REQUEST FOR BID – WIRELESS AEROHIVE ACCESS POINTS
CITY OF MORGAN HILL

NOTICE IS HEREBY GIVEN that the City Clerk of the City of Morgan Hill will receive sealed bids no later than 2**:00 p.m. on Tuesday April 2, 2013** at the City of Morgan Hill City Hall located at **17575 Peak Ave, Morgan Hill, CA 95037,** for purchase and installation of Areohive access points at the Centennial Recreation Center, Morgan Hill Aquatic Center, and the Morgan Hill Community and Cultural Center. The City reserves the right to adjust the final quantities prior to award of the Bid by the City Council.

Specifications and Bid Forms may be obtained online at www.morganhill.ca.gov/bids. Each submittal must conform and be responsive to this invitation. Bid submittals must meet or exceed the specifications.

Bids shall be completed and delivered in a **sealed envelope marked "WIRELESS AREOHIVE ACCESS POINTS BID" to the City Clerk of the City of Morgan Hill located at 17575 Peak Ave, Morgan Hill, CA 95037 no later than 2:00 p.m. on April 2, 2013**.

Any proposal submitted must include the Signature Sheet that has been signed by an individual authorized to bind the respondent. All proposals submitted without such signature may be deemed non-responsive.

Bids which are not signed and dated by respondent will be rejected and any submittals received after the time and date specified, cannot be considered. **A POSTMARK WILL NOT BE ACCEPTED AS MEETING THE DELIVERY TIME, IF RECEIVED AFTER THE DEADLINE**.

It is the sole responsibility of the respondent for ensuring that their proposals are stamped by City Clerk staff before the deadline. Proposals and/or any addenda pertaining thereto received after the announced time and date of receipt by mail or otherwise, will be returned.

No proposal may be withdrawn after the time announced for the opening or before the award and accepting of the contract; unless the award is delayed for a period exceeding FORTY-FIVE (45) days. However, nothing in this bid precludes the City of Morgan Hill from requesting additional information at any time during the procurement process.

The City of Morgan Hill hereby notifies all interested parties, that it will affirmatively ensure that minority business enterprises will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color or national origin in consideration for an award. The City of Morgan Hill reserves the right to reject any and all bids and waive any informalities or irregularities in the bids.

Each proposal must conform to and be responsible to the specifications identified in all documents.

Introduction and Scope

The scope of the work for this project is for the purchase of Aerohive Access points at various locations as described in the detailed specifications. The number of access points can be adjusted due to the coverage area that each access point can provide. The bid price for this work shall include any and all charges, tax (8.625%), shipping and all other applicable fees necessary for the furnishing of the equipment to the City of Morgan Hill. Proposals should clearly demonstrate how the items/equipment that is proposed could best satisfy the Information Services Department requirements of the City. If you have any questions you there will be a walk through on Thursday, March 21, 2013 at 10:00 a.m. The bid walk through will start at the Morgan Hill Community and Cultural Center followed by Morgan Hill Aquatics Center than the Centennial Recreation Center. If you have any other questions you can contract Jeff Rosenberger Information System Manager at 408-310-4649 or Johnny Roberson Information Systems Tech. at 408-310-4651 between the hours of 8:00am – 4:00p.m. Monday through Friday.

Specifications

COVERAGE

Looking to supply wireless internet coverage at Morgan Hill Aquatics Center, Centennial Recreation Center, Morgan Hill Community and Cultural Center with extension out to the outdoor stage. We will be using a mix selection of AP330, AP350 and AP170 Aerohive Access Points. Included are maps of each location.

AREA OF COVERAGE SQUARE FEET

Morgan Hill Aquatics Center = approx 40,000sf
Centennial Recreation Center = 54,000sf
Morgan Hill Community and Cultural Center = 14,250sf indoor approx 21,000 outdoor

ALLOCATION FOR CENTENNIAL RECREATION CENTER

8 Indoor rated Aerohive Access Points with Ethernet power injectors.

- One will be located Senior Center Cafeteria
- One will be located Teen Center
- One will be located Senior Center Front Desk
- One will be located Server Room A
- One will be located Weight Room
- One will be located Front Desk
- One will be located Lifeguard Room
- One will be located in Gym

4 Indoor Rate Aerohive Access Point with Ethernet power injectors.

- Strategically placed to enhance full coverage over the site.

ALLOCATION FOR Morgan Hill AQUATICS CENTER

2 Outdoor rated Aerohive Outdoor AP170 Access Points with Ethernet power injectors.

One will be located on each side of the Competition Pool.

