

CITY OF CHICO



REQUEST FOR PROPOSAL

SERVER ROOM IN A BOX

DUE DATE: Thursday, April 4, 2019
By 4:00 p.m. (Pacific Time)

PRIMARY CONTACT: Earl Keene, Sr. Systems Analyst
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(530) 895-8407

**CITY OF CHICO
REQUEST FOR PROPOSAL
SMART SERVER ROOM IN A BOX**

1. INTRODUCTION

The City of Chico, California, (City) is requesting proposals from qualified firms to provide design, build install services for “Smart Server Room In A Box”.

2. EXISTING LOCATIONS:

The existing city locations are 411 Main Street, first floor Server Room. Second location is at 145 Boeing Avenue Server Room.

3. PROJECT DESCRIPTION AND OBJECTIVES

The City desires to have installed an all in one solution known as a “smart server room in a box”. This design is to be an all-inclusive design. The successful vendor and the City Information Technologies (IT) department will:

- A. Work on timelines and installation of the racking equipment between the IT staff and the successful vendor.
- B. Work with City of Chico facilities department for electrical requirements and locations.

4. PROJECT BUDGET

The total budget for all aspects of this project, to include a contract procured through this Request for Proposal (RFP), is an amount not to exceed **\$60,000**.

5. PROJECT LEAD

The City’s project manager and primary contact for this project is Sr. Systems Analyst Earl Keene (earl.keene@chicoca.gov). The project lead will work with the selected vendor and departments impacted by the installation of the equipment on timelines for installation.

6. PROJECT SCOPE OF SERVICES (Exhibit “A”)

The Scope of Services is outlined in Exhibit “A” of this RFP and represents the services the City anticipates the successful vendor to perform. This Scope of Services is presented for the purpose of allowing the City to compare proposals. The actual Scope of Services to be incorporated into a Professional Services Agreement will be negotiated between the City and the successful vendor. Proposers may suggest changes or additions to the Scope of Services as necessary to meet the City’s stated goals and objectives within the proposed budget.

7. PROPOSAL PROCESS

- A. **Proposal Due Date:** **Thursday, April 4, 2019**. No later than 4:00 p.m. (Pacific Time)
- B. **Electronic Proposal Submittal:** Proposals shall be submitted electronically via email in PDF format to earl.keene@chicoca.gov. The email Subject Line should be labeled as **“Proposal – Smart Server Room in a Box”**.

C. **Timeline:**

Date	Event
March 14, 2019	Request for Proposal (RFP) Released
March 21, 2019	Deadline for Questions
April 4, 2019	RFP Due to City by 4:00 p.m. (Pacific Time)
April 11, 2019	Select successful vender and execute Professional Services Agreement

The City reserves the right to modify this timeline. Notification of changes will be posted and sent via email.

- D. **Initial Review:** Proposals will initially be reviewed by City staff and be evaluated for responsiveness to the RFP and to determine whether the Proposer possesses the professional experience and qualifications necessary to perform the services outlined.

E. **Evaluation Criteria:**

Criteria	Points
Experience and Development Criteria	10
Server Rack Functionality and Features	40
Staff Training and Documentation	20
Maintenance and Customer Support	20
Cost Proposal	10
Total	100

- F. **Proposal Format:** Proposals shall be submitted electronically in PDF format and shall not exceed 20 pages (including attachments). All proposals shall be submitted via email to earl.keene@chicoca.gov.

Proposals should include the following:

- 1) Cover Letter – Provide a cover letter, not to exceed two pages, introducing your firm by its legal name and describing your firm’s experience designing server room in a box design and installation, the services recommended, and why your firm is the best qualified to perform the requested services. State the name, title and contact information for the Management Contact who has the legal authority to bind the firm to an agreement with the City and the Project Manager who will be responsible for the day to day management of the project.
- 2) Detailed Proposal for the Provision of the Requested Services – This section should describe in detail Proposer’s experience and development methodology related to this project. The description should include a comprehensive work plan and timeline that includes all tasks, deliverables, milestones and resources (both vendor and city staff required) during the various phases of the project. Also indicate to what extent, if any, your company will use third-party vendors or subcontractors to execute portions of this project.

Special attention should be given to describing the merits of the proposed equipment and discussing how it will achieve the City’s desired functionality and features. Provide detailed information regarding the recommended hardware.

Also describe the process for equipment testing/quality assurance and the provision of staff training and documentation. Include a description of how your firm proposes to provide ongoing maintenance, customer support and any additional information that will help us understand how your company’s expertise and approach will be beneficial in the context of this project.

