



CITY OF LOMA LINDA

INFORMATION SYSTEMS DEPARTMENT

Request for Proposals for
City Network Devices Support Agreement
April 26, 2021

Inquiries

Inquiries about this Request for Proposal must be in writing and directed to:

Kyle MacGavin
Information Systems Analyst II
City of Loma Linda
25541 Barton Rd.
Loma Linda, CA 92354
Phone: (909)799-4411
E-mail: kmacgavin@lomalinda-ca.gov

Tentative RFP Schedule
(Subject to change at City's discretion)

ID	Milestone	Date & Time
1	RFP Release	4/26/21 7:00 AM
2	Submission Deadline	5/24/21 5:30 PM
3	Vendor Evaluation, Negotiations, & Selection	5/24/21- 6/1/21 5:30 PM
4	Submittal to City Council	6/8/21 7:00PM

1.0 GENERAL INFORMATION:

This RFP is not a contract offer. Receipt of a proposal neither commits the City of Loma Linda to award a contract to any vendor, nor limits our rights to negotiate in our best interest. The City of Loma Linda reserves the right to contract with a vendor for reasons other than price. Failure to answer any questions in this RFP may subject the proposal to disqualification. The City of Loma Linda reserves the right to request additional information that is necessary and pertinent to the project or to assure that the vendor's adequate competence to perform according to bid specifications. Products and services which are not specifically requested in the RFP but which are necessary to provide the functional capabilities proposed by the vendor shall be included in the proposal.

1.1 Background Information

a. The City of Loma Linda (the City) is looking to enter a one (1) year agreement for next business day (NBD) hardware replacement for its networking devices starting July 1, 2021 and ending June 30, 2022.

b. The purpose of this Request for Proposal (RFP) is to solicit and award a contract to a qualified seller of support agreements for networking devices.

c. All qualified seller of support agreements for networking devices are invited to submit proposals under this RFP.

1.2 Description of Goods or Services

The proposal should include 1 year of next business day advanced hardware replacement for the following devices:

Manufacturer	Serial Number	Product Number	Model Name
Extreme Networks	2015G-00075	16177	X450-G2-24p-10GE4-Base
Extreme Networks	1937N-41472	16179	X450-G2-48p-10GE4-Base
Extreme Networks	1930G-01383	16531	X440-G2-12p-10GE4
Extreme Networks	2002G-00501	16538	X440-G2-24x-10GE4
Extreme Networks	1902N-41994	16791	X590-24t-1q-2c Base System
Extreme Networks	1902N-42030	16791	X590-24t-1q-2c Base System
Extreme Networks	1850N-42213	16179	X450-G2-48p-10GE4-Base
Extreme Networks	1850N-42307	16179	X450-G2-48p-10GE4-Base
Extreme Networks	1850N-42326	16179	X450-G2-48p-10GE4-Base
Extreme Networks	1850N-44280	16179	X450-G2-48p-10GE4-Base
Extreme Networks	1850N-44285	16179	X450-G2-48p-10GE4-Base
Extreme Networks	1843N-40165	16538	X440-G2-24x-10GE4

Extreme Networks	1819N-42699	17401	X620-16x-Base
Extreme Networks	1813N-43846	16567	210-12p-GE2
Extreme Networks	1813N-43882	16567	210-12p-GE2
Extreme Networks	1810N-40155	17401	X620-16x-Base
Extreme Networks	1649N-41187	17405	X620-8t-2x-Base
Juniper Networks	TW3717460028	EX-4300-32F	JUNIPER NETWORKS EX4300-32F

1.3 Submittal Requirements

The deadline for RFP responses is **May 24, 2021 5:30 PM PST** submit one signed copy of the RFP response as a PDF or word file to kmacgavin@lomalinda-ca.gov with the subject line "City of Loma Linda Network Support RFP". Physical copies can be sent to ATTENTION: Kyle MacGavin 25541 Barton Rd. Loma Linda, CA 92354.

Submittals that are not received on or before the specified deadline will not be accepted (no exceptions). The City reserves the right to request follow-up information or clarification from vendors in consideration. Vendor is responsible to ensure delivery by the date and time included.

The City of Loma Linda reserves the right to reject any or all submittals, to compare the relative merits of the respective responses, and to choose a vendor, which will best serve the interests of the City.

Each response to this RFP shall be done at the sole cost and expense of each proposing vendor and with the express understanding that no claims against the City for reimbursement will be accepted.

