

# Request for Proposals

Server & Storage Array Replacement Project



June/July 2019

## **Section I: Request for Proposal**

The Downers Grove Park District is seeking proposals from qualified Respondents that propose a comprehensive, enterprise-scale converged infrastructure solution intended to replace all current data center hypervisor servers and storage. The solution will be used to provide new production operating environment server and storage resources, as well as resources for other segregated environments such as for development, user acceptance testing, and staging. The solution must include or provide the following features:

- Converged server and storage architecture
- Expandable design allowing for future growth
- Compatibility with VMware ESXi v6.x operating systems
- Recommendation for a Daily File Level Backup

Please describe areas or processes, not included in the scope of this engagement that your firm may examine in order to provide a more complete and thorough solution. The following information should be used to determine the scope of this agreement and provide applicable pricing for each requested category of the licensing agreement.

## **Section II: Introduction and Background**

The Downers Grove Park District was created in 1946 when a group of concerned citizens envisioned the establishment of a park and recreation system to serve Downers Grove village residents. The District's mission of providing and preserving open space and developing quality recreational areas and leisure programs has remained constant for almost 70 years.

The Park District's boundaries are nearly coterminous with those of the Village of Downers Grove, encompassing 14 square miles. The community is located 25 miles southwest of Chicago's loop, in southeastern DuPage County. DuPage County is one of the 55 largest counties in the nation. The entire assessed valuation of the Park District exists within this county. The community's predominantly residential character has been complemented by growth in the commercial sector, primarily in the northern and southern sections.

Today, the Downers Grove Park District serves a population of approximately 50,000; has an assessed valuation of over \$2 billion; oversees 615 acres of parks and facilities and provides leisure programs to over 50,000 participants annually. The Downers Grove Park District has touched thousands of lives and has grown into a district for all seasons.

The District's IT functions are managed jointly by the District's In-House Superintendent of IT and our managed services provider, Mindsight. Implementation and installation of hardware and various software is shared between District personnel, managed services and contractual providers. The District's IT consultants are responsible for the maintenance, updating, monitoring and service of our current server along with network monitoring, email archiving,

offsite data storage, antivirus software monitoring and updating, as well as yearly renewal of the SSL domain certificates. Currently, the District maintains:

- Approximately 90 networked desktop and laptop computers.
- 6 networked multi-function printers, 2 large format printer and over a dozen networked small office printers.
- 3 Hyper-V Servers, a Replication Storage Server, Nimble Storage Array and an ESXi Server for Cisco Unified Communications.
  - 2 of the Hyper-Vs, Nimble Storage Array and ESXi servers are located at an offsite data center.
  - The other Hyper-V and Replication server are located onsite.
  - All 3 Hyper-V's are running Server 2012 Data Center and house a mix of Server 2012 and 2016 virtual servers.
- Network infrastructure consists of a 100 MB MPLS fiber backbone, 17 layer 2 and 3 Cisco switches and 5 Firewalls spread out between 10 locations in Downers Grove with the exception of the data center, located outside of the Village limits.

### **Section III: Scope of Work**

This proposal will be to replace the 2 existing Hyper-V Servers and the Nimble Storage Array at the data center location. The Downers Grove Park District requires that the new servers meet the minimum requirements as detailed in Appendix A. The Downers Grove Park District reserves the right to select all or some of products and services listed below that best match its needs and budget for the project.

#### **Scope of Converged Infrastructure Proposal:**

- 1) Two servers, each having 2 Intel Xeon multi-core CPU's (See Appendix A for details)
- 2) Data Storage array with a minimum of 18 – 20 TB of available effective storage space
- 3) Fault tolerance and health monitoring capabilities
- 4) Hardware compression and deduplication features
- 5) Hardware-based end-to-end data encryption for data in use, in flight, and at rest

#### **Other Considerations shown as alternatives or additions:**

- 1) VMware certified hardware quote.
- 2) Virtualization - Microsoft Hyper-V or VMWare deployment
- 3) Simplified deployment and administration features

