REQUEST FOR PROPOSAL

for

NETWORK EQUIPMENT

CITY OF HIGHLAND PARK, ILLINOIS

ISSUE DATE: OCTOBER 31, 2018

DUE DATE: 3:00 P.M. CENTRAL TIME, NOVEMBER 13, 2018*

* PROPOSALS RECEIVED AFTER THE DUE DATE WILL BE RETURNED UNOPENED

The City is accepting sealed proposals for network equipment. Proposals will be accepted until 3:00 PM Central time, November 13, 2018. Proposals are to be sealed and marked "2018 NETWORK EQUIPMENT"

Complete **Attachment A – Acknowledgment** and **Attachment B - Cost Sheet** and deliver to:

Highland Park City Hall
attn.: Information Technology
1707 St. Johns Ave
Highland Park, IL 60035

For further information contact Jon O'Connell at 847-926-1026 – joconnell@cityhpil.com

Background

The City is constructing a fiber network, connecting seventeen of its sites throughout the City. As part of the new network, network switch equipment will be upgraded. The new network design will support 1gb to 10gb backbone connections to various sites along the fiber ring.

Proposal Dates

The following anticipated time frame has been established for this project.

Proposal Due Date: November 13, 2018 – 3:00 pm Central

Proposal Opening Date: November 13, 2018, following final due date and time of delivery

Anticipated Bid Award Date: November 26, 2018

Anticipated Delivery Deadline: December 4, 2018

Evaluation and Award

Evaluation will be based on price and projected delivery time of network equipment.

The City of Highland Park reserves the right to reject any and all proposals, and to award a purchase order which, in its judgment, is in the best interest of the City. It may waive any minor defects or informalities at its discretion. The proposal will be awarded in whole or in part to the responsible proposer(s) whose quote is most advantageous to the City.

Invoices & Payments

The City will issue a Purchase Order to the awarded proposer. The City will not provide any down payment prior to delivery. All invoices related to the project shall reference the Purchase Order issued. The City will pay all

undisputed portions of invoices within 30 days of approval as provided in the Local Government Prompt Payment Act, 50 ILCS 505/4.

Sales Tax

The City of Highland Park is a tax exempt municipality and is exempt from paying local and state sales taxes for products and services purchased by the City. The City will provide a copy of the Illinois Department of Revenue Tax Exemption letter upon request.

Submit all invoices to:

Highland Park City Hall
attn.: Information Technology
1707 St. Johns Ave
Highland Park, IL 60035

Deliveries

The City does not have a truck loading dock or forklift available. All equipment listed is to be delivered to:

Highland Park City Hall
attn.: Information Technology
1707 St. Johns Ave
Highland Park, IL 60035

Equipment

The City has standardized on HP/Aruba switch hardware for its networking infrastructure.

All equipment must be new, unused, unopened in its original packaging, with all original packaging materials included. Original protective wrapping, if any, must be intact. Original manufacturer's warranty must be included and valid.

All equipment will be used in the United States, all power requirements must conforms to US standards.

Please include a statement with your response to the RFPs indicating the level of partnership your organization has with the original equipment manufacturer being proposed.

HP/Aruba Engineering Services

Highland Park intends to setup and install the network switch equipment. In the event expert services are required to answer questions on the network switch configurations, describe your company's experience and qualifications to answer such questions. Does your company have qualified HP/Aruba certified network engineer's on staff and available?

Attachment A – Acknowledgment

Describe the level of partnership your organization has with the original equipment manufacturer being proposed.

Describe your company's experience and qualifications to answer questions about HP/Aruba network switch configurations.

Does your company have staff or access to qualified HP/Aruba certified network engineers?

How many days from receipt of purchase will equipment be delivered to Highland Park?

The cost proposal must be valid for 30 days from the due date of the proposal.

Company Name: _____

Proposal Reference Number: _____

Authorized Signature: _____

Printed Name: _____

Title: _____ Date: _____

Address: _____

_____

Email: _____

Phone Number: _____ Fax: _____