2 Indoor rated Aerohive Access Points Ethernet power injectors.

Once will be installed in the main office area

Second will be installed in the Party Room

ALLOCATION FOR MORGAN HILL COMMUNITY AND CULTURAL CENTER

4 Outdoor rated Aerohive Outdoor AP170 Access Points with Ethernet power injectors

Two will be located around the back of the court yard

Two will be located on each side of the Amphitheater stage.

8 Indoor rated Aerohive Access Points with Ethernet power injectors.

One will be located in the Children's Pavilion

Two will be located in Hiram Morgan Hill Room

One will be located in the El Toro Room

One will be located in Mira Monte Room

One will be located in the Poppy Jasper Room

One will be located in Madrone Room

One will be located in the Playhouse Theater

ACCESSORIES

The supplies are to access points, power supplies, Ethernet power injector and network cable. Vendor

INSTALLATION

Installation will be provided by the City of Morgan Hill with support from vendor. Installation will start on April 29, 2013 with completion no later than May 3, 2013.

TRAINING

Training can consist of any documentation or web training provided from Aerohive of the vendor themselves.

BID TERMS AND CONDITIONS

A. **Bid Process:**

Respondents are to submit written proposals, which present the respondent's qualifications and understanding of the work performed. The respondent's proposal should be prepared simply and economically and should provide all the information that it considers pertinent to its qualifications for the project and which respond to the Scope of Services and Evaluation Criteria listed herein. Emphasis should be placed on completeness of services offered and clarity of content.

B. **Bid Timeline:**

March 15, 2013	Bid Specifications Announced
March 15, 2013	Bid Specifications Published
March 21, 2013	Response to Bid Questions
April 2, 2013	Bid Opening at 2:00 PM
April 10, 2013	Bid Award Recommendations and Staff Report
April 19 – 24, 2013	City Manager / City Council Approval
April 29, 2013	Bid Items delivered to City of Morgan Hill
April 29, 2013	Installation and Training

C. **Bid Withdrawal:**

Any bidder may withdraw their proposal, either personally or by written request, at any time prior to the scheduled opening time of receipt of bids.

D. **Bid Rejection:**

City of Morgan Hill reserves the right to reject any or all bids or parts thereof and to award the contract to the bidder or bidders, whose responses are most Advantageous to the City of Morgan Hill. False, incomplete or unresponsive statements in connection with a proposal may be sufficient cause for rejection. Vendors will thoroughly examine and be familiar with the specifications. The failure or omission of any vendor to receive or examine any form, instrument, addendum or other document or become acquainted with conditions existing shall in no way relieve any vendor from any obligation with respect to vendor's bid or to the contract. Any bid documents, letters and materials submitted by the bidder shall be binding and included as part of the final contract. Unauthorized conditions, limitations, or provisions attached to this bid may render it informal and may cause its rejection.

E. **Evaluation:**

All bids will be evaluated by Information Services using these criteria:

- Price analysis, including but not limited to lease price.
- The respondent's experience and capability to perform.
- Compliance with bid specifications.
- Compliance with service level agreements.

F. **Changes in Specifications:**

City of Morgan Hill may, during the bid period, advise the bidder by bulletin or addenda of additions, omissions or alterations in the specifications. All such changes shall be included in the bid and become a part of the specifications as if originally submitted.

G. **Quantities:**

It is understood and agreed that City of Morgan Hill guarantees no minimum amount, and reserves the right to increase or decrease anticipated quantities.

H. **Business License:**

A vendor located in the city shall possess or obtain a valid, current City of Morgan Hill Business License. A vendor located outside the city shall likewise possess or obtain a valid, current City of Morgan Hill Business License.

Copies of business licenses, professional certifications or other credentials, together with evidence that bidder, if a corporation, is in good standing and qualified to conduct business in California.

I. **References:**

All respondents shall include a list of a minimum of five references, from similar projects only, who could attest to the firm's knowledge, quality of work, timeliness, diligence, flexibility, and ability to meet budget constraints, include names, contact persons, and phone numbers of all references.

References may or may not be reviewed or contacted at the discretion of the City. Typically, only references of the top ranked shortlist of respondent or respondents are contacted. The City reserves the right to contact references other than, and/or in addition to, those furnished by a respondent.

A brief description of the history and organization of the bidder's firm, and of any proposed subcontractor, including a description of why the firm is qualified to supply the Equipment.

J. **Submission:**

Submission will include one paper copy and one electronic copy of submission in PDF format.

Submission of Attachment A: Itemized Cost Proposal will be electronically in native XLSX format

In addition to the above-referenced General Terms and Conditions, the Purchase Order shall also contain the following terms:

K. Warranties:

To the extent that third party manufacturers have provided the bidder with any warranties or made other commitments regarding the equipment, products or goods that the bidder has included in its bid to the City of Morgan Hill, bidder will pass through and assign to the City of Morgan Hill any and all such manufacturers' warranties and other commitments, and/or take such action as may be necessary to ensure that the City of Morgan Hill is entitled in full to all such manufacturer's warranties and obligations.

Unless otherwise specified by the bidder in its bid response, the warranties specified hereunder shall begin upon the City of Morgan Hill's acceptance, in writing, of the deliverable or service in question.

Bidder warrants that the goods furnished under the Purchase Order shall conform to the requirements of the Purchase Order (including all descriptions, specifications and drawings made a part thereof) and such goods will be new, merchantable, fit for their intended purposes, and free from defects in material and workmanship.

Bidder represents and warrants that it is a duly authorized value added reseller of the equipment, software and services specified by the City of Morgan Hill and that it has a value added reseller's agreement currently in force with each and every applicable company or manufacturer under which the bidder is authorized to make the commitments made in the Purchase Order.

Bidder warrants that it will arrange with the manufacturers for a direct or sublicense for any operating systems software, general utilities, or applications software included with the goods.

Bidder warrants that any and all software required hereunder will perform in accordance with its license and any accompanying documentation.

Bidder warrants that all deliverables (including software) furnished hereunder (i) will be free, at the time of delivery, of harmful code (i.e. computer viruses, worms, trap doors, time bombs, disabling code, or any similar mechanism designed to interfere with the intended operation of, or cause damage to, computers, data, or software; and (ii) will not violate any U.S. intellectual property right.

M Service Warranties:

In connection with installation and configuration of the Equipment, the bidder warrants and represents that it and any and all of its authorized agent(s) possess such expertise, experience and resources to perform the installation services in a diligent, timely and professional manner consistent with the highest standards of the industry. The bidder also warrants that installation and configuration of the Equipment by the bidder and any authorized agent(s) and any related components will not alter or damage the City of Morgan Hill's existing computer network or systems.

N Delivery and Insurance, and Title:

The Equipment will be delivered to the City of Morgan Hill's Office no later than the delivery date.

Bidder will assume full responsibility for insuring the Equipment in transit and dealing with transportation carriers to ensure delivery of shipments, to locate missing or late shipments, to resolve billing for transportation charges, and to submit and to resolve all insurance claims arising from damage to its shipments.

Bidder will furnish the City of Morgan Hill a bill of sale and other documents requested by the City of Morgan Hill to enable it to perfect unencumbered title to the Equipment.

All transportation charges on Equipment will be prepaid by the bidder and will be added as a separate charge on bidder's invoice to the City of Morgan Hill to be paid by the City of Morgan Hill, except:

- Bidder will bear the cost of transportation of Equipment shipped for mechanical replacement purposes;

- Bidder will bear the cost of transportation for equipment removed as a result of Equipment failure, whether for convenience or at the City of Morgan Hill's demand;

- Bidder will bear the cost of transportation for equipment removed as a result of default by vendor of any of the terms and conditions of the Purchase Order.

BASIS FOR AWARD

A. Award

Bid will be awarded on completes Information and/or factors gathered during interviews, negotiations and any reference checks, in addition to the evaluation criteria stated in the Bid, and any other information or factors deemed relevant by City of Morgan Hill, shall be utilized in the final award.

B. General

Information and/or factors gathered during interviews, negotiations and any reference checks, in addition to the evaluation criteria stated in the Bid, and any other information or factors deemed relevant by City of Morgan Hill, shall be utilized in the final award.

C. No Contact Policy

After the date and time established for receipt of proposals by City, any contact initiated by any respondent with any City representative, other than the Information Services Division representative listed herein, concerning this request for proposals is prohibited. Any such unauthorized contact may cause the disqualification of the respondent from this procurement transaction.

D. Further Information

Questions, which may arise as a result of this bid, may be directed to the Information Services Manager at (408) 310-4649.

GENERAL PROPOSAL INFORMATION

A. Contract Manager

Please complete the following information concerning the person who is to be empowered to make decisions as stated in the Specifications:

Name: _____

Office Phone Number: _____

Office FAX Number: _____

Cell Number: _____

E-Mail Address: _____

EXCEPTIONS

Please state below any and all exceptions that you are taking to any portion of this Request for Proposal. If not addressed below, The City then assumes that the vendor will adhere to all terms and conditions as contained in the proposal document.

REFERENCES

Please list below name of business, address, telephone number, and contact person.

1. _____

2. _____

3. _____

4. _____

5. _____

SIGNATURE SHEET

My signature certifies that the proposal as submitted complies with all Terms and conditions as set forth in this bid for Wireless Aerohive Access Points.

My signature also certifies that this firm has no business or personal relationships with any other companies or persons that could be considered a conflict of interest or potential conflict of interest to the City of Morgan Hill, pertaining to any and all work or services to be performed as a result of this request and any resulting contract with the City.

I hereby certify that I am authorized to sign as a Representative for the Firm:

Name of Firm: _____

Address: _____

Fed ID No.: _____

Name (type/print): _____

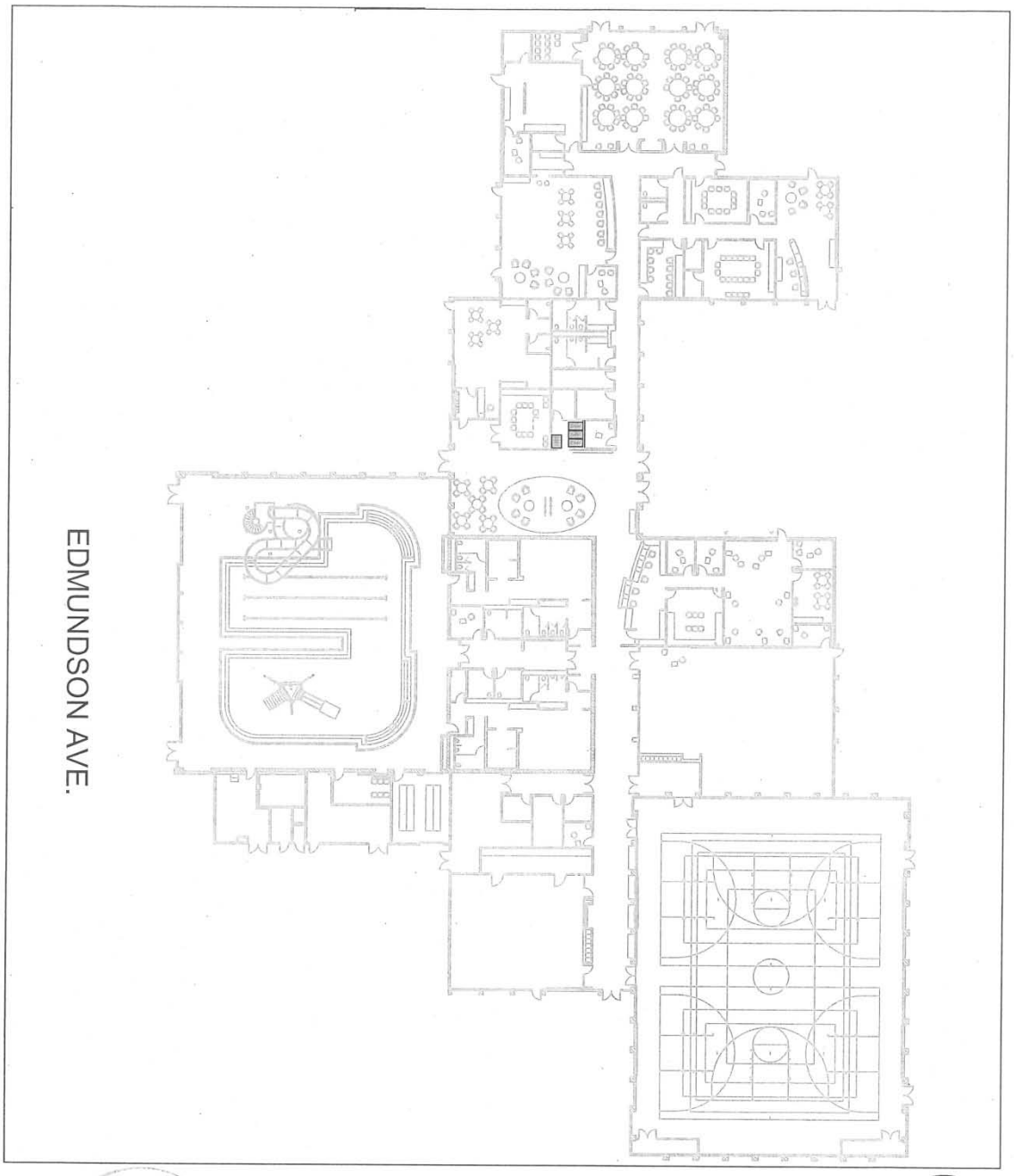
Title: _____

Telephone (____)_____

Fax No. (_____)_____

Date: _____

To receive consideration for award, this signature sheet must be returned to the Purchasing Section, as it shall be a part of your response.



