

REQUEST FOR QUOTE – ETHERNET EQUIPMENT INSTRUCTIONS TO BIDDERS

A. INTRODUCTION - Shelby Township is requesting quotes for the purchase of Ethernet Equipment. The request is for equipment only; no installation or testing is required. The submission of a bid on the included bid quote form shall constitute an offer on behalf of the vendor to provide equipment. If a vendor proposes a specific contract be used, it must be included with the quote submission.

B. TIMELINE

- RFQ issued: January 11th 2019
- Bids Due: January 25th 2019 at 4pm local time
- Anticipated Order: January 30th 2019
- Receive equipment at Shelby Township no later than February 14th 2019

C. SUBMISSION OF QUOTES & REQUIREMENTS

A. Due Date: Sealed quotes clearly labeled “Quote for Ethernet Equipment” will be received by Shelby Township until **Friday, January 25th, 2019, at 4pm local time**, at which time quotes will be publicly opened and read. Quotes must be submitted on the forms provided, in a sealed envelope, clearly labeled “Quote for Ethernet Equipment”, and delivered by the date and time stated above to:

Shelby Township
Attn: Clerks Office
52700 Van Dyke Ave
Shelby, MI 48316

B. Late Quotes: Quotes received after the date and time stated above will not be accepted or considered. The Township is not liable for any delivery or postal delays. All quotes received after the deadline will be returned unopened.

C. Signed Original Quote: Each quote submitted must be an original hard copy and signed by an authorized member of the company. This member should be the highest-ranking officer at the local level. No oral, faxed or emailed quotes will be accepted. To be considered, each quote must include all of the following:

- a. Attachment A – Quote Forms
- b. Attachment B – Business Reference Form

D. Copies of Quote: The bidder shall also submit with its original quote and one (1) complete copy of the signed original quote.

E. Questions: Questions concerning the bid specifications may be emailed to James Blackburn at jblackburn@shelbytwp.org. Questions will be answered as they are received.

- F. Addenda to this RFQ:** If it becomes necessary to revise any part of this RFQ, all addenda will be posted on the Township’s website and all addenda shall become a part of the RFQ. Each Vendor must, in its quote, acknowledge all addenda which it has received. The failure of a vendor to receive, or acknowledge receipt of, any addendum shall not relieve the vendor of the responsibility for complying with the terms thereof.
- G. Reservation of Rights:** The township reserves the right to accept or reject any or all bids, to award to other than the low bidder, to accept any and all alternates, to split award by items, to waive irregularities and/or informalities, and, in general, to make the award in any manner deemed by it, in its sole discretion, to be in the best interest of the township.
- H. Irrevocability of Quotes:** Bids prices will be considered firm and may not be withdrawn for a period of one hundred eighty (180) days after the scheduled time of opening bids.
- I. Award:** It is the intent of the township to award the bid by January 30th, 2019. Submission of a quote will be construed as a conclusive presumption that the bidder is thoroughly familiar with the Instructions to the Bidders and that bidder understands and agrees to abide by each and all of the stipulations and requirements contained therein. The following criteria shall be considered in making an award:
- Cost of Equipment
 - Conformity to listed specifications
 - Delivery within the required time schedule
 - Service and warranty provided
 - References

D. INSTRUCTIONS TO BIDDERS

- A. All equipment must be new and not remanufactured or from a previous installation.
- B. Two Cisco switch models are listed on the bid worksheets. The township intends to buy either the 2902 or the 9200 version, not both.
- C. Bidders must clearly state in the bid any exceptions to the enclosed specifications. The listing of exceptions, if any, is mandatory. Any exceptions found in review not listed, could be a basis for rejection of the bid. In addition to providing the brand name, bidder must include the model number and manufacturer’s number.
- D. It is understood that the township is a governmental unit, and as such, is exempt from the payment of all State and Federal Taxes applying to the products specified in this document. Therefore, the prices quoted by the Bidder should not include any allocation for taxes.
- E. All quotes must be based upon the base requirements established in the request for quote. In addition to a base bid quote, the submission of voluntary alternates is acceptable. If a voluntary alternate is submitted for consideration, it shall be expressed on the bid form. If a voluntary alternate is submitted, the bidder shall also submit supporting documentation clearly identifying the equipment specifications, cost, model and part numbers.

