

CITY OF CRESTVIEW, FLORIDA

REQUEST FOR SEALED BIDS NO. 20-10-29

BIDS FOR SERVER AND RELATED EQUIPMENT FOR THE CITY OF CRESTVIEW, FLORIDA



City of Crestview, Florida
October 2020

Elizabeth M Roy

Elizabeth M Roy

City Clerk

Phone (850) 682-1560 x 250

Fax (850) 682-8077

PO Box 1209/198 N Wilson Street

Crestview, FL 32536

cityclerk@cityofcrestview.org

NOTICE TO PROPOSERS

The City of Crestview, Florida, is currently seeking sealed competitive submittals for Bids for servers, licenses, and related equipment. The Firm with the successful Bids will be required to supply the City with copies of current Liability Insurance and Workmen's Compensation coverage, as well as comply with all contract standards as outlined in the City of Crestview purchasing manual and all Florida State Statute requirements.

Sealed Bids must be received by the City Clerk's office at the City of Crestview City Hall, 198 N. Wilson Street/PO Box 1209, Crestview, Florida 32536, in a sealed envelope clearly marked "**RFB No. 20-10-29**" no later than 2:00 p.m. CST on Thursday, October 29, 2020, when they will be opened and read aloud. The City reserves the right to reject any and all Bids or portions thereof, to waive minor defects and informalities in the process, to accept the Bids(s) or take any actions deemed by the City to be in the City's best interest.

Copies of the Bid Documents are available at the City Clerk's office at 198 N. Wilson Street, by email request to cityclerk@cityofcrestview.org, and on the cities' website at www.cityofcrestview.org

Elizabeth M Roy
City Clerk

CITY OF CRESTVIEW, FLORIDA

REQUEST FOR BIDS NO. 20-10-29

**"BIDS FOR SERVERS, LICENSES, AND
RELATED EQUIPMENT"**

Inquiries about this Request for Bids
should be directed to:

Elizabeth Roy
City Clerk
City of Crestview
198 North Wilson St
Crestview, Florida 32536
Phone: (850) 682-1560
E-mail: (questions only)
elizabethroy@cityofcrestview.org

OVERVIEW

The City of Crestview is seeking to purchase equipment and related services for a data center, as listed below, for use with the SmartCop computer aided dispatch program.

The City of Crestview seeks the assistance of an experienced company or individual that can provide all the items identified in this RFB. The City is looking for a Company or individual that has the capability to provide servers, application web server, licenses and other equipment at the specifications as attached. The firm with the successful Bids will be required to supply the City with copies of current liability insurance and Workmen's compensation coverage, as well as comply with all contract standards as outlined in the City of Crestview purchasing manual and all Florida State Statute requirements.

The City reserves the right to reject any one or all bids, or any part of any bid, to waive any informality in any bid, and to award a contract deemed to be in the best interests of the City

BACKGROUND

The City of Crestview has a population of approximately 25,000. It is located in Okaloosa County in the Panhandle of Florida. The City has approximately 240 full time employees and 5 Part time employees.

The City of Crestview has determined that entering into a continuing contract for installation and maintenance services is consistent with the purchasing policy and will serve to ensure the safety of City employees and secure City property.

The City of Crestview will evaluate vendor experience, qualifications and capabilities for providing installation and maintenance services to the City. The desired qualifications are outlined below. Responders are required to submit a written narrative corresponding to each of the underlined section items:

Introduction

- Overview and summary of how your company will assist the City

Company Profile

- Individual/Company overview and history
 - How long has the company been in business
 - Number of current employees
 - Number of clients in the past 5 years (?)
 - Years of Experience
- Capabilities of company - Why should your company be chosen

Project Pricing Estimate/Cost for Services Outlined

Required Features

Scope of work

- The vendor should be able to provide all requested equipment to the exact listed specifications.
(Attachment C)

Insurance Requirements:

- Minimum Requirement for liability insurance is \$1,000,000 with the City of Crestview as additional insured.
- Please attach copy of Insurance as Attachment B.

Submittal Requirements

A digital copy and one (1) signed and sealed original Bid, including all executed documents and needed attachments, shall be placed in a sealed envelope, marked "20-10-29 and delivered prior to the Bids opening deadline, **2:00 PM CDT on Thursday, October 29, 2020. The digital copy should be in the Bids envelope only. No email Bids or information will be accepted and will cause rejection of the bid Bids.**

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 Crestview 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 RFB 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.

Evaluation Team and Evaluation Criteria

The evaluation team will consist of not less than five (5) members to include the following

- The IT Manager
- The Police Chief
- A representative from the Police Department
- The Administrative Services Director
- The Fire Chief

The City Clerk shall act as the Moderator and conduct the meeting.

Responses to this RFB 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 Bids using the following criteria;

- Pricing
- Warranty
- Adherence to specifications

The committee will use the above scoring system to evaluate the overall fit with the City of Crestview to determine the most appropriate and qualified vendor.