CITY OF MORGAN HILL

Public Works

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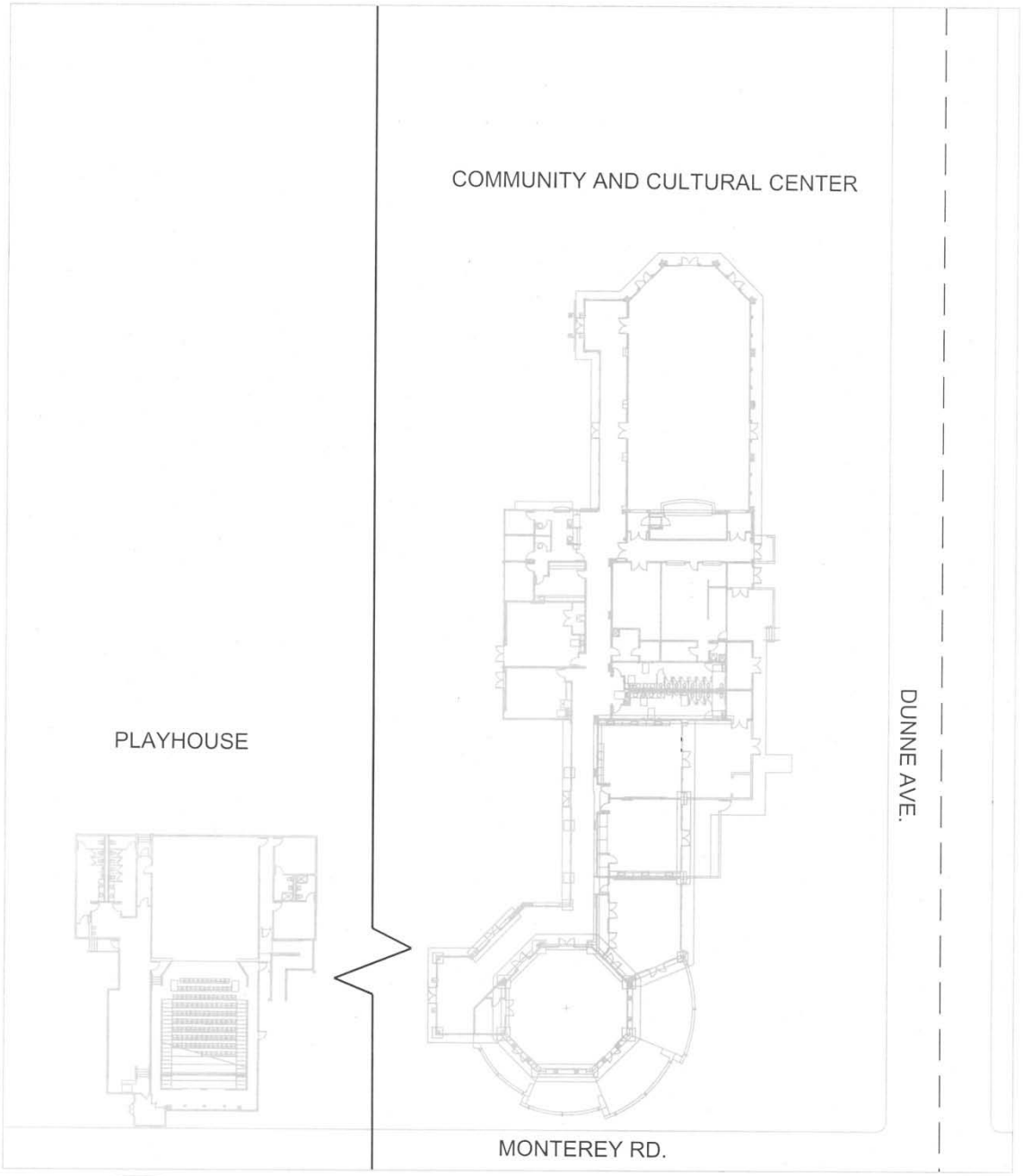
MORGAN HILL
CENTENNIAL RECREATION CENTER
EXHIBIT D