Charter Township of Shelby
Request for Quote – Ethernet Equipment
Due Date: January 25th 2019

- F. The bidder must submit the names of three (3) cities or townships that have an equal or larger amount of equivalent networking equipment and have had the equipment for at least three years. Please provide township name, contact name, address, phone number, and number of years the Bidder has serviced the township.

E. SUMMARY OF WORK

- A. The Shelby Township Technology Department will install, configure and test all equipment.

F. SYSTEM DESCRIPTION

- A. Shelby Township has an enterprise computer network spanning to all township facilities. The Ethernet equipment is primarily Cisco and was installed in 2018. The equipment within this request for quote will be used for two locations; the new court building and the addition at the Police Department.

G. GUARANTEE, SERVICE & TRAINING

- A. All new systems and components shall be guaranteed free of defects in materials and workmanship for a period of one (1) year from the date of acceptance. The date of acceptance shall be defined as when the complete order is received by the township.
- B. Controllers, Gateways, and ancillary equipment shall be repaired or replaced by the manufacturer within 24 hours of the outage.

H. VENDOR CONTACT

company

street

city state zip

contact person Cisco Authorization Level

phone

email

**Charter Township of Shelby
Request for Quote – Ethernet Equipment
Due Date: January 25th 2019**

ATTACHMENT A

QUOTE FORM – PAGE 1 of 4

DATE: _____

TO: Shelby Township
Attn: Clerks Office
52700 Van Dyke Ave.
Shelby Township, MI 48316-3572

FROM: _____
Company Name Signature

Business Address, City, State, Zip Print Name

QUOTE PRICE FOR ETHERNET EQUIPMENT: The following is an equipment list that meets the system requirements outlined in this request for quote. This is not the only option for providing a complete system and can be duplicated using other manufacturers’ equipment and services. Itemize the cost for each line item bidding Cisco equipment or equivalent. If bidding equivalent equipment complete the alternative worksheet.

The New Court Building

QUOTE FORM - CISCO 2960 EQUIPMENT

Line #	Item Number	Description	Qty	Unit Price	Extended
1	WS-C2960X-48FPD-L	Cisco 2960x access switch with 10GB uplink ports and 48 ports of PoE	1		
2	WS-C2960X-48FPS-L	Cisco 2960x access switch with (4) 1GB uplink ports and 48 ports of PoE	2		
3	C2960X-STACK=	Cisco 2960x stack module to combine all three switches as a single switch	3		
4	SFP-10G-LR	Cisco 10GB single mode transceiver between PD and Court	2		
5	MISC-PART	Single mode patch cable between patch panel and LC optic on Cisco switch	2		
6	CON-SNT-WSC296XL	Cisco Smartnet 8x5 NBD	3		
TOTAL BID PRICE FOR CISCO 2960 EQUIPMENT:					

The New Court Building

QUOTE FORM - ALTERNATE / EQUIVALENT EQUIPMENT

Line #	Item Number	Description	Qty	Unit Price	Extended
1					
2					
3					
4					
5					
6					
TOTAL BID PRICE FOR ALTERNATIVE EQUIPMENT:					

**Charter Township of Shelby
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ATTACHMENT A

QUOTE FORM – PAGE 2 of 4

DATE: _____

TO: Shelby Township
Attn: Clerks Office
52700 Van Dyke Ave.
Shelby Township, MI 48316-3572

FROM: _____
Company Name Signature

Business Address, City, State, Zip Print Name

QUOTE PRICE FOR ETHERNET EQUIPMENT: The following is an equipment list that meets the system requirements outlined in this request for quote. This is not the only option for providing a complete system and can be duplicated using other manufacturers’ equipment and services. Itemize the cost for each line item bidding Cisco equipment or equivalent. If bidding equivalent equipment complete the alternative worksheet.

The New Court Building

QUOTE FORM - CISCO 9200 EQUIPMENT

Line #	Item Number	Description	Qty	Unit Price	Extended
1	C9200L-48P-4X	Cisco 9200 access switch with 10GB uplink ports and 48 ports of PoE	1		
2	C9200L-48P-4G	Cisco 9200 access switch with (4) 1GB uplink ports and 48 ports of PoE	2		
3	C9200L-STACK-KIT	Cisco 9200 stack module to combine all three switches as a single switch (80GB STACKWISE)	3		
4	SFP-10G-LR	Cisco 10GB single mode transceiver between PD and Court	2		
5	MISC-PART	Single mode patch cable between patch panel and LC optic on Cisco switch	2		
6		Cisco Smartnet 8x5 NBD	3		
TOTAL BID PRICE FOR CISCO EQUIPMENT:					