Selection Process

The selection process will involve the following phases:

Phase 1: Evaluation

- The committee will evaluate vendor submittals and complete the scoring sheet at an open meeting to be scheduled. Vendors will be notified of the meeting date at the opening of the Bids.

Phase 2: Interviews (optional)

- The committee reserves the option to select two finalists and hold interviews if necessary. The interview scores will be added to the initial evaluation and account for 50% of the score.

Phase 3: The committee will make a recommendation to City Council for final approval.

Phase 4: The City will enter into negotiations leading to a professional services agreement.

Schedule

The approximate RFB schedule is summarized below: *

- Issuance of RFB: October 14, 2020
- Sealed Vendor submittals due: Thursday, October 29, 2020, at City Hall mail or personal delivery
- Committee Meeting: Monday, November 2, 2020 at 2:00 PM in the Council Chambers of City Hall.
- City Council Meeting: Monday, November 9, 2020
- Execute professional services agreement: To be Determined.

* Dates and times are subject to change

Attachment A

PUBLIC RECORDS ADDENDUM

_____ as Contractor, shall comply with the requirements of Florida's Public Records law. In accordance with Section 119.0701, Florida Statutes, Contractor shall:

- a. Keep and maintain public records required by the public agency in order to perform the service.
- b. Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided under Florida's Public Records Law or as otherwise provided by law.
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of this contract if Contractor does not transfer the records to the public agency: and
- d. Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of Contractor or keep and maintain public records required by the public agency to perform the service. If Contractor transfers all public records to the public agency upon completion of the contract, Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Contractor keeps and maintains public records upon completion of this contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.
- e. If Contractor has questions regarding the application of Chapter 119, Florida Statutes, to Contractor's duty to provide public records relating to this Agreement, Contractor shall contact the Custodian of Public Records at:**

**City Clerk, City of Crestview
198 North Wilson Street
P.O. Box 1209
Crestview, Florida 32536**

(850) 682-1560 Extension 250

cityclerk@cityofcrestview.org

- f. In the event the public agency must initiate litigation against Contractor in order to enforce compliance with Chapter 119, Florida Statutes, or in the event of litigation filed against the public agency because Contractor failed to provide access to public records responsive to a public record request, the public agency shall be entitled to recover all costs, including but not limited to reasonable attorneys' fees, costs of suit, witness, fees, and expert witness fees extended as part of said litigation and any subsequent appeals.

Attachment A

INSURANCE REQUIREMENTS

- Minimum Requirement for liability insurance is \$1,000,000 with the City of Crestview as additional insured.
- Proof of workers compensation for those involved in the installation.
- Please attach copy of insurance as attachment B.

Server and Related Equipment Score Sheet							
Reviewer:				Date:			
Each category for review should receive a score between 1-5 based on the reviewer assessment of the provided Bids. The scores will be weighted based on the percentages. The company with the highest score will be the recommended vendor.							
Company Name	Pricing 40%	Warranty 20%	Adherence to Specifications 40%				Total

Attachment C

EQUIPMENT SPECIFICATIONS

Database Server (CAD/RMS/Jail SQL) Recommended Configuration

- Dual Intel Xeon Processors (Dual +3.6GHz or Quad Core +3.2GHz) or greater
- 32GB RAM DDR4 or greater
- Recommend SSDs - Minimum 10K SAS
- RAID 5 configuration for data w/1 TB usable dedicated storage space for SQL data
- Recommend Server 2016 (64bit) Standard - Minimum 2012 Standard
- **Note:** OS should include Required Number of Client Access Licenses to include SmartCOP access
- Dual 1GbE NIC
- Remote access configured for SmartCOP support technicians
- Recommend SQL 2016 (64bit) Standard version – Minimum 2014 Standard
- Battery Backup System (UPS)
- High Availability solution
- Backup & Restore Solution
- .Net Framework 4.6.1 or later

Database Backups

- A minimum of 1TB separate storage device for SQL backups, should not use local server storage or share with production storage.
 - Backup Software (Recommend consulting with SmartCOP prior to purchase of any backup software)
- **Requirement** - Only SQL Server to run on this device (No DNS, Exchange, Domain Controller, etc.)*

Application Web Services Server (MCT/RMS/CAD/JMS) Recommended Configuration

- 3.2GHz Intel Xeon Dual Core Processor or greater
 - 16GB RAM DDR4 or greater
 - 150GB Available Hard Drive or greater
 - Recommend Server 2016 (64bit) Standard - Minimum 2012 Standard
 - Microsoft IIS 7
 - 1GbE NIC
 - Remote Access for SmartCOP
 - Battery Backup System (UPS)
-
- Backup & Restore Solution
 - .Net Framework 4.6.1 or later

**Remote Access Server
Recommended Configuration**

- 3.2GHz Intel Xeon Dual Core Processor or greater
- 16GB RAM DDR4 or greater
- 200GB Available Hard Drive Space or greater
Recommend Server 2016 standard or minimum server 2012 Server standard Server Enterprise edition. OS should include Required Number of Client Access Licenses
- 1GbE NIC
- Battery Backup System (UPS)
- .Net Framework 4.6.1 or later

**Required if providing Terminal Services access to remote office locations.*

**Web Server(s)
Recommended Configuration**

- 3.2GHz Intel Xeon Dual Core Processor or greater
- 16GB RAM DDR4 or greater
- 100GB Available Hard Drive
- Recommend Server 2016 standard or minimum server 2012 Server standard
- Microsoft IIS 7
- 2 1GbE NIC- 1 for external and Internal traffic
- Remote Access for SmartCOP
- Battery Backup System (UPS)
- Backup & Restore Solution
- .Net Framework 4.6.1 or later

Depending on State Security Policy, SmartShare and SmartWEB may have to be placed on separate servers.