- 4) 3 to 5-year maintenance and support extended warranty terms
- 5) Ready integration support for cloud data upload, backup, recovery, &/or DR services

**The Park District request that the project begin prior to: Monday, September 30, 2019 and completed by Sunday, October 13, 2019. Due to a production environment, the current server (or a backup of the server) must remain accessible through the transition.**

**The project will include the following:**

- 1) All proposers must provide a detailed plan of implementation that includes the least amount of disruption during operating hours. This plan must provide availability during post installation for support relating to any potential issues, questions, etc.
  - Please detail length of this support
  - Detail whether support would be onsite or via electronic communication (Email, Phone, Text, etc.)
- 2) Purchase of the new Dell Power Edge servers and storage arrays
  - See Appendix A for specifications
  - All items quoted must be in Brand New, Unused State
- 3) Physical install, software setup, firmware configuration of Servers & Storage Array
  - Unboxing, installing and racking of all equipment
  - Connecting: all network/power cables, & new equipment to the DGPD network
  - Powering up and promoting new equipment and demoting existing.
  - Setting initial Hostnames, Admin Passwords, Management IP Address, Network IP Address info, any needed Manufacture support settings, ensuring the lasted firmware is installed.
- 4) For Microsoft Hyper-V Server Deployment.
  - Installation and configuration of Windows Server 2019 Data Center.
  - Setup and configuration of the new Hyper-V environment and data store
  - Microsoft 2019 Data Center installation media & licensing provided by DGPD
  - This will include setting up the server according to best practices, joining the servers to the domain and migrating existing VM's from the existing server that is being replaced.
  - The entire installation will include working with the current District IT Superintendent and consultants as necessary.
- 5) For VSphere VMware ESXi Server Deployment.
  - Installation and configuration of VMWare.
  - Installation media and all required software licensing provided by installer
  - This will include setting up the server according to best practices, joining the servers

- to the domain and migration of existing Hyper-V VMs from Hyper-V to VMWare.
- The entire installation will include working with the current District IT Superintendent and consultants as necessary.

6) Additional Requirement for this project include:

- Installation of new storage array and client access licenses
- Migrating existing data from old storage array to new storage array
- All work which would disrupt daily network/server access must be performed outside of normal Park District's business hours (5:00 a.m. – 10:30 p.m., Monday – Saturday and 5:00 a.m. – 7 p.m. on Sunday).

**All questions, inquiries, requests for public information and clarifications regarding this Request for Proposals are to be submitted to the Downers Grove Park District by 2 p.m. on Thursday, June 27, 2019 via email to Chris Kapus at [ckapus@dgparks.org](mailto:ckapus@dgparks.org).**

#### **Section IV: Firm Profile (Include with Deliverables)**

Include the following with the submitted proposal:

- 1) Cover Letter with Name, Address, Phone #, Email, Website, & Brief Company History
- 2) List a minimum of five references, two preferably should be government entities
- 3) Project team profile, including qualifications & background by employee
- 4) Proposals must be emailed to Chris Kapus or will not be accepted

#### **Section V: Deliverables**

The vendor/contractor must provide the following:

- 1) A comprehensive plan detailing the most cost effective strategies that address the District goals.
- 2) Cost proposal detailing equipment, personnel, & all other costs associated with the project.
  - Prices quoted must be valid for a minimum of 60 days from the close of this RFP.
  - This cost proposal must include, but is not limited to, delivery costs of equipment, travel costs and recurring fees to maintain the project under warranty, working along with the District's IT employees and consultants.
  - All costs for the equipment, software, licensing, consulting, etc. must be itemized and broken down on the proposal. If you are quoting government pricing, please list the source for the pricing and the contract number. Furthermore, a total cost

estimate or “not-to-exceed amount” must be indicated on the proposal form.

- 3) A post installation review on the configuration and functionality of the server.
- 4) A blueprint shall be provided upon completion listing the specifics of the device and a final scope of work.

