



**The Corporation of the
Township of Alnwick/Haldimand**

REQUEST FOR PROPOSAL RFP # P-01-2024

FOR

**THE SUPPLY AND DELIVERY OF:
SAN/Servers**

RFP CLOSING:

Date May 8, 2024

AT 12:00 p.m. LOCAL TIME

SEALED RFPs RECEIVED BY:

**Emily Cartlidge, Clerk
Township of Alnwick/Haldimand
10836 County Rd 2
PO Box 70
Grafton, ON
K0K 2G0**

Contents

SCHEDULE of RFP..... 3

RFP EVALUATION 4

BID PACKAGE 5

SELECTION PROCESS 5

EVALUATION OF SUBMISSIONS..... 5

RECEIVABLES 5

LIST OF INFORMATION TO BE SUBMITTED WITH THIS PROPOSAL 6

BID SUBMISSION FORMAT - GENERAL 6

SUBMISSION OF PROPOSAL PACKAGE 1 – TECHNICAL REVIEW..... 7

SUBMISSION OF PROPOSAL PACKAGE 2 – PRICE PROPOSAL 7

ENVELOPE 1 – TECHNICAL REVIEW..... 9

ENVELOPE 2 – PRICE PROPOSAL 10

PART ONE - GENERAL TERMS AND CONDITIONS 11

ENVELOPE 2 - REQUIREMENTS 15

SCHEDULE of RFP

- April 24, 2024 – Request for Proposal released and advertised
- May 8, 2024 – The Request for Proposal shall close at 12:00 p.m., local time.
- May 8, 2024 – SAN/Servers evaluation to be completed
- May 28, 2024 – Report and recommendation given to Council/Committee.
- May 31, 2024 – All bidders advised of Council’s decision and price information released.

RFP EVALUATION

Neither the lowest nor any proposal shall necessarily be accepted.

All proposals shall be judged on a 100-point scoring system. The award or non-award of points shall be at the sole discretion of the Treasurer.

CRITERIA	POINTS
<u>SPECIFICATION</u>	<u>40</u>
<u>FINANCIAL</u>	<u>20</u>
<u>COMPATIBILITY WITH SURROUNDING DEPARTMENTS</u>	<u>10</u>
<u>WARRANTY AND SERVICE</u>	<u>10</u>
<u>DELIVERY AND IMPLEMENTATION</u>	<u>10</u>
<u>ADDITIONAL FEATURES</u>	<u>10</u>
TOTAL POINTS	100

BID PACKAGE

Bids shall be submitted to the Township of Alnwick Haldimand Clerk's Department no later than the date specified and must specifically address all of the information described in the document.

SELECTION PROCESS

General Information

Submissions must be received by the deadline indicated on the cover page of this RFP and must be delivered in a sealed envelope clearly marked "The Supply and Delivery of SAN/Servers in strict accordance with the instructions included in the RFP."

All information requested by the Township in this document must be included with the Submission.

Prior to the closing of this RFP, a written response to all questions posed by the bidders during the bidding period will be responded to.

EVALUATION OF SUBMISSIONS

Based on the content of the submission, the Selection Committee will evaluate all submissions and make recommendation to be approved by the Township of Alnwick Haldimand Finance Department. Following the approval, a final recommendation will be made to the Council of the Township of Alnwick Haldimand to award the purchase of the SAN/Servers to one of the bidders, unless it is deemed by the Selection Committee that none of the submissions are acceptable. At the Township's discretion, the bidders may be asked to attend a formal interview in order to gather further information.

RECEIVABLES

Submission Packages

Bids must be submitted as described herein, and specifically address all of the information described in the Request for Proposal.

The Selected Bidder is expected to execute an agreement with the Township of Alnwick Haldimand within fifteen (15) calendar days of written award notification.

While the prices identified by the Bidder has some bearing on the final selection, it will in no way be the sole criteria in making the final selection. Other factors identified in this document will have significant influence on the Township's final selection of the Proponent.

Providing the services listed in the RFP/Agreement have been completed in accordance with the provisions of the RFP/Agreement, the Township of Alnwick Haldimand shall pay the proponent the amount shown on the invoice(s) within the time periods specified and after final acceptance of the SAN/Servers by the Finance Department.

LIST OF INFORMATION TO BE SUBMITTED WITH THIS PROPOSAL

Refer to Page 7 of the RFP, for a complete list of Receivables identified throughout this document that must be included with the Bidders submission.

