

**CITY OF FEDERAL WAY  
REQUEST FOR QUOTE  
AVIGILON NVR SERVER**

**I. PURPOSE OF REQUEST**

The City of Federal Way (“City”) is requesting quotes for the purpose of purchasing an Avigilon NVR server for the City’s *Safe City* program. The City’s needs are outlined in the following Request for Quotes (“RFQ”).

**II. TIME SCHEDULE**

The City will follow the following timetable:

Issue RFQ	07/16/2021
Deadline for Submittal of Quotes	07/23/2021
Notify Contractor Chosen	08/11/2021

**III. INSTRUCTIONS TO PROPOSERS**

A. All quotes shall be sent to:

Terry Smith, Administrative Assistant II, I.T. Department  
City of Federal Way  
33325 8th Ave S  
Federal Way, WA 98003-6325  
(253) 835-2550  
Email: [terry.smith@cityoffederalway.com](mailto:terry.smith@cityoffederalway.com)

B. If submitted on paper, all quotes must be in a sealed envelope and clearly marked in the lower left-hand corner. If submitted by email, all proposals must be clearly labeled in the subject line. The label shall identify the contents as “RFQ - AVIGILON NVR SERVER”.

C. Alternatively, the vendor, may send an email copy of the quote with the title: “RFQ – AVIGILON NVR SERVER” to Terry Smith at [terry.smith@cityoffederalway.com](mailto:terry.smith@cityoffederalway.com).

D. Quotes should be prepared simply and economically, providing a straightforward, 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 Administrative Assistant or a representative will notify the contractor selected by August 11, 2021.

F. All quotes must include the following information:

1. A proposed outline of the price and extended price for each item requested inclusive of any costs/fees including, but not exclusive to, Washington State Sales Tax and freight.

2. A proposed timeline for delivery of goods after receiving a P.O.

**IV. SELECTION CRITERIA**

Factor Weight Given

1. Responsiveness of the written proposal to the purpose and scope of service.	25%
2. Price.	40%
3. Ability and history of successfully completing contracts of this type, meeting projected deadlines and experience in similar work.	35%

Total Criteria Weight 100%

Each quote will be independently evaluated on factors 1 through 3.

**V. TERMS AND CONDITIONS**

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

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

C. The City reserves the right to award the 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 quote.

D. Any quote may be withdrawn up until the date and time set above for opening of the quotes. Any quote 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 quotes have been approved by the City administration, whichever occurs first.

- E. The contract resulting from acceptance of a quote by the City shall be in a form supplied or approved by the City, and shall reflect the specifications in this RFQ. 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 RFQ, and which is not approved by the City Attorney's office.
- F. The City, as a recipient of federal funding, 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 contractor in preparing, submitting or presenting its response to the RFQ.

## **VI. SCOPE OF SERVICES**

- 1 (one) AVIGILON NVR4X-PRM-64TB  
64 TB (80 TB Raw) NVR4X Premium with Microsoft Windows Server 2016 and Avigilon Control Center
- 1 (one) AVIGILON NVR4X-750W-2NDPS-NA  
Redundant, hot-swappable power supply for NVR4X STD, and PRM 64/96/128/157TB
- 1 (one) AVIGILON NVR4-HDDS-HOT-8TB  
Spare hard drive, 8TB, front or rear bay, for NVR4X PRM 64TB, NVR4X STD 32/48TB, and NVR4 VAL 16/24TB
- 2 (two) AVIGILON NVR4X-SFPPLUS-SR  
SFP+ 10GBASE-short range transceiver
- 1 (one) AVIGILON NVR4X-PRM1-WARR-5Y4HMC  
4-hour MC (mission critical response) service-level agreement upgrade for NVR4X PRM 64/96/128/157TB

## **VII. COMPENSATION**

- A. State the proposed fee for the Scope of Services inclusive of Washington state sales tax and any other applicable governmental charges.
- B. Payment by the City for the services will be made only 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	July 16, 2021
City of Federal Way Website www.cityoffederalway.com	July 16, 2021

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