## **Section VI: Evaluation and Selection Process**

All respondents who submit a valid and complete response will be evaluated and rated based on the following criteria:

- 1) Competitive pricing within the District’s budgetary restraints.
- 2) Capability and history of the applicant in the installation and programming of server equipment for other like sized agencies.
- 3) Past record of performance as determined from available information, including direct communication by the District with applicants’ former clients.
- 4) Demonstrate capability, under current workload and resources available, to perform the work within the projected schedule.
- 5) Ability to demonstrate, at minimum, the technical competence of the proposed project team to perform the work.

## **Section VII: Additional Terms of Qualification**

The following additional terms must be met in the firm’s preparation of and the District’s consideration of each submittal.

- 1) Compliance with Laws:
  - All services of any qualifying firm shall comply with all Federal and State of Illinois laws, county and municipal codes, ordinances, rules and regulations that in any manner affect the services to be provided or the operations of the firm, including, but not limited to, the Prevailing Wage Act, the Illinois Procurement Code, and all laws governing employment.
  - A qualifying firm shall certify that it shall not discriminate against any worker, job applicant, employee, or member of the public, because of race, creed, color, sex, sexual orientation, age, handicap, or national origin, and shall not otherwise commit any unfair employment practice, and that it shall comply with all requirements of the Illinois Human Rights Act, as amended (775 ILCS 5/101, et. seq.), and all rules and regulations of the Illinois Department of Human Rights and the Equal Opportunity Commission.
  - A qualifying firm shall further certify that it has not been barred from being

awarded a contract or subcontract under the Illinois Procurement Code (30 ILCS 500/1-1, et. seq.); and further certifies that it has not been barred from contracting with a unit of State or local government as a result of any violation of Sections 33E-3 or 33E-4 of the Illinois Criminal Code {720 ILCS 5/33E-3, 33E-4}. Furthermore, qualifying firms must submit a completed and signed Non-Collusion Certificate (Appendix B).

- A qualifying firm shall also certify that its workplace complies with the Drug Free Workplace Environment Act {30 ILCS 580/1, et. seq.}, and that it provides a written program for prevention of substance abuse among employees and testing of employees for substance abuse, in accordance with the Substance Abuse Prevention Act (820 ILCS 265/1, et. seq.).
- A qualifying firm shall have the ability to obtain all necessary licenses, permits and approvals, whenever applicable.

2) Insurance & Indemnification: Qualifying firm will provide evidence of insurance coverage.

- To the fullest extent permitted by law, the qualifying firm shall, if awarded a contract with the District, agree to indemnify and hold harmless the District, its officers, employees, agents and volunteers from and against all claims, damages, losses and expenses, including but not limited to legal fees (attorneys' and paralegals' fees and court costs), arising out of or resulting from the performance of the services to be provided; provided that any such claim, damage, loss or expense (i) is attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property, and including the loss of use resulting therefrom; and (ii) is caused in whole or in part by any wrongful or negligent act or omission of the firm or anyone directly or indirectly employed by the firm or anyone for whose acts it may be liable, except to the extent it is caused in whole or in part by a party indemnified hereunder.
- Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described herein.
- A qualifying firm shall similarly agree to protect, indemnify and hold and save harmless the District, its officers, employees, agents and volunteers against and from any and all claims, costs, causes, actions, and expenses, including but not limited to legal fees incurred by reason of such firm's breach of any of its obligations under, or default of, any provision of any contract entered with the District for such services.

### 3) Insurance Requirements

- Commercial General and Umbrella Liability Insurance (CGL): \$1 million per occurrence / \$2 million aggregate
- Professional Liability Insurance: \$1 million per occurrence / \$1 million annual aggregate
- Auto Liability: \$1 million per occurrence Combined Single Limit or \$1 million bodily injury per occurrence / \$500,000 property damage
- All Certificates of Insurance shall include the Downers Grove Park District as additional named insured, as well as the District's officers, agents, employees and volunteers.
- Worker's Compensation Insurance: Worker's compensation and employers' liability insurance shall be provided as statutorily required items.