The New Court Building

QUOTE FORM - ALTERNATE / EQUIVALENT EQUIPMENT

Line #	Item Number	Description	Qty	Unit Price	Extended
TOTAL BID PRICE FOR ALTERNATIVE EQUIPMENT:					

**Charter Township of Shelby
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ATTACHMENT A

QUOTE FORM – PAGE 3 of 4

DATE: _____

TO: Shelby Township
Attn: Clerks Office
52700 Van Dyke Ave.
Shelby Township, MI 48316-3572

FROM: _____
Company Name Signature

Business Address, City, State, Zip Print Name

QUOTE PRICE FOR ETHERNET EQUIPMENT: The following is an equipment list that meets the system requirements outlined in this request for quote. This is not the only option for providing a complete system and can be duplicated using other manufacturers’ equipment and services. Itemize the cost for each line item bidding Cisco equipment or equivalent. If bidding equivalent equipment complete the alternative worksheet.

Police Department

QUOTE FORM - CISCO 2600 EQUIPMENT

Line #	Item Number	Description	Qty	Unit Price	Extended
1	C3850-NM-4-10G	10GB sled for 3850 to connect back to the core and to the court building	1		
2	WS-C2960X-48FPD-L	Cisco 2960x access switch with 10GB uplink ports and 48 ports of PoE	1		
3	WS-C2960X-48FPS-L	Cisco 2960x access switch with (4) 1GB uplink ports and 48 ports of PoE	1		
4	C2960X-STACK=	Cisco 2960x stack module to combine all three switches as a single switch	2		
5	SFP-H10GB-CU5M	10GB connection cable between 2960X and 3850	1		
6	CON-SNT-WSC296XL	Cisco Smartnet 8x5 NBD	2		
TOTAL BID PRICE FOR CISCO EQUIPMENT:					

Police Department

QUOTE FORM - ALTERNATE / EQUIVALENT EQUIPMENT

Line #	Item Number	Description	Qty	Unit Price	Extended
TOTAL BID PRICE FOR ALTERNATIVE EQUIPMENT:					

**Charter Township of Shelby
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ATTACHMENT A

QUOTE FORM – PAGE 4 of 4

DATE: _____

TO: Shelby Township
Attn: Clerks Office
52700 Van Dyke Ave.
Shelby Township, MI 48316-3572

FROM: _____
Company Name Signature

Business Address, City, State, Zip Print Name

QUOTE PRICE FOR ETHERNET EQUIPMENT: The following is an equipment list that meets the system requirements outlined in this request for quote. This is not the only option for providing a complete system and can be duplicated using other manufacturers’ equipment and services. Itemize the cost for each line item bidding Cisco equipment or equivalent. If bidding equivalent equipment complete the alternative worksheet.

Police Department

QUOTE FORM - CISCO 9200 EQUIPMENT

Line #	Item Number	Description	Qty	Unit Price	Extended
1	C3850-NM-4-10G	10GB sled for 3850 to connect back to the core and to the court building	1		
2	C9200L-48P-4X	Cisco 9200 access switch with 10GB uplink ports and 48 ports of PoE	1		
3	C9200L-48P-4G	Cisco 9200 access switch with (4) 1GB uplink ports and 48 ports of PoE	1		
4	C9200L-STACK-KIT	Cisco 9200 stack module to combine all three switches as a single switch (80GB STACKWISE)	2		
5	SFP-H10GB-CU5M	10GB connection cable between 2960X and 3850	1		
6		Cisco Smartnet	2		
TOTAL BID PRICE FOR CISCO EQUIPMENT:					

Police Department

QUOTE FORM - ALTERNATE / EQUIVALENT EQUIPMENT

Line #	Item Number	Description	Qty	Unit Price	Extended
TOTAL BID PRICE FOR ALTERNATIVE EQUIPMENT:					

BUSINESS REFERENCE FORM

Bidder: _____

The Bidder must provide 3 business references (cities and township preferred).

1. Reference Name _____ Contact _____

Address _____

Phone# _____

E-mail Address _____

Description and date(s) of service provided:

2. Reference Name _____ Contact _____

Address _____

Phone# _____

E-mail Address _____

Description and date(s) of service provided:

3. Reference Name _____ Contact _____

Address _____

Phone# _____

E-mail Address _____

Description and date(s) of service provided: