

TOWN OF TRUMBULL, CONNECTICUT  
REQUEST FOR PROPOSAL (RFP)

DATA BACKUP SOLUTION SYSTEM  
TECHNOLOGY DEPARTMENT

GENERAL INSTRUCTIONS TO BIDDERS

BID NUMBER 6105

DUE: MARCH 24, 2015 2:00PM

The Town of Trumbull, Connecticut (hereinafter referred to as Town), through the Office of the Purchasing Agent, will accept sealed bids from a qualified company (herein after referred to as vendor, firm or bidder) to furnish equipment and install a **new Data backup system** at Town of Trumbull Town Hall, as detailed herein and in accordance with the enclosed Terms and conditions, specifications, and requirements.

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 6105 due: March 24, 2015 by 2 pm**

Purchasing Agent

Kevin J Bova

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 AND SITE VISITS**

Inquiries and requests for site visits regarding this request may be directed to **Mr. William ( Bill) Chin Technology Director (203.452-5101) [wchin@trumbull-ct.gov](mailto:wchin@trumbull-ct.gov)**. 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.

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 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. All hardware, software and labor must be itemized.

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 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](http://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.

14. **NON CONFORMANCE**

Bids submitted that do not conform to the spec must include a completed "Notice of nonconformance". The Vendor will use said form to explain where equipment does not conform, what is offered in its place and why. While conformance to specs is desirable it is not absolutely required.

15. **REFERENCES**

All responders to this request shall submit with their proposal (See Attached Form) at least three (3) references for similar services and products specified supplied to other towns, cities or municipalities herein. (List primary contact names, addresses and phone numbers, etc.). It is the intention of the Town to contact all references listed.

**16. INSURANCE**

The selected proposer shall provide the Town Purchasing Agent with a Certificate of Insurance before any work commences. The Town shall be named as an additional insured from Insurance Company licensed to write such insurance in Connecticut, against the following risks and in not less than the following amounts:

- Worker's Compensation
- Contractor's Public Liability and Property Damage
- Automobile Insurance

<b>General Liability</b>	<b>Each Person</b>	<b>Each Occurrence</b>	<b>Aggregate</b>
Bodily Injury Liability	\$500,000	\$1,000,000	\$1,000,000
Property Damage Liability		\$1,000,000	\$1,000,000
Personal Injury Liability		\$1,000,000	\$1,000,000
<b>Comprehensive Automobile Liability</b>			
Bodily Injury	\$500,000	\$1,000,000	\$1,000,000
Property Damage		\$1,000,000	\$1,000,000

Such policies shall provide that no coverage shall be changed or cancelled unless thirty- (30) day's prior notice of such change or cancellation shall be made to the owner. Such notice shall be made by registered mail; postage prepaid, to the Purchasing Agent, Town of Trumbull, Town Hall, Trumbull, Connecticut 06611.

In the event of cancellation, the selected proposer shall cease all operations on or before the effective date of said cancellation and he shall not commence work again until he has obtained replacement insurance and has delivered a Certificate of Insurance to the office of the Owner's Purchasing Department.

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REQUIREMENTS AND SPECIFICATIONS

**Bid Specifications**

**1. Objective:**

The Town of Trumbull is planning to implement a new data backup solution. The Town currently backs up data using Symantec Backup Exec and copies files to hard drives. A new solution that utilizes newer technology is requested to reduce the backup time window and allow the Town to operate core systems in a virtualized environment to maintain business continuity.

The Town's network is built on HP gigabit/POE/layer 3 switches. Servers are located in Town Hall and the Police Department, which both reside on the Town's fiber network. In total, eight Town buildings are connected by 1 GB fiber for network and internet access. The Town's server environment consists of ten physical servers and 30 VMWare virtual servers hosted on a HP storage area network. In total, approximately 3 terabytes of data is currently being utilized. The new backup solution should be able to scale with growth.

Success of this project is dependent not only on the hardware and software, but also on the vendor's skill, effort, and experience working in a municipal environment.

**2. Experience:**

Vendor must show history of experience working with similar products and services specified in this bid by providing documentation of similar services the vendor has provided for three (3) other towns, cities or municipalities in the State of Connecticut.

**3. Details:**

All hardware, software and labor must be itemized.

**4. Delivery:**

Vendor must commit to a delivery date and this will be a consideration in awarding the bid.

**Please provide pricing on the following hardware items:**

Item 1: Quantity 1 – Siris 2 SE10000 Enterprise, Base HW: 8x 2TB HDD RAID6, 2x E5-2620, Xeon 6C 2GHz, 128 GB RAM, 120GB SSD OS, 1TB Cache, Dual Quad GB ENET, 2U Chassis, 2x PSU, Field Upgradable to 36TB

Item 2: Quantity 12 – Datto Monthly Service SE10000 Private Cloud

**Please provide pricing on the following service and installation:**

Item 1: On-Site networking and installation services

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PROPOSAL

The undersigned hereby submits proposal(s) for the request noted above and certifies that this proposal meets all the specifications and conditions requested herein. Any substitutions to the specifications requested are clearly and completely noted. Any alternate proposals are presented in a similar format to those requested and are attached herein. It is understood that the Town reserves the right to reject any or all proposals.

ALL DETAILED SPECIFICATIONS AND LITERATURE AS REQUIRED ATTACHED.

Pricing is Firm Fixed Pricing (FFP) and shall remain in effect for 90 days.

ALL Installation and configuration shall be included in total proposed pricing (below).

HARDWARE EQUIPMENT \$ \_\_\_\_\_

SOFTWARE \$ \_\_\_\_\_

LABOR \$ \_\_\_\_\_

Total Proposed: \_\_\_\_\_ \$ \_\_\_\_\_  
(Written)

Anticipated time for completion after receipt of order: \_\_\_\_\_ Days

Work shall commence \_\_\_\_\_ days after receipt of Purchase Order (ARO)

The quality of workmanship is guaranteed for a period of \_\_\_\_\_ year(s) from acceptance.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
by (Signature)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone/Fax

\_\_\_\_\_  
Email

\_\_\_\_\_  
Website

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**REFERENCES**

*(To be submitted with proposal – attach additional pages as necessary)*

List references for similar services provided for at least Three (3) clients in the past five (5) years (attach any other client references if desired). **PLEASE NOTE IT IS THE TOWN'S INTENT TO COMMUNICATE WITH THE REFERENCES LISTED HEREIN.**

**CLIENT 1:**

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Service Dates: \_\_\_\_\_

Project(s): \_\_\_\_\_

**CLIENT 2:**

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Service Dates: \_\_\_\_\_

Project(s): \_\_\_\_\_

**CLIENT 3:**

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Service Dates: \_\_\_\_\_

Project(s): \_\_\_\_\_