Invitation to Bid (Request for Proposal)
8/3/16

PROJECT
Hyperconverged Infrastructure Solution

PROJECT DESCRIPTION
The Topeka and Shawnee County Public Library is a 21st-century, landmark library; most recently named the Library Journal’s 2016 Library of the Year. The Library features the Alice C. Sabatini Gallery, the Millennium Café, Chandler Booktique (used bookstore), free meeting rooms, computer training and Internet access. Located in the heart of Shawnee County, the Library has a collection of more than 450,000 items and serves nearly 100,000 registered borrowers. About 3,000 people walk through the doors daily. Bookmobiles make about 25 stops six days a week traveling across the county and the Library provides services to 40 senior living facilities and 130 homebound individuals. The Digital Branch Library, www.tscpl.org, serves customers’ needs 24/7.

The purpose of this Request for Proposal (RFP) is to seek proposals for the purchase and configuration of a new Hyperconverged Infrastructure Solution designed for better virtual machine performance along with simple management, the migration from the existing infrastructure to the new infrastructure, and training on the new infrastructure solution. The goal is to allow both storage space and computing power to be easily increased in small building blocks and still seamlessly connect into the existing virtual computing infrastructure.

The Library’s current computing infrastructure is a virtual environment that includes a SAN at end of life and is 92% allocated, an HP blade based system, and a VMware-based virtual server solution.

The new equipment is expected to meet the current and future needs of Topeka & Shawnee Public Library and will allow for a migration path for up to the next five years.

BID RECEIVING
Date: 9/2/16
Time: 3:00PM CDT
Place: Menninger Room (2nd floor), Topeka and Shawnee County Public Library, 1515 S.W. 10th Avenue, Topeka, KS

Attendance at the bid receiving is not required. Those who do not attend shall ensure the bid is received by the Topeka and Shawnee County Public Library prior to 2:00PM CDT.

OWNER
Topeka & Shawnee County Public Library
1515 S.W. 10th Avenue
Topeka, KS  66604-1374
INSTRUCTIONS TO BIDDERS

DEFINITIONS:
Bidding documents include Invitation to Bid, Instructions to Bidders, and Bid Form including any Addenda issued prior to bid receiving.

ADDENDA:
Addenda are written or graphic instruments issued prior to bid receiving which modify or interpret the bidding documents, including specifications, additions, deletions, clarifications, or corrections.

Prior to bid receiving, Addenda will be posted on the Owner’s website, and each Bidder recorded by the Owner as having received the bidding documents will be notified.

Bidders shall acknowledge receipt of Addenda on the Bid Form.

Any questions or requests for information, such as analytics, by interested bidders will be posted on the Library’s webpage as a public document for anyone’s review.

EXAMINATION OF BIDDING DOCUMENTS:
Each Bidder shall examine the bidding documents carefully. The Owner will issue any interpretation or correction as an Addendum. ONLY A WRITTEN INTERPRETATION OR CORRECTION BY ADDENDUM SHALL BE BINDING.

BID PREPARATION
A single bid will be received for the purchase of the Hyperconverged Infrastructure Solution Project.

The Owner is a political subdivision of the State of Kansas, eligible for government contract prices, and is exempt for the Kansas Retailers’ Sales Tax Act and Kansas Compensating Tax Act under the provisions of Kansas Statutes Annotated (K.S.A.) Supplement 79-3606(b).

Bids shall be made upon the BID FORM included with these specifications. Fill in all blanks on the BID FORM clearly with typewriter or ink. Erasures or other changes in a bid must be explained or noted over the signature of the Bidder. Signature shall be in longhand by a principal duly authorized to sign contracts. Bids shall contain no alterations or recapitulation of the work.

The Bidder must submit references from three (3) recent, similar projects performed and completed within the past two (2) years. Please include Reference Name, Contact, Address, Phone, and Description and Dates of work.

The Owner reserves the right to: (1) waive any informalities or minor defects in the bids or bidding procedures; (2) reject any or all bids; (3) rebid the project at a later date if bids are rejected; and (4) accept the bid that, in the judgment of the Topeka and Shawnee County Public Library, will be in the best interest of the Library, whether or not said bid is the lowest bid.

Bidders may not use omissions or errors in the Specifications or other contract documents to their advantage. The Owner reserves the right to issue new instructions correcting any such errors or omissions, which new instructions shall be treated as if originally included.
The Owner may make any investigation it deems necessary to determine the ability of the Bidder to perform the work. Bidders shall furnish information for this purpose to the Owner upon request. The Owner reserves the right to reject any bid if the evidence submitted by, or other investigation of, the Bidder fails to satisfy the Owner that the Bidder has the proper qualifications, experience, equipment, manpower, or financial and managerial capability to carry out the obligations of the contract agreement or to perform the work as specified.

