

**CITY OF FEDERAL WAY  
REQUEST FOR PROPOSAL**

**I. PURPOSE OF REQUEST.**

The City of Federal Way (“City”) is requesting proposals to the Replace existing APC Uninterruptible Power Supply (UPS) for Computer Data Room with an APC 20 kW rack-mounted N+1 redundant, scalable array architecture UPS. The City’s needs are outlined in the following Request for Proposal (“RFP”).

**II. TIME SCHEDULE.**

The City will follow the following timetable, which should result in a selection of a firm by November 13, 2018.

Issue RFP	October 26, 2018
Deadline for Submittal of Proposals	November 9, 2018
Preliminary Selection of Firm	November 13, 2018
Notify Firm Chosen	November 13, 2018

**III. INSTRUCTIONS TO PROPOSERS.**

A. All proposals should be sent to:

Brian Pearson, IT Supervisor  
City of Federal Way  
33325 8th Ave S  
Federal Way, WA 98003-6325  
(253) 835-2552

B. All proposals must be in a sealed envelope and clearly marked in the lower left-hand corner: “RFP UPS Replacement.”

C. All proposals must be received by November 9, 2018, 3:00 PM , at which time they will be opened. Three (3) copies of the proposal must be presented. Faxed or telephone proposals will not be accepted.

D. Proposals should be prepared simply and economically, providing a straight forward, concise description of provider capabilities to satisfy the requirements of the request. Special bindings, colored displays, promotional materials, etc. are not desired. Emphasis should be on completeness and clarity of content. Use of recycled paper for requests and any printed or photocopied material created pursuant to a contract with the City is desirable whenever practicable. Use of both sides of paper sheets for any

submittals to the City is desirable whenever practicable.

E. The Brian Pearson, IT Supervisor or representative will notify the firm selected by November 13, 2018.

F. All proposals must include the following information:

- The names of individuals from those firms who will be working on the project and their areas of responsibility.
- Specific experience of individuals relative to the proposed project.
- A proposed outline of tasks, products and project schedule, including the number of hours required to complete each task or product.
- A proposed budget based on the above outline of tasks, products and schedules.
- References.

**IV. SELECTION CRITERIA.**

<u>Factor</u>	<u>Weight Given</u>
1. Responsiveness of the written proposal to the purpose and scope of service.	10%
2. Price.	70%
3. Ability and history of successfully completing contracts of this type, meeting projected deadlines and experience in similar work.	20%
<u>Total Criteria Weight</u>	100%

Each proposal will be independently evaluated on factors one through three.

**V. TERMS AND CONDITIONS.**

A. The City reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal.

B. The City reserves the right to request clarification of information submitted, and to

request additional information from any proposer.

- C. The City reserves the right to award any contract to the next most qualified contractor, if the successful contractor does not execute a contract within thirty (30) days after the award of the proposal.
- D. Any proposal may be withdrawn up until the date and time set above for opening of the proposals. Any proposal not so timely withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days to sell to the City, the services described in the attached specifications, or until one or more of the proposals have been approved by the City administration, whichever occurs first.
- E. The contract resulting from acceptance of a proposal by the City shall be in a form supplied or approved by the City, and shall reflect the specifications in this RFP. A copy of the contract is available for review and shall include requirements to comply with ADA, Civil Rights Act, and EEO requirements. The City reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFP, and which is not approved by the City Attorney's office.
- F. The Recipient, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.
- G. The City shall not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to the RFP.

## VI. SCOPE OF SERVICES.

Provide a turnkey Solution: APC 20 kW rack-mounted N+1 redundant, scalable array architecture UPS and installation. Includes the new UPS delivered to the site, electrical installation to the existing APC bypass switch and to the Power Distribution Unit (PDU), in addition to the removal/recycling of the old UPS system (including the two Liebert Battery Cabinets and all batteries contained within). Labor, material, equipment, related services, and supervision required, including, but not limited to, manufacturing, fabrication, erection, and installation for a static uninterruptible power supply (UPS). The completion date shall be done no later than December 28, 2018.

The UPS shall utilize a rack-mounted N+1 redundant, scalable array architecture. The UPS shall be ENERGY STAR qualified. The system power train shall be comprised of 10 kVA/10 kW power modules and shall be capable of being configured for N+X redundant operation at the rated system load. UPS shall facilitate the replacement of swappable power modules in less than ten minutes. Each 10 kVA/10 kW power module shall contain a fully rated input rectifier/boost converter hereafter referred to as the input converter, a fully rated output inverter, and battery charging circuit. The new system shall work in conjunction with the existing APC bypass switch and all for the battery modules to be swapped by trained personnel. The system shall include redundant control modules, redundant logic power supplies, and LCD interface/display. All of the above system components shall be housed in standard APC branded 600 mm wide by 1070 mm deep by 2000 mm high cabinet(s).

The UPS and associated equipment shall operate in conjunction with a primary power supply and an output distribution system to provide quality uninterrupted power for mission critical, electronic equipment load.

All programming and miscellaneous components for a fully operational system as described in this section shall be available as part of the UPS.

System shall be capable of being monitored through a standard TCP/IP Ethernet connection.

The UPS shall be covered by a full parts and labor warranty from the manufacturer for a period of 12 months from date of installation. The system shall allow for additional warranty coverage to be purchased after the initial warranty period has lapsed.

NOTE: No loading dock available at installation site, contractor must provide logistics accordingly.

## **VII. COMPENSATION.**

- A. Please present detailed information on the firm's proposed fee schedule for the specifications proposed and for any variation for non-routine services, inclusive of Washington state sales tax and any other applicable governmental charges. Please provide specifics as to definitions of routine versus non-routines tasks, what is fixed as opposed to variable, and how costs are adjusted according to that classification.

- B. Payment by the City for the services will only be made after the services have been performed, an itemized billing statement is submitted in the form specified by the City and approved by the appropriate City representative, which shall specifically set forth the services performed, the name of the person performing such services, and the hourly labor charge rate for such person. Payment shall be made on a monthly basis, thirty (30) days after receipt of such billing statement.

**VIII. PUBLICATION.**

Name of Publication:

Dates:

Federal Way Mirror  
Daily Journal of Commerce

October 26, 2018; November 2, 2018  
October 26, 2018; November 2, 2018

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