

TOWN OF TRUMBULL, CONNECTICUT

REQUEST FOR QUOTATION (RFQ)

MICROSOFT EXCHANGE 2013

GENERAL INSTRUCTIONS TO BIDDERS

BID NUMBER 6063

DUE: JUNE 5, 2014 2:00PM

The Town of Trumbull, Connecticut (hereinafter referred to as Town), through the Office of the Purchasing Agent, will accept sealed bids for MICROSOFT EXCHANGE 2013 in accordance with the enclosed technical descriptions, specifications, and requirements contained herein.

1. **PREPARATION OF PROPOSALS**

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

2. **BID SUBMISSION**

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

Bid 6063 Due: JUNE 5, 2014

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. **BID TIME**

Bids 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 bid received after that time will not be opened or considered. A bidder may withdraw a proposal at any time prior to the above scheduled date and time.

4. **TOWN OPTIONS**

- a) The Town reserves the right to reject any or all bids and to waive any requirements, irregularities, technical defects or service therein when it is deemed to be in the best interest of the Town.
- b) 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 bid 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 **June 2, 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 bidders will be made available in writing or by Fax as appropriate to all bidders. Inquiries of a technical nature may be directed to **Mr. William Chin, Director of Technology** wchin@trumbull-ct.gov 203.452.5101.

Additionally, after proposals are received, the Town reserves the right to communicate with any or all of the bidders to clarify the provisions of Proposals. The Town further reserves the right to request additional information from any bidder at any time after proposals are opened.

7. **AWARD AND AUTHORITY**

The Town Purchasing Agent or BOE 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 bid 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 bidder, vendor, 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 Bidder 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. **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 bidder to verify prior to final submittal of a bid or bid 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 under the Purchasing Department's section. Bidders may also call the Purchasing Department directly 203.452.5042 for inquiries regarding addenda.

**TOWN OF TRUMBULL, CONNECTICUT
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BID NUMBER 6063

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REQUIREMENTS, DESCRIPTIONS AND BID PROPOSAL FORM

1. Objective:

The Town of Trumbull is planning an email server migration from Microsoft Exchange 2003 to Microsoft Exchange 2013. The Town of Trumbull currently operates a Microsoft Exchange Server 2003 with SP2. The server runs in a VMWare vSphere v5.1 Enterprise environment, utilizes HP P4500 SAN storage, and was previously a physical server.

Our Active Directory domain level is currently Microsoft 2008. The system supports approximately 225 mailboxes, 30 distribution lists, and 55 mail contacts. Users are currently allocated a maximum mailbox size of 250 MB and typically manage email through Microsoft Outlook 2010.

Outlook Web Access is implemented using SSL for external access and users are also able to sync their mobile phones/devices with their Exchange mailboxes. In addition to the migration, the Exchange 2013 environment needs to be setup to host email for the trumbullct-library.org domain. The trumbullct-library.org domain does not currently have an email server or an SSL certificate and must be set to use a different public IP address than what is currently being used by any trumbull-ct.gov email or internet traffic.

In order to minimize downtime for users, mailbox migrations should be conducted after 5:00 PM or over the weekend.

Vendor Expectations:

- Review current email system and recommend improvements for performance, reliability, and security.
- Install and configure Microsoft Exchange Server Standard 2013 in our existing virtual environment.
- Migrate all mailboxes to the new server.
- Integrate best practices throughout project.
- Configure Outlook web access.
- Work in conjunction with Town of Trumbull IT staff to ensure knowledge transfer.

The Town of Trumbull will provide a virtualized server and SAN storage based on vendor's recommendation. We will also provide licenses of Microsoft Exchange Server 2013 and user client access licenses prior to the migration project.

A public IP address will be made available for use for library email. Success of this project is dependent not only on the hardware and software, but also on the bidder's skill, effort, and experience.

2. Experience:

Bidder must show history of experience working with similar products and services specified in this bid by providing documentation of similar services the bidder has provided for three (3) other references. (See attached form).

3. Details:

All hardware, software (if applicable), and labor must be itemized.

4. Details:

Site visits prior to submitting a bid are encouraged. Trumbull's Town Hall is located at 5866 Main Street, Trumbull, CT 06611. Normal business hours are Monday to Friday from 8:00am to 5:00pm.

5. Delivery:

Bidder shall commit to a delivery date and this will be a consideration in awarding the bid.

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BID PROPOSAL FORM

THE UNDERSIGNED AFFIRMS AND DECLARES that this Bid 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 Bid for the request contained herein and certifies that this Bid meets all the specifications and conditions requested herein. Any substitutions to the specifications requested are clearly and completely noted. Any alternate Bids are presented in a similar format to those requested and are attached herein.

PROPOSED PRICE FOR THE COMPLETE SYSTEM AND INSTALLATION \$ _____

PROPOSED PRICE IN WRITING: _____

The following questions must be answered in order for a bid response to be considered responsive (use additional attachments as necessary):

How many days of on-site installation are included in your proposal? _____/days

Describe the installation services your company will provide (hardware installation/software configuration/network configuration/etc.). _____

How much work will be performed during regular business hours? _____

How much work will be performed during off-business hours? _____

How will network downtime be minimized? _____

How much network downtime is expected? _____

Above Price Shall Remain Firm for _____ Days

Delivery (FOB Trumbull): _____ Days ARO (After Receipt of Order)

The undersigned, as bidder, declares that no person, or persons, other than those named herein, are interested in this Proposal; that this Proposal is made without collusion with any person, firm or corporation; that no person or persons acting in any official capacity for the Town is directly or indirectly interested therein or in any portion of the profit.

Company Name

By (Signature)

Address

Print Name

Address

Title

Date

Telephone/Fax

Email: _____

Website: _____