BID SUBMISSION FORMAT - GENERAL

Bid Ranking and Two Envelope System

The ranking submissions received under this RFP will be conducted using a two-envelope system.

Envelope 1 – Technical Review, Service, Experience and References

Envelope 2 – Price Proposal

Bidders must include all criteria required for the technical ranking in an envelope clearly marked, Envelope 1. The price portion of the submission must be included in an envelope clearly marked Envelope 2. Once a technical evaluation benchmark score is created for each bidder, then Envelope 2 will be evaluated.

All bids receiving an evaluation benchmark score of 70% or higher after Envelope 1 - Technical Review will proceed to having Envelope 2 - Fee Proposal evaluated.

In the event that there are fewer than two (2) proponents conforming to the benchmark score of 70%, the Township may elect at its sole discretion, to lower the evaluation benchmark score by no more than 10% to achieve the intended number of proposals. In the event the Township does not receive the intended number of proposals after the benchmark reduction, the Township at its sole discretion may opt to evaluate Envelope 2 of the proposals conforming to the reduced benchmark score or cancel the RFP.

Price proposals contained in Envelope 2 will be evaluated as follows:

The lowest priced Proposal receives 20 points and the remaining proposals are assigned points based on the following formula: (lowest price Proposal divided by the price of the proposal submitted by the proponent) x 20.

SUBMISSION OF PROPOSAL PACKAGE 1 – TECHNICAL REVIEW

GENERAL

The Bid submission shall be completed as indicated and all exceptions to the specifications shall identify the section and the exception must be typewritten and divided into sections as noted in the RFP.

UNDERSTANDING AND CHALLENGES

The Bidder is encouraged to review the scope of the work as a minimum level of commitment and revise, refine or recommend additional or optional work for consideration. Particularly indicate revisions to the scope of work that clearly demonstrate the Bidders understanding and experience in performing similar work.

The Bidder is requested to identify any anticipated challenges that could prevent completion within their established timeframes set forth in the RFP and proposed strategies to address these challenges.

SUBMISSION OF PROPOSAL PACKAGE 2 – PRICE PROPOSAL

GENERAL

The Bidder shall submit the total cost of the equipment in a sealed envelope, clearly identified as ENVELOPE 2- SAN/SERVERS PRICE PROPOSAL

Price proposals shall be detailed as indicated on Page 17 of the RFP.

Price proposals shall not be public records except for the price proposal for the submission that is recommended for award by the Township.

The Township reserves the right to adjust the scope of work prior to execution of the contract. The Township also reserves the right to amend the contract or terminate the contract.

SUBMISSIONS

Inclusion of Requested Information and Materials

The Bidder shall ensure that all information requested by the Township in this RFP is included in their final submission. Failure to comply with this request may disqualify the Bidder from further consideration.

SUBMISSION RECEIVABLES

All information included in this Section must be included in the Bidder's final submission in order to be properly and fairly evaluated by the Selection Committee:

- Key staff member(s) assigned to coordinate delivery of this equipment;
- List of three (3) references including contact names and telephone numbers. (The Township reserves the right to contact any of the references listed.)
- Number of years supplying and servicing SAN/Servers;
- Manufacturer's Specifications; and

QUESTIONS

Questions regarding this RFP shall be directed to the Treasurer in writing:

Nicole Leach-Bihun, Treasurer
Township of Alnwick Haldimand
10836 County Road 2
Grafton, ON
K0K 2G0
Email address: nleach-bihun@ahtwp.ca

SHARING OF INFORMATION

Where appropriate and at the discretion of the Township, answers to questions from Bidders will be shared with all Bidders prior to the deadline of submissions.

DEADLINE FOR RECEIVING QUESTIONS

No questions will be accepted from the Bidders within five (5) business days of the closing deadline for submissions.

ENVELOPE 1 – TECHNICAL REVIEW

IMPORTANT

THIS ENVELOPE TEMPLATE MAY BE USED
FOR RETURNING PROPOSALS

PROPOSAL SUBMITTED BY:

NAME: _____

ADDRESS: _____

**ATTN: CLERKS DEPARTMENT
Township of Alnwick Haldimand
10836 County Rd 2
PO Box 70
Grafton, ON
K0K 2G0**

PROPOSAL NUMBER: Proposal #P-01-2024

PROPOSAL FOR: The Supply and Delivery of SAN/Servers

RETURN BY: May 6, 2024

IMPORTANT: Proposals are to be received at the Clerks Department of Alnwick Haldimand. Submissions received in Clerks Department after the closing time will NOT be accepted. The onus is on the bidder to ensure that the bid is received in the proper location and before the closing time.