- 3) Cost Proposal – The project should be priced as a turn-key service including shipping, training and installation. Any and all additional services, modules, add-on functionality, as well as ongoing/annual costs, such as maintenance, technical support, software licensing, user licensing, and software updates should be listed separately.

- 4) References – Include the name, contact information and web address for three references, preferably local governments, that your firm has developed for similar projects within the last three years, with a brief description of each.

8. **ADDITIONAL INFORMATION**

- A. The successful vendor, if one is selected, will be required to:
 - 1) Enter into a City of Chico Professional Services Agreement;
 - 2) Provide evidence of required General Liability and Auto Insurance as outlined in Exhibit “B”; and
 - 3) Maintain a City of Chico Business License (http://www.chico.ca.us/finance/business_in_chico.asp)
- B. This RFP does not commit the City to award a contract. The City reserves the right, in its sole discretion, to select the proposal which best meets the needs of the City, to reject any proposal which fails to meet the requirements outlined in this RFP in any respect, to reject all proposals for any reason whatsoever, to waive minor irregularities in any proposal, to request additional information, and to negotiate with any, all or none of the Proposers.
- C. Responses to this RFP become the property of the City of Chico and may be regarded as public records for the purposes of the California Public Records Act, with the exception of those elements in each proposal which are specifically defined by the Proposer as business or trade secrets and are plainly marked as “Confidential.”
- D. Proposer is solely responsible for all costs incurred responding to this RFP.

EXHIBIT "A"

SCOPE OF SERVICES

The City is seeking an experienced and qualified datacenter server rack builder to provide equipment and installation of a "Smart IT Server Room in a Box". Experience working with local government is preferred but not required.

This Scope of Services represents the services the City anticipates the successful vendor to perform. It is presented for the purpose of allowing the City to compare proposals. The actual Scope of Services to be incorporated into a Professional Services Agreement shall be negotiated between the City and the successful vendor. Proposers may offer suggested changes or additions to these Scope of Services as part of their proposal to ensure the City's stated goals and objectives are achieved within the proposed budget.

1. **Experience and Development Criteria**

- Act as project manager and develop a work plan for the project with desired launch of the Server Rack within thirty days of City's Notice to Proceed.
- Assist the City with clarification of its goals and objectives for the rack system.
- Work with City staff to determine equipment needs and architecture of equipment.
- Train City staff on proper use of rack equipment.
- Work with the City's Facilities Department on additional installation requirements including main power shutoff and building alarm systems.

2. **Desired equipment to be included in the design.**

Proposers shall adhere to the following equipment specifications or recommend comparable replacement equipment and justification.

Desired Functionality and Features

- Two 42U Server Rack (600mm x 1070mm) w/Side Panels- Black
- InRow SC, 300mm Air Cooled, Self-Contained 200-240, 60 HZ AC Unit
- Rack PDU, Basic, Zero U, 30A, 200/208V, (20) C13 & C19
- Toolless Cable Management Rings (10)
- 1U 19" Black Modular Toolless Airflow Management Blanking Panel – Qty 10
- APC Smart UPS, SRT 6,000 VA, Rack Mount -208V
- DLP-FM-200 Fire Suppression System
- APC Leak Sensor – 20'

3. **Staff Training and Documentation**

Provide trainings on equipment usage and Maintenance to Information Systems and facilities staff on features and controls to ensure full use of the new rack functionality.

In addition to this training, the vendor is being asked to provide written training documentation in sufficient detail to assist in diagnosing possible equipment issues.

EXHIBIT "B"

INSURANCE PROVISIONS

General Liability Insurance

Consultant/Contractor shall obtain commercial general liability insurance (occurrence policy form) from one or more U.S. domiciled insurance companies licensed to do business in the State of California with an A.M. Best Company rating of "B" or better or, in the alternative, an unlicensed U.S. domiciled company or companies with an "A" rating, which provides coverage for bodily injury, personal injury and property damage liability in the amount of at least \$1,000,000 per occurrence, and \$2,000,000 in the aggregate, with a maximum policy deductible of \$5,000, or as approved by the City's Human Resources and Risk Management Office.

It shall be a requirement under this agreement that any available insurance proceeds broader than or in excess of the specific minimum Insurance coverage requirements and/or limits shall be available to the Additional Insured. Furthermore, the requirements for coverage and limits shall be (1) the minimum coverage and limits specified in this Agreement; or (2) the broader coverage and maximum limits of coverage of any Insurance policy or proceeds available to the named Insured, whichever is greater.