1.4 Evaluation Criteria

Responses to this RFP will help the City identify the most qualified vendor and will be indicative of the level of the firm's commitment. The City will evaluate the qualifications, references, overall fit with the City of Loma Linda, as well as take into consideration the proposed scope and pricing submitted to determine the most qualified web vendor.

1.5 Selection Process

The selection process will involve the following phases:

Phase 1 (May 24, 2021):

Proposals are due.

Phase 2 (May 24, 2021- June 1, 2021):

A City review team will evaluate vendor submissions. The initial review will determine conformance to submission requirements and whether responses meet minimum criteria established. Review will include the vendor's acceptance of RFP terms and completeness of submissions.

Phase 3 (June 8, 2021):

The City will enter into negotiations leading to a professional support agreement and submit to City Council.

2.0 Project Description

2.1 Project Objectives

The City is soliciting responses to this RFP to engage in a 1 year support contract for its networking devices. An award from this RFP is expected to result in a firm, fixed price contract for a next business day parts agreement for the devices listed in section 1.2. The City expects an itemized list of the cost of support for

each device. There is no obligation expressed or implied on the part of the City to reimburse firms for any expenses incurred in preparing responses for this request.

2.2 Project Scope Overview

The follow is a brief summary of the project:

1. It is anticipated that the (18) network devices listed in section 1.2 will be covered in a 1 year support agreement starting July 1, 2021 and ending June 30, 2022.
 - a. The support agreement must entail next business day hardware replacement.
 - b. The submitted proposal must have each device in section 1.2 itemized with the cost of support for each device.
2. Other services may be included at the vendor's behest but must be listed in the proposal as optional.

3.0 Statements:

All responses to this RFP become the property of the City (City of Loma Linda) and will be kept confidential until recommendation for award of a contract has been announced. Thereafter, submittals are subject to public inspection and disclosure under the California Public Records Act. If a Respondent believes that any portion of its submittal is exempt from public disclosure, such portion may be marked "confidential." The City will use reasonable means to ensure that such confidential information is safeguarded but will not be held liable for inadvertent disclosure of such materials, data and information. Submissions marked "confidential" in their entirety will not be honored as such and the City will not deny public disclosure of all or any portion of submittals so marked.

By submitting information with portions marked "confidential" the Respondent represents it has a good faith belief that such material is exempt from disclosure under the California Public Records Act and agrees to reimburse the City for, and to indemnify, defend and hold harmless the City, its officers, fiduciaries, employees and agents from and against: (a) any and all claims, damages, losses, liabilities, suits, judgments, fines, penalties, costs and expenses including, without limitation, attorneys' fees, expenses and court costs of any nature whatsoever (collectively, "Claims") arising from or relating to the City's non-disclosure of any such designated portions of a proposal if disclosure is deemed required by law or court order. The City reserves the right to disclose any documents marked "confidential" if required to do so under the California Public Records Act or pursuant to any other local, state or federal statute or court order.

If a bidder discovers any ambiguity, conflict, discrepancy, omission or other error in this RFP, please immediately notify the City of such error by e-mail at:

Kyle MacGavin, System Analyst II

City of Loma Linda

E-Mail: kmacgavin@lomalinda-ca.gov

If it becomes necessary to revise any part of this RFP, or if a more exact interpretation of provisions of this RFP are required prior to the due date for proposals, a supplement will be sent to all bidders. The City reserves the right to extend the due date of proposals to accommodate such interpretations or additional data requirements.

Submission of information indicates acceptance by the bidder, of the terms and conditions contained in this RFP, unless exceptions are clearly and specifically noted in the submittal. If the bidder objects to any term(s) in the RFP, or wishes to modify or add terms to a subsequent contract, the submittal must identify each objection, propose language for each modification and include the reasons for the modification. The City reserves the right to modify the terms prior to execution.

The Proposal determined to be the most advantageous to the City, taking into account all of the selection criteria, may be selected by the City or further action, such as a contract award. If, however, the City decides that no proposal is sufficiently advantageous to the City, we may take whatever further action is deemed best in its sole discretion, including making no contract award. If, for any reason, an awardee is selected and it is not possible to consummate a contract with the bidder, the City may begin contract discussions with the next qualified bidder or determine that it does not wish to award a contract pursuant to this RFP, at its sole discretion.