ENVELOPE 2 – PRICE PROPOSAL

IMPORTANT

THIS ENVELOPE TEMPLATE MAY BE USED
FOR RETURNING PROPOSALS

PROPOSAL SUBMITTED BY:

NAME: _____

ADDRESS: _____

**ATTN: CLERKS DEPARTMENT
Township of Alnwick Haldimand
10836 County Rd 2
PO Box 70
Grafton, ON
K0K 2G0**

PROPOSAL NUMBER: Proposal #P-01-2022

PROPOSAL FOR: The Supply and Delivery of SAN/Servers

RETURN BY: May 6, 2024

IMPORTANT: Proposals are to be received at the Clerks Department of Alnwick Haldimand. Submissions received in Clerks Department after the closing time will NOT be accepted. The onus is on the bidder to ensure that the bid is received in the proper location and before the closing time.

PART ONE - GENERAL TERMS AND CONDITIONS

INTENT OF SPECIFICATIONS

Y____N__

It is the intent of this proposal is to cover the furnishing and delivery to the purchaser of new SAN/Servers equipped as hereinafter specified.

Each bidder shall furnish satisfactory evidence of their ability to deliver the equipment specified and a list of three (3) customers must be provided on a separate statement included in the bid package that provides the customer's name and address, as well as contact name and telephone number. They shall also show that they are in a position to render prompt service and to furnish replacement parts for the apparatus.

Each bid shall be accompanied by a set of "Manufacturer's Specifications" consisting of a detailed description of the equipment proposed.

TERMS AND CONDITIONS OF PAYMENT

Y____N__

One Hundred percent (100%) of final price due 30 days following delivery and acceptance of the equipment.

MANUFACTURER'S SPECIFICATIONS

Y____N__

Each bid shall be accompanied by a set of "Manufacturer's Specifications" consisting of a detailed description of the apparatus and equipment proposed.

These specifications shall indicate size, type, model and make of all component parts and equipment.

TIMELY PROPOSALS

Y____N__

It is the bidder's responsibility to see that their proposals arrive on time. Late proposals, facsimiles, telegram, or telephone bids shall not be considered.

PURCHASER'S OBLIGATIONS

Y____N__

The purchaser reserves the right to accept or reject any or all bids, or parts of bids, on such basis as the purchaser deems to be in its best interest.

All bidders shall be advised that the purchaser is not bound in any manner to automatically accept the lowest bid.

REFERENCES

Y____N____

All bidders must provide a detailed list of references of SAN/Servers delivered. The reference information must include full contact information, the number and type of units delivered (multiple unit purchases are considered one reference) and the date of final delivery. These references shall be checked for overall satisfaction, quality, and any other items deemed necessary. - **No Exceptions** -

EXCEPTIONS TO SPECIFICATIONS

Y____N____

Bidders shall be expected to provide a complete SAN/Servers as the proposal requests. Should the bidder be unable to comply with these specifications in full they are expected to note them as an “exception to specification”. Bidders cannot mark “Yes” and provide an “exception to specification”. In this case a “No” for bidder complies must be marked. A separate list of exceptions to specifications must be provided with all details. Specifications, exception to specifications, and original manufacturer specifications must match. - **No Exceptions** -

KEY PERSONNEL

Y____N____

A short description shall be included of all key personnel involved in the preparation of the SAN/Servers proposal and execution of delivery prior to placing the SAN/Servers in service.

- **No Exceptions** -

GENERAL SAN/Servers REQUIREMENTS

Y____N____

The purpose of this bid specification is to establish the minimum requirements for a SAN/Servers. The SAN/Servers shall consist of the following:

Server 1

Description	SKU	Qty
PowerEdge R660xs	210-BFUZ	1
No Hard Drive, No Backplane chassis, 2 CPU	389-EFSP	1
Intel Xeon Silver 4509Y 2.6G, 8C/16T, 16GT/s, 23M Cache, Turbo, HT (125W) DDR5-4400	338-CPBY	1
Intel Xeon Silver 4509Y 2.6G, 8C/16T, 16GT/s, 23M Cache, Turbo, HT (125W) DDR5-4400	338-CPBY	1
Diskless Configuration (No RAID, No Controller)	780-BCDH	1
Dell HBA355E Low Profile Adapter	405-AAZY	1
Dual, Hot-plug, Power Supply Redundant (1+1), 800W, Mixed Mode, NAF	450-AIQX	1
Riser Config 1, Low Profile, 1x16 LP Slots (Gen4) + 2x8 LP Slot (Gen4), 2CPU	330-BCBY	1
Broadcom 57412 Dual Port 10GbE SFP+, OCP NIC 3.0	540-BCNT	1
PowerEdge 1U Standard Bezel	325-BEVH	1
BOSS-N1 controller card + with 2 M.2 480GB - (RAID 1)	403-BCRT	1
Riser for Boss	490-BJJK	1
A11 drop-in/stab-in Combo Rails Without Cable Management Arm	770-BCJI	1
Cable Management Arm	770-BDZL	1
ProSupport and Next Business Day Onsite Service, 60 Month(s)		1
16GB RDIMM, 5600MT/s, Single Rank	370-BBRQ	8
Dell Networking, Cable, SFP+ to SFP+, 10GbE, Copper Twinax Direct Attach Cable, 3 Meter	470-AAGP	2

Server 2		
Description	SKU	Qty
PowerEdge R660xs	210-BFUZ	1
No Hard Drive, No Backplane chassis, 2 CPU	389-EFSP	1
Intel Xeon Silver 4509Y 2.6G, 8C/16T, 16GT/s, 23M Cache, Turbo, HT (125W) DDR5-4400	338-CPBY	1
Intel Xeon Silver 4509Y 2.6G, 8C/16T, 16GT/s, 23M Cache, Turbo, HT (125W) DDR5-4400	338-CPBY	1
Diskless Configuration (No RAID, No Controller)	780-BCDH	1
Dell HBA355E Low Profile Adapter	405-AAZY	1
Dual, Hot-plug, Power Supply Redundant (1+1), 800W, Mixed Mode, NAF	450-AIQX	1
Riser Config 1, Low Profile, 1x16 LP Slots (Gen4) + 2x8 LP Slot (Gen4), 2CPU	330-BCBY	1
Broadcom 57412 Dual Port 10GbE SFP+, OCP NIC 3.0	540-BCNT	1
PowerEdge 1U Standard Bezel	325-BEVH	1
BOSS-N1 controller card + with 2 M.2 480GB - (RAID 1)	403-BCRT	1
Riser for Boss	490-BJKK	1
A11 drop-in/stab-in Combo Rails Without Cable Management Arm	770-BCJI	1
Cable Management Arm	770-BDZL	1
ProSupport and Next Business Day Onsite Service, 60 Month(s)		1
16GB RDIMM, 5600MT/s, Single Rank	370-BBRQ	8
Dell Networking, Cable, SFP+ to SFP+, 10GbE, Copper Twinax Direct Attach Cable, 3 Meter	470-AAGP	2
SAN 1		
Description	SKU	Qty
Dell ME5024 Storage Array	210-BBOO	1
12Gb SAS 8 Port Dual Controller	403-BCPD	1
Rack Rails 2U	770-BECR	1
ME Series 2U Bezel	325-BDDO	1
Power Supply, 580W, Redundant, WW	450-ALXL	1
ProSupport and Next Business Day Onsite Service, 60 Month(s)		1
ProDeploy Dell EMC Storage ME 5xxx 2U	871-8812	1
12Gb HD-Mini to HD-Mini SAS Cable, 2M	470-ABNN	4
1.92TB SSD SAS Read Intensive up to 24Gbps 512e 2.5in Hot-Plug 1WPD, AG Drive	345-BEMG	8

ENVELOPE 2 - REQUIREMENTS

PRICE

Item	Description	Qty.	Unit Price	Total Price
SAN		1	\$ _____	\$ _____
Server 1		1	\$ _____	\$ _____
Server 2		1	\$ _____	\$ _____
			HST	\$ _____
			Total	\$ _____

ADDITIONAL EQUIPMENT

\$ _____
\$ _____
\$ _____
\$ _____
\$ _____

PROPOSAL SUBMITTED BY: _____
(Name of Firm)

STREET ADDRESS: _____

CITY: _____ PROV: _____ POSTAL CODE: _____

TELEPHONE NO. _____ FAX NO. _____

E-MAIL ADDRESS: _____

AUTHORIZED OFFICIAL NAME: _____
(Print Name)

SIGNATURE OF PERSON NAMED ABOVE: _____

DATE: _____