Each responding vendor is required to submit a "Letter of Intent to Bid" document by the date specified in the "Schedule of Events" section. The "Letter of Intent to Bid" shall include the manufacturer brands and product lines the vendor is proposing. Vendors proposing alternate solutions will then negotiate the date and time for the onsite demonstration.

Contact Person for this Request for Quote is:

Taylor Harvie
County Administrator
16360 Dunn Street, Suite 101
P.O. Box A
Amelia, VA 23002
Phone : 804-561-3039
e-mail: taylor.harvie@ameliacova.com

1.2 Schedule of Events

The following is the required schedule of events for this project. The schedule may change depending on the results of the responses and a final schedule will be established prior to contracting with the successful Vendor. The bids should be submitted on or before **December 1, 2020 10:00 A.M EST**. Bids not received by this date and time are automatically disqualified from consideration. Bid Proposals must be submitted via email or in a sealed envelope with the company name, bid due date and time, and the words "**Request for Quote # 11-20-2020, Network Infrastructure, Switches and Wireless**" all clearly noted on the outside. All bids **MUST** be submitted, to Taylor Harvie or by hand at the BID opening.

Event	Date
Release of Request for Quote to Bidders	11-20-2020
Letter of Intent Due_ taylor.harvie@ameliaco va.com	11-24-2020
Mandatory Walk-Through	11-30-2020
Onsite Demonstration of Proposed Solution if Applicable	To be determined
Deadline for Proposal Submission at Amelia County, 16360 Dunn Street, Suite 101 P.O. Box A Amelia, VA 23002	10:00 A.M EST December 1, 2020
Evaluation of Responses	Completed by December 2, 2020
Contract Award	12-2-2020
Installation Completion	12-30-2020
Amendments to Request for Quotes posted at http://ameliacova.com	As needed

1.3 Scope of Work

Due to the complexity and interoperability of the proposed solution the County is seeking a single vendor to provide all products and services requested. We expect a complete turnkey solution and expect the awarded vendor to perform all duties for a fully functional system. This scope of work includes but is not limited to the items below.

Coordinate and manage the entire project and engage all necessary parties including but not limited to County Technology staff, building level administrator, Internet Service Providers, and network equipment manufacturers.

Coordinate a thorough site survey of each location prior to installation.

Coordinate scheduling with consideration of impact on the normal work hours. Installation would be preferred after normal work hours

Install County firewall in a redundant active/active mode. Configure all security policies to prevent unwanted access to the local network and its resources from unauthorized users from within and outside of the County's network.

Configure VPN client accounts for the remote County employees so that they can work from home especially during the pandemic crisis.

Install and configure server with Microsoft Windows Server 2019 Standard version. Setup Active Directory and create associated users and groups as well as setting up the required group policies as deemed appropriate to the function of the network.

Install and configure network switches and management solution. Configure VLANs, QoS, routing, security policies, and other items at the direction of the ACV technical staff.

Install and configure all Wireless Access Points, Controllers, and management software. Configure SSID's, VLANs, policies, and security at the direction of ACV technical staff. Must label all equipment and switches and put a description in the switch configuration.

Include manufacturer representatives to commission both the wired and wireless systems and approve proper installation and configuration.

Perform adequate training for ACV technical staff.

2. Maintenance, Support Services and Training

Reporting Problems

The vendor must provide a toll-free number and email address for use by the ACV for reporting and obtaining problem resolutions.

2.1 Performance Guarantee

If the vendor fails to meet performance specifications or provide such support services, the ACV can request the termination of the contract with written notice. After written notice has been given, the vendor will have 14 days to correct the situation. Failure of the vendor to correct the situation will be just cause to terminate the contract.