Server/Desktop Network Connectivity

Recommended Configuration

- 1GbE LAN
- Dedicated Switch for CAD workstations
- Cat 5e cable to all workstations
- 45Mbps (T3/DS3) Network to remote offices
- Redundant Power Supplies
- VPN Access for SmartCOP support
- .Net Framework 4.6.1 or later

**Remote offices will require use of remote access server with VPN access*

Peripheral Hardware

- **Desktop Barcode Scanner** - USB or serial scanners capable of reading Code 39 and 128 barcodes. Must support carriage return after scan.
- **DL Scanner** – E-Seek M-260 or MAGTEK USB Card Reader Part# 21073062 (Keyboard Emulation Mode), Posh MX5-K9 Card Scanner, L-Tron 4910LR DL Reader (HID Mode), Honeywell 4800i Scanner
- **Document Scanners** – Microsoft windows compliant document scanner must be TWAIN compliant.
- **GPS Receiver** – GlobalSat BU-353-S4 USB GPS Receiver or equivalent NMEA compliant
- **Virtual Communication ports** - GpsGate Client Express software enables two applications to share one GPS device.
- **Jail Label Printing** - Printer with label sheet of 3 columns 10 rows, each label needs to be 1 x 2 5/8 and margin top of sheet to the top of the first row of the sheet needs to be half inch. *(A color capable printer is recommended)*
- **IssProp / Fleet** – 2" x 1" Label printer (SII 240 or equivalent)
- **Evidence Labels** – 4" x 3" label Printer (Wasp WPL305 or equivalent)
- **Mobile Report Printing** – Windows compatible printer
- **Desktop Printing** – Windows compatible printer. *(A color capable printer is recommended)*
- **ID Card Printing** (Jail and Empmast) – Data card SP55 or equivalent
- **Mugshot Capture Video Camera**- Recommend IP based camera Panasonic WV-SC384 or contact your SmartCOP representative for alternate recommended model types
- **Signature Capture Device** - Topaz Electronic Capture Device. Model T-S261-HSB-R / Model TL462 HSB *Note: Any 1 X 5 Sig Lite or Sig Gem series of devices will interface*
- **Fingerprint Capture Device** – Cross Match Verifier 300 LC 2.0 USB (Must be ordered with Auto Capture and Extract and Match License installed)

Server Virtualization

SmartCOP supports the virtualization of all SmartCOP server functions utilizing a VMware solution.

(Other Hypervisor solutions may be used but not recommended. Please contact your SmartCOP representative if considering an alternative hypervisor solution)

Minimum Requirements:

- VMware vSphere Hypervisor™ (ESXi) 6.0 or greater
- Host Server must be a VMware supported platform. For a list of supported platforms, see the VMware Compatibility Guide at <http://www.vmware.com/resources/compatibility>
- Each of the Virtual Machine resource allocations (processor / memory / storage) must meet the same requirements as the physical servers listed.
- 1Gb network
- Existing Virtual Environment resources cannot be over committed and dependent on ballooning.
- Separate ISCSI and LAN traffic using separate subnets and physical NICs

Strongly Recommended:

- VMware vSphere Hypervisor™ (ESXi) 6.7 or greater
- Dedicated switch for ISCSI storage traffic
- VSphere High Availability (HA) and Distributed Resource Scheduler (DRS) features enabled.
The HA and DRS features are included with => VSphere Essentials Plus. See the following link for VMware licensing info. <https://www.vmware.com/products/vsphere/pricing.html>

Virtualized SQL Server best practice considerations

1. Recommend Dell EqualLogic Series 10Gb iSCSI array
2. 10Gb dedicated managed switch for iSCSI storage network
3. Utilize RAID 10 for SQL data
4. SQL VM's should have assigned memory reservations, additionally if the SQL Server lock pages in memory parameter has been set, the VM's will need reservations set to match the amount of memory allocated in the virtual machine configuration.
5. Use the VM VMXNET network adapter for optimal performance
6. Use VMFS for virtual disk storage
7. Virtual disks configured as eager-zero thick in place of thin provisioning
8. VMware SQL Server Best Practices - http://www.vmware.com/files/pdf/sql_server_best_practices_guide.pdf

Licensing options for SQL Server

http://download.microsoft.com/download/B/4/E/b4e604d9-9d38-4bba-a927-56e4c872e41c/SQL_Server_2014_Licensing_Guide.PDF

Typical Agency Network Diagram