The insurance coverage required herein shall be evidenced by a certificate of insurance with policy endorsements and shall be executed by an authorized official of the insurer(s). In addition to the limits of coverage described above, the certificate of insurance shall provide that the insurer shall provide to City at least 30 days prior notice of cancellation or material change in coverage, or 10 days prior notice of cancellation for non-payment.

Consultant/Contractor acknowledges and agrees that City of Chico, its officers, boards and commissions, and members thereof, its employees and agents, are covered as additional insureds with respect to any liability arising out of the activities of Consultant/Contractor as the named insured. Such additional insured status shall be evidenced by a policy endorsement executed by an authorized official of the insurer(s). A blanket endorsement which provides additional insured status to any person or organization with whom Consultant/Contractor, as named insured, has entered into a written contract, such as this Agreement, shall satisfy this requirement.

The insurance coverage required herein shall be primary and non-contributory insurance with respect to the City of Chico, its officers, officials and employees. Any insurance or self-insurance maintained by the City of Chico, its officers, officials or employees shall be in excess of the insurance afforded to the named insured by the insurance coverage required herein and shall not contribute to any loss. Such primary insurance status shall be evidenced by a policy endorsement issued by an authorized official of the insurer(s) and shall be at least as broad as CG 20 01 04 13. In the alternative, a letter issued by an authorized official of the insurer(s) and copies of the pertinent page(s) of the policy shall satisfy this requirement.

The limits of Insurance required in this agreement may be satisfied by a combination of primary and umbrella or excess Insurance. Any umbrella or excess Insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of City of Chico (if agreed to in a written contract or agreement) before City of Chico's self-insurance shall be called upon to protect it as a named insured.

All self-insured retentions (SIR) must be disclosed to the City's Human Resources and Risk Management Office for approval and shall not reduce the limits of liability. Policies containing any (SIR) provision shall provide or be endorsed to provide that the SIR may be satisfied by either the named Insured or City of Chico. City of Chico reserves the right to obtain a full certified copy of any Insurance policy or endorsements. Failure to exercise this right shall not constitute a waiver of right to exercise later.

Automobile Liability Insurance

Consultant/Contractor shall obtain automobile liability insurance from one or more U.S. domiciled insurance companies licensed to do business in the State of California with an A.M. Best Company rating of "B" or better which provides coverage for bodily injury, personal injury, and property damage liability in the amount of at least \$500,000 combined single limit for each occurrence. Evidence of such coverage shall be maintained by Consultant/Contractor and provided to City upon request.

Subconsultant/Subcontractor Insurance

Consultant/Contractor agrees to include with all subconsultants/subcontractors in their subcontract the same requirements and provisions of this agreement including the indemnity and Insurance requirements to the extent they apply to the scope of the subconsultant/subcontractor's work. Subconsultant/Subcontractor agrees to be bound to Consultant/Contractor and City of Chico in the same manner and to the same extent as Consultant/Contractor is bound to City of Chico under the agreement. Subconsultant/Subcontractor further agrees to include the same requirements and provisions of this agreement, including the indemnity and Insurance requirements, with any Sub-subconsultant/Sub-subcontractor to the extent they apply to the scope of the Sub-subconsultant/Sub-subcontractor's work.

A copy of the City of Chico Insurance Provisions will be furnished to the subconsultant/subcontractor upon request. Evidence of such coverage shall be maintained by Consultant/Contractor and provided to City upon request.

Workers' Compensation Insurance

Consultant/Contractor shall, at Consultant/Contractor's expense, purchase and maintain in full force and effect workers' compensation insurance as required by Federal and State of California law. Consultant/Contractor shall also require all of Consultant's subconsultants/subcontractors to maintain this insurance coverage. Proof of workers' compensation insurance or other documentation acceptable to City evidencing such insurance coverage shall be provided by Consultant/Contractor or Consultant/Contractor's subconsultants/subcontractors to City upon request.

Subrogation

Consultant/Contractor shall agree to waive all rights of subrogation against City for losses arising from Services performed by the Consultant/Contractor or Consultant/Contractor's subconsultants/subcontractors for City under this Agreement.

Indemnity

Consultant/Contractor/Subconsultant/Subcontractor's responsibility for such defense and indemnity obligations shall survive the termination or completion of this agreement for the full period of time allowed by law.

The defense and indemnification obligations of this agreement are undertaken in addition to, and shall not in any way be limited by, the insurance obligations contained in this agreement.