The Bidder shall be paid in accordance with the contract agreement upon award.

Bids shall be prepared and submitted in accordance with these INSTRUCTIONS TO BIDDERS.

Mail, deliver or email the BID FORM to:

Sheryl Weller
Chief Financial Officer
TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY
1515 S.W. 10th Avenue
Topeka, KS 66604-1374
sweller@tscpl.org

If submitting a paper BID FORM, enclose the BID FORM in a sealed opaque envelope bearing the legend:

BID FORM
Project: Hyperconverged Infrastructure Solution Project
Bidder: (your company name)
Address: (your company address)

Please note email submission of BID FORMS is not secure, unless initiated in that manner by the Bidder. All documents in an emailed bid must be in read-only PDF format.

COORDINATOR:

The Coordinator shall assume general coordination and direction of the project. The Coordinator is:

David King, Digital Services Director
Voice: 785-580-4601
Fax: 785-580-4496
Email: dking@tscpl.org

BIDDER’S REPRESENTATION:

The Bidder, by responding to this bid, represents that:

1. The Bidder read and understood the INSTRUCTIONS TO BIDDERS.
2. The Bidder carefully examined all bidding documents pertaining to the project.
3. The Bidder acknowledges receipt of Addenda, if any.

BID RECEIVING:

The Owner will receive and publicly open and read bid proposal forms at the time and place indicated in the INVITATION TO BID.
The bid proposal shall include all costs for the Hyperconverged Infrastructure Solution Project.

No oral or telephone bids will be considered. Modifications by telephone will be considered only on BID FORMS delivered to Owner prior to time set for bid receiving.

**BID WITHDRAWAL:**
A Bidder may withdraw a BID FORM in writing, including via email, to Owner prior to time fixed for bid receiving.

Unless otherwise provided in any supplement to these INSTRUCTIONS TO BIDDERS, no Bidder shall modify, withdraw, or cancel the bid, or any part thereof, for thirty (30) calendar days after the date for receiving bids.

**EVALUATION CRITERIA:**
Once the Library has received all bids, an evaluation of each bid will occur based on a set of criteria.

These criteria include (but are not limited to):

1. **Qualifications of Company:** Stability of the company, the stability, expertise and technical competence of sub-contractors and consultants, and the logic and organization of the RFP response.
2. **Qualifications of Personnel:** Qualifications, education and experience of project staff, and key personnel’s level of involvement in performing related work.
3. **Related Experience:** Proven experience in providing services similar to those requested herein; experience working with similar or related organizations, and assessment by client references.
4. **Completeness of Response:** Completeness of response in accordance with RFP instructions; exceptions to or deviation from the RFP requirements, or inclusion of required licenses and certifications.
5. **Equipment and Services Offered:** Based on what hardware, software, services, and related configurations are included in the RFP, and in how well the solution provided in the RFP integrates into the Library’s existing network infrastructure.
6. **Reasonableness of Price:** Reasonableness of the individual firm- fixed prices and/or hourly rates, and competitiveness of quoted firm- fixed prices with other proposals received; adequacy of the data in support of prices quoted; basis on which prices are quoted.

**AWARD OF CONTRACT:**
A contract will be awarded to the responsible Bidder submitting the lowest acceptable bid, provided:

1. Evidence of the experience, qualifications and fiscal responsibility of the Bidder and the time of completion are all acceptable to the Owner.
2. The total of acceptable bids is within the Owner’s financial budget for the project.
3. The contract is legally acceptable.

**REJECTION OF BIDS:**
The Bidder acknowledges the Owner's right to reject any and all bids and to waive any formality or irregularity in any bid received. The Bidder recognizes the Owner's right to reject any bid, which fails to submit the data required by the bidding documents, or is in any way incomplete or irregular. An award to the lowest Bidder is not required.
PROPOSED SCOPE OF WORK:

The Library's current computing infrastructure is a virtual environment composed of:

- **HP C7000** with network pass-through
- Four **ProLiant BL495c G5**, each with 8 CPUs x 2.4 GHz, Memory 65533.79 MB
- **2 ProLiant BL465c G7**, each with 16 CPUs x 2.399 GHz, Memory 131037.70 MB
- 10 CPU licenses for VMware vSphere 6 Enterprise Plus
- HP EVA 4400 SAN: The current SAN is end of life and needs to be replaced. It has a capacity of 23129 GB of raw data and is currently 92% allocated. All blades are network booting to the existing HP EVA 4400 SAN.