3.1 Bidder Guarantees

- a) The bidder guarantees that it can and will provide, at a minimum, the services set forth within the RFP.

3.2 Bidder Warrantees

- a) Bidder warrants that it is willing and able to comply with State of California laws with respect to foreign (non-State of California) corporations.
- b) Bidder warrants that it will protect the privacy and provide for the security of the City's member data and that Bidder will require its officers, employees and agents to sign a Confidentiality Agreement provided by The City.
- c) Bidder warrants that it will not subcontract or delegate its responsibilities under an agreement without the prior written permission of the City.
- d) Bidder warrants that all information provided by it in connection with this proposal is true and accurate.
- e) Bidder acknowledges they have read and reviewed all contents of this RFP. The signature below warrants the bidder's ability to complete the described Statement of Work in accordance with the terms and conditions set forth herein.
- f) Bidder warrants expenses incurred in the preparation of proposals in response to this RFP are the sole responsibility of the vendor.

3.3 Right of Rejection

The City of Loma Linda reserves the right to accept or reject any and all proposals, or any part of any proposal, without penalty. The City of Loma Linda may award a contract to a single contractor for all elements for the entire project or may award any of the elements separately. In addition, the City of Loma Linda reserves the right to fund (and proceed with project or purchase), not to fund the project, or to partially fund the project. Any allowance for oversight, omission, error, or mistake by the bidder made after receipt of the proposal will be at the sole discretion of the City of Loma Linda.

3.4 Insurance Requirements

Vendor proposing any installation services shall purchase and maintain insurance in the types set forth below which may arise out of or result from the contractor's operations under the contract, whether such operations performed by the contractor or subcontractor or by anyone directly employed by either, for an amount of no less than \$1,000,000:

Commercial general liability

Workers' compensation insurance

Personal injury liability coverage

Comprehensive Automobile Liability insurance

All policies required above are to be primary and non-contributory with any insurance or self-insurance programs carried or administered by the City's.

4.0 Vendor Preference and Information

4.1 Local Vendor Preference

The City of Loma Linda has established a local vendor preference. When quality, service, and other relevant factors are equal, responses to Requests for Proposals will be evaluated with a preference for local vendors. Note the following exception:

1. Those contracts which State Law or, other law or regulation precludes this local preference.

A "local" vendor preference will be approved as such when 1) The vendor and or their partner conducts business in a fully staffed office with a physical address within the Southern Californian region; 2) The vendor or their partner holds a valid business license issued by the County or a City within the Southern Californian region; 3) The vendor or their partner has conducted business at the local address for not less

than six (6) months prior to the due date of this Request for Proposal; 4) The vendor or their partner has experience for not less than six (6) months supporting the Federal, State, Local or Education businesses.

<For the purpose of this Request for Proposal the Southern California region is made up of the Imperial, Kern, Los Angeles, Orange, Riverside, Santa Barbra, San Bernardino, San Diego, San Luis Obispo, and Ventura California Counties>

	YES	NO
Do you claim local vendor preference?		
Do you conduct business in an office with a physical location within the Southern California region?		
Have you served the Federal, State, Local Government or Education Markets for more than six (6) months		
Business Address:		
Years at this Address:		
Does your business hold a valid business license issued by a County or a City within the Southern California?		

4.3 Organization and Bidder Questionnaire

Date of Response	
Company Name	
Primary Contact Person	
Title	
Address	
Telephone Number	
Facsimile Number	
E-mail Address	

4.4 Bidder Background Questionnaire

Please state the date your company started in business. _____

Where is your closest support facility/sales office? _____

Where is your headquarters office? _____

Is your company an equal opportunity employer?

Yes: _____ No: _____

Does your company have any family or business relationships with the City's Council members?

____ Yes or ____ No. If yes, please explain

Please list any special capabilities or qualifications that you would like considered in evaluating your company.

4.5 Litigation

<p>Over the past five years, has the bidding company or any officer or principal, been involved in any business litigation or other legal proceedings related to the sale of software agreements? If so, please provide a brief explanation and indicate the current status.</p>	
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Please sign physically or digitally to confirm you and your organization agree to the City's statements and terms. Return a copy of this RFP with your response via email as a word or PDF file to kmacgavin@lomalinda-ca.gov or by mail/delivery ATTENTION: Kyle MacGavin 25541 Barton Rd. Loma Linda, CA 92354.

Company Name

Responder's Name

Responder's Title

Signature

Date