2.2 Insurance

All vendors must be licensed, bonded and insured to do work in accordance with state and local codes. Within ten (10) days after notification of award, the vendor shall furnish

to the ACV a signed contract and Certificate of Insurance showing compliance within the following limitations:

The vendor agrees to comply with the provisions of Worker's Compensation Laws of the State of Virginia. It shall be stated on every policy or Certificate of Insurance, as the case may be, that "The insurance company agrees that the policy shall not be canceled, changed, or allowed to lapse until ten (10) days after the ACV has received written notice as evidenced by the return receipt of registered mail, and it is agreed further that as to lapsing, such notice will not be valid if mailed more than fifteen (15) days prior to the expiration date shown on the policy."

The vendor shall maintain other insurance that shall protect the vendor and ACV from any claim for property damage or personal injury, including death, which may arise out of operations under this contract.

2.3 Workmanship

All work shall be performed in a professional manner. Personnel from the ACV may observe the work procedures and workmanship of the vendor, but such observation will not relieve the vendor from any responsibility of performance or constitute acceptance of the work performed. The vendor shall be required to maintain a clean and safe work environment.

The vendor and his representatives shall follow all applicable County regulations while on the ACV property, including the no smoking, no weapons, and drug free policy. No work shall interfere with County activities or environment unless the County Technology Coordinator gives permission. All vendor personnel shall be easily identified by the use of identification badges and uniforms or shirts with the vendor's logo clearly visible. The ACV reserves the right, with sole discretion, to refuse to allow any representative of the vendor to service the contract in any manner. In this event, the vendor shall furnish another representative that is acceptable to the ACV. Examples of reasons for refusing to allow a vendor representative to service the contract include, but are not limited to:

- o Use of profanity or abusive language around any County personnel.
- o Unclean or unkempt appearance.
- o Intoxication or obvious drug use.
- o Threatening behavior towards any ACV personnel.

3.0 Vendor Qualifications

- Vendor must be a certified partner of each component of the proposed solution; in good standing with manufacturer; and able to provide/supply all products and services proposed. Please include documentation in response packet.
- Vendor must be an authorized dealer in the State of Virginia for products proposed.
- Vendor must have sufficient network expertise and/or certifications for installations of equivalent size and scope. Please provide documentation in bid response packet.
- Vendor must submit the name and resume of the staff member who will be assigned as Project Manager.
- Vendor must submit the name and resumes of the key staff members who will be assigned to the project.
- It is preferred that the vendor has extensive knowledge and experience working with public sector organizations. Vendor must have been in business for a minimum of 3 years providing services as described in this Request for Quote. Vendors are required to provide evidence that they meet this qualification with the Request for Quote response.
- Vendor must have an office location within 100 miles of the ACV.
- Vendors are required to provide evidence that they meet these qualifications with the Request for Quotes response.

4.0 TERMS AND CONDITIONS OF REQUEST FOR PROPOSAL

4.1 Response Submission

Responses to this RFP must be submitted vi email or in sealed packages and delivered to Taylor Harvie, County Administrator, 16360 Dunn Street Suite 101 PO Box a Amelia VA 23002, no later than **10:00 AM EST on December 1, 2020**. It is the sole responsibility of the respondents to ensure that their responses arrive in a timely

manner. The Customer will reject all late arrivals. The Vendor must submit one (1) copy of the response along with any required supporting documentation.

“Request for Quote # 11-20-2020, Network Infrastructure, Switches and Wireless” should be clearly marked on the face of the envelope containing the bid. Failure to comply with this may cause the bid to be miss- directed and therefore not to be considered. Responses must be for the entire project. No substitutions or partial bids will be allowed. Oral, telephone, faxed or telegraphic bids shall not be considered, nor will modifications of bids by such communication be considered. The completed bid form shall be without erasures or alterations. Signatures on the proposals shall be in longhand and executed by an individual duly authorized by The Vendor to make a contract. Bids made out in pencil will NOT be accepted. Bid must be notarized.

4.2 Costs Associated with Preparation of the Vendor’s Response

The Customer will not be liable for any cost incurred by the respondents in preparing responses to this RFP or negotiations associated with award of a contract.