The goal is to move to a Hyperconverged Infrastructure Solution that tightly integrates compute, storage, networking and virtualization resources into one centrally managed solution, supported by a single vendor.

The successful bidder will install and configure the new solution, migrate all data from the existing solution to the new Hyperconverged Infrastructure Solution, and train staff on the new system. There will be no impact or downtime to the operation of the owner's systems. Any needed outage for migration purposes must be performed during scheduled maintenance windows outside of normal business hours.

TECHNICAL REQUIREMENTS:

The Library's technical requirements for the Hyperconverged Infrastructure Solution project include:

- The proposed solution shall include predictive analytics that will help make informed decisions on increasing storage and compute.
- The proposed solution shall have hot swappable disk drives.
- The proposed solution shall have hot swappable and redundant power supplies.
- The proposed solution shall have the ability to increase computing and storage without any downtime.
- The proposed solution shall automate replication and backup using 3rd party applications such as Veeam.
- The proposed solution must be able to connect to the existing internal network with 10 Gig Ethernet connections.
- The proposed solution shall use VMware vSphere as the management platform.
- Performance metrics on our current configuration can be found in the attachment named PerformanceMetricsforRFP.pdf.

Computer and Storage Specifications:

Please explain how the proposed solution works in these situations:

- How does it handle growth requirements?
- What is the maximum limitation of storage and compute?
- How does it handle hardware or software failures?
- How does it handle upgrades to new releases of VMware?
- How does it handle VMware security/bug updates?
- How does it handle firmware upgrades to the hardware, and how often is updated firmware released?
TRAINING AND SUPPORT:

The successful proposal shall include onsite training that provides the skill sets necessary to adequately run and support the proposed solution.

All hardware and software components of the proposed system will be maintained in a 24x7x365 production environment with a maximum 4-hour on-site response time. Therefore, the proposal shall include a one year warranty on hardware and software and related installation, and hardware and software maintenance for a period of five years at the end of the warranty period. The price of maintenance support must be listed per each year for five years in the Bid Form response.

TIMELINE:

<table>
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<th>Event</th>
<th>Date</th>
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<tr>
<td>Issuance of RFP:</td>
<td>August 12, 2016</td>
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<tr>
<td>RFP Bids due back:</td>
<td>September 2, 2016</td>
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<td>Finalists Selected:</td>
<td>September 8, 2016</td>
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<tr>
<td>RFP Proposal goes to Board for approval:</td>
<td>September 15, 2016; bidders do not need</td>
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<td>Contract awarded:</td>
<td>September 29, 2016</td>
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<td>Project start date:</td>
<td>October 3, 2016</td>
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<td>Project completion date:</td>
<td>November 30, 2016</td>
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BID FORM – Single Contract

Owner: Topeka & Shawnee County Public Library, 1515 S.W. 10th Avenue, Topeka, KS, 66604-1374

In compliance with the invitation and instructions to Bidders, the undersigned proposes to provide total pricing for equipment, labor, training, and maintenance for the Hyperconverged Infrastructure Solution Project:

Total Cost of the Hyperconverged Infrastructure Solution Project:

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<th>Description</th>
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<td>4. Total Annual Maintenance</td>
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**TOTAL BASE BID:**

*Itemized Pricing Matrix:* Please provide itemized pricing for:
1. Equipment (Hardware & Software). This should include all equipment and services.
2. Labor costs.
3. Training costs.
4. Total Annual Maintenance. Please include total annual maintenance costs for five years, and the cost to extend maintenance beyond the warranty period, as an addendum.

**ADDENDA**
Receipt is acknowledged of Addenda numbers ________________.

**REFERENCES:** Required references have been included with the proposal, including business name, contact name, telephone number and email address.

YES_____ NO_____

**TIME OF COMPLETION**
The undersigned agrees to deliver the specified equipment within _______ calendar days from the date of the award of Contract. It is the Owner's desire that the project be completed rapidly. Time of Completion will be given strong consideration during the evaluation of bids.

**DECLARATION**
The undersigned hereby declares the bid specifications have been carefully examined and this proposal is submitted in compliance therewith. The undersigned understands that competence and responsibility, time of completion, as well as any other factors of interest to the Owner may be a consideration in making the award. The Owner reserves the right to reject any or all proposals, to accept or reject alternate proposals and unit prices, and waive technicalities concerning the bid proposals received as it may be in the Owner’s best interest to do so.
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