

**CITY OF FEDERAL WAY
REQUEST FOR QUOTE
FOR
BACKUP AND DISASTER RECOVERY SYSTEM**

I. PURPOSE OF REQUEST

The City of Federal Way (“City”) is requesting quotes for the purpose of purchasing equipment for the City’s Backup and Disaster Recovery System Program. The City’s needs are outlined in the following Request for Quotes (“RFQ”).

II. TIME SCHEDULE

The City will follow the following timetable, which should result in a selection of a vendor by February 10, 2023.

Issue RFQ	January 27, 2023
Deadline for Submittal of Quotes	February 10, 2023
Notify Vendor Chosen	February 17, 2023

III. INSTRUCTIONS TO PROPOSERS

A. All quotes shall be sent to:

Terry Smith, IT Administrative Assistant II
City of Federal Way
33325 8th Ave S
Federal Way, WA 98003-6325
(253) 835-2550

B. All quotes must be in a sealed envelope and clearly marked in the lower left-hand corner: “RFQ - BACKUP AND DISASTER RECOVERY SYSTEM”.

Alternatively, vendors may send an email copy of the quote with the title “RFQ - BACKUP AND DISASTER RECOVERY SYSTEM” to Terry Smith at Terry.Smith@cityoffederalway.com.

C. 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.

D. The Administrative Assistant or representative will notify the vendor selected by February 17, 2023.

- E. 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

<u>Factor</u>	<u>Weight Given</u>
1. Responsiveness of the written proposal and likelihood of the proposal to meet the City's needs.	30%
2. Price.	35%
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 shall not be responsible for any costs incurred by the contractor in preparing, submitting or presenting its response to the RFQ.
- G. 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 23 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.

VI. SCOPE OF SERVICES

The City is looking for a Backup and Disaster Recovery system to support the City's on-premise and cloud systems. The system must meet the following general requirements as outlined below. Due to the confidential nature of the system specifications they cannot be published with the RFP. If interested, please contact Terry Smith at Terry.Smith@cityoffederalway.com, and the specifications will be provided.

Timeline of Need: Deployment Q2 2023

- Must be able to provide and support local (on-premise) hardware.
- Must have established and proven customer base (over 2000 customers).
- Minimum of 15 years of providing Cloud DR Services.
- White glove (have available resources for both local and remote installation) service for setup, configuration, support (24-hour emergency service) with Service Level Agreement (SLA) for repair, restore, and recovery as well as security and system patching.
- Must be able to provide ransomware monitoring.
- Run Books for Recovery Process documentation as part of the initial scope and need to be provided at time of implementation.
- Regular testing and restore support are included as part of the service.
- Must offer fully scalable and managed system.
- Must provide one, two and three-year term quotations.

VII. COMPENSATION:

- A. Please present detailed information on the contractor's proposed quote 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-routine 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 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	January 27, 2023
City of Federal Way Website www.cityoffederalway.com	January 27, 2023

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