## **Section VIII: Anticipated RFP Schedule**

The following schedule is projected for the RFP selection process:

<u>Date / Timeframe</u>	<u>Project Task</u>
Friday, June 21, 2019	RFP is Advertised
Thursday, June 27, 2019	RFP Questions Due
Monday, July 01, 2019	Responses to Questions Posted
Monday, July 08, 2019	Proposals are Due
Thursday, July 18, 2019	Contract is Awarded

## **Section IX: Contract**

The District reserves the right to make an award without further discussion of the proposal submitted or to not make any award. The proposal must be submitted initially on the most favorable terms which the firm can propose. The firm shall enter into a written contract, which shall be submitted to the District's Legal Team for approval. Final acceptance of the proposal shall only be complete under Corporate Authorities acceptance of a contract executed by the firm.

Consultant should be prepared to accept a contract resulting from this RFP. It is understood that the proposal will become a part of the official file on this matter without obligation to the District.

This RFP does not obligate the District to contract for services specified herein. Any information provided as part of this RFP and contract may be shared outside of the Park District, in relation to local FOIA (Freedom of Information Act) rules and regulations.



**Section X: Proposal Form**

Complete, verify and sign the section below that represents the proposal to supply and install a server for the Downers Grove Park District.

\_\_\_\_\_ (Name of Firm) proposes to supply and install a new server, as outlined, to the Downers Grove Park District no later than Sunday, October 13, 2019 for the total cost of \$\_\_\_\_\_. This includes all labor, materials, transportation, equipment and any other items considered a billable expense.

Signed: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Dated: \_\_\_\_\_

**Section XI: Notice**

- 1) This RFP is not a contract or offer of employment.
- 2) The cost of preparation of proposals shall be the sole obligation of the respondent firm.
- 3) All submitted proposals, whether accepted or rejected, are the property of the Downers Grove Park District.

## **Appendix A: Minimum Server Product Requirements**

### **Server Hardware:**

- (2) Dell PowerEdge Servers or Dell VXrail
- Two Intel Xeon CPU's per server
- Each CPU should have at least 10C/20T
- 192 GB RAM per server
- Redundant Power Supplies
- 10 GB dual network ports, preferably quad port.
- 3-Year / 4x7x24 Mission Critical Support On-Site Emergency
- 3-Year / 7x24 Hardware & Software Support

### **Storage Array Hardware:**

- 18 -20 TB of usable disk space
- 3-Year / 4x7x24 Mission Critical Support On-Site Emergency
- 3-Year / 7x24 Hardware & Software Support

### **Software (District will choose one or the other):**

- Microsoft Hyper-V (Data Center 2019)
- VMWare VSphere

**Appendix B: Certifications and Assurances**

I/we make the following certifications and assurances, as a required element of the proposal to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract(s):

- The attached proposal is a firm offer for a period of 60 days following receipt, and it may be accepted by the Park District without further negotiation at any time within the 60-day period.
- In preparing this proposal, I/we have not been assisted by any current or former employee of the District whose duties relate (or did relate) to this proposal or prospective contract, and who was assisting in other than his or her official public capacity. Neither does such a person nor any member of his or her immediate family have any financial interest in the outcome of this proposal. (Any exceptions to these assurances are described in full detail on a separate page and attached to this document.)
- I understand that the District will not reimburse me/us for any costs incurred in the preparation of this proposal. All proposals will become the property of the District, and I/we claim no proprietary right to the ideas, writings, items, or samples.
- I/we warrant that, in connection with this procurement:
  - a) The price and/or cost data have been arrived at independently, without consultation, communications, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any competition.
  - b) Unless otherwise required by law, the prices and/or cost data which have been submitted have not knowingly been disclosed by him/her prior to opening, in the case of a proposal directly or indirectly to any other competitor
  - c) No attempt has been made or will be made by the consultant to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

SIGNATURE \_\_\_\_\_

NAME & TITLE \_\_\_\_\_

DATE \_\_\_\_\_