SCALE: 1"=500'



CITY OF MORGAN HILL
Public Works

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MORGAN HILL
COMMUNITY AND CULTURAL CENTER AND PLAYHOUSE

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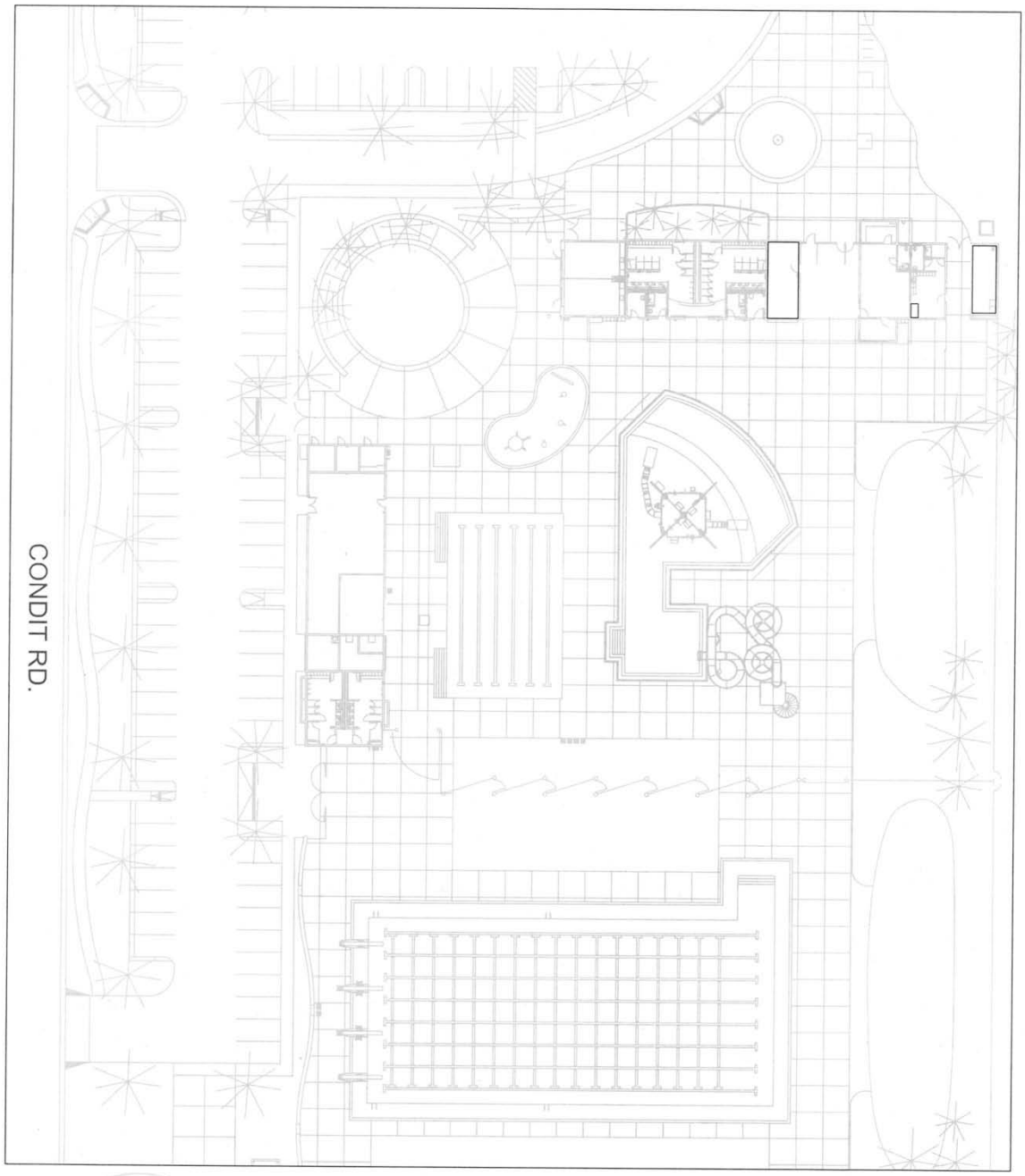

CITY OF MORGAN HILL

Public Works

MORGAN HILL AQUATICS CENTER

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