4.3 Price Quotations

Price quotations are to include the furnishing of all materials, equipment, maintenance and training manuals, tools, and the provision of all labor and services necessary or proper for the completion of the work

4.4 Evaluation of Responses

The Customer may, at its discretion and at no fee to The Customer, invite any Vendor to appear for questioning during response evaluation for the purpose of clarifying statements in the response. Each proposal will be evaluated based on criteria and priorities defined by the ACV. Proposals will first be screened based upon compliance with the base requirements. The evaluation criteria include, but are not limited to, the following:

1. Price Considerations
2. Comprehensiveness of proposal submitted.
3. Detailed walkthroughs and analysis of each site
4. Vendor’s ability to meet all the requirements detailed in the RFP.
5. Past history with the ACV
6. Vendor’s ability to provide a turnkey solution without subcontractors.
7. Vendor’s overall experience and performance record based on available references, reliability, and evaluation of Vendor qualifications.

5.0 References

Please list at least three references, preferably schools, (including contact information) for which you have provided similar goods or services

5.1 Equal Employment Opportunity

In connection with the execution of this Contract, The Vendors and subcontractors shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, or national origin. The Vendors shall take affirmative action to ensure that minority and disadvantaged applicants are employed, and employees are treated during their employment without regard to race, religion, color, sex, age, or national origin.

5.2 Safety

The Vendor shall take the necessary precautions and bear the sole responsibility for the safety of the methods employed in performing the work. The Vendor shall at all times comply with the regulations set forth by federal, state, and local laws, rules, and regulations concerning "OSHA" and all applicable state labor laws, regulations and standards. The Vendor shall indemnify and hold harmless The Customer from and against all liabilities, suits, damages, costs and expenses (including attorney's fees and court costs) which may be imposed on The Customer because of The Vendor, subcontractor, or supplier's failure to comply with the regulations stated herein.

5.3 Subcontractors

It is the preference of ACV to award this project to a single vendor without subcontractors. However in the case that a subcontractor is proposed, detailed subcontractor information must be included in the RFP response. All RFP sections regarding vendor qualifications, performance, insurance, workmanship, references, equal employment opportunity, safety, and all other vendor requirements shall apply to all subcontractors as well. A list of subcontractors and documentation per subcontractor must be provided with vendor's response.

5.4 Right to Reject

The Customer reserves the right to accept or reject all proposals or sections thereof when the rejection is in the best interest of the ACV. The Customer reserves the right to award without further discussion. Therefore, responses should be submitted initially with the most favorable terms that The Vendor proposes. The Customer reserves the right to reject the proposal of a Vendor who has previously failed to perform properly or

completed on time contracts of a similar nature; and to reject the proposal of any Vendor who in the opinion of the Customer is not in a position to adequately perform the contract.

The Customer reserves the right to reject any or all proposals; any part or parts of a proposal, waive any technicalities/informalities, increase or reduce quantities, make modifications or specifications, and award any or all of the contract in a manner that is in the best interest of Amelia County. Contracts will be awarded to The Vendor submitting the proposal determined to be in the best interests of the ACV.

5.5 STORED MATERIALS

Any materials stored on the job site shall be the Vendor's responsibility.

6.1 POTENTIAL VENDOR PROFILE

Information may be typed below or attached to this document.

Corporate Name and Address

The vendor shall list their full corporate name and address. The vendor shall also state their status, i.e. manufacturer, distributor agent, contractor, etc.

Sales, Installation and Support Office

The vendor shall list their office that will support the installation.

Product/Services Offerings

The vendor shall briefly describe its products and services and lines of business.

Warranty Information

Vendor should list warranty coverage and any additional cost for warranties as well as any reoccurring operating costs for updating and maintaining the system and accessing support. Vendor should include any requirements for specialty techs to operate or maintain the solution.

Terms

Provide information about payment terms.

Availability of Phone Support

List the phone number(s) and daily hours your staff will be available for technical support.

Evidence of ability to provide on-site service

Explain how your company will be able to provide same day and/or next day on-site service.

Attachments

Please attach specifications of any item that differs from the specified items on the bid.

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