

NOTICE TO BIDDERS

Purchase of Uninterruptable Power Supply (UPS) for Worcester County, Maryland

The Worcester County Commissioners are currently accepting bids from qualified vendors to provide and install an Uninterruptable Power Supply (UPS) for the Information Technology (IT) Department. Bid Packages and Bid Forms may be obtained online under the "Bids" drop-down menu in the lower right hand side of the home page at www.co.worcester.md.us or by calling the Commissioners' Office at 410-632-1194 to request a package by mail. **Sealed bids will be accepted until 1:00 PM, Monday, June 8, 2020** in the Office of the County Commissioners at Room 1103 - Worcester County Government Center, One West Market Street, Snow Hill, Maryland 21863. Bids will be opened on Tuesday, June 9, 2020 at 1:00 PM EST and results will be promptly posted under the "Bids" drop-down menu of the County Website. Envelopes shall be marked "**Bid for Uninterruptable Power Supply (UPS)**" in the lower left-hand corner. After opening, bids will be forwarded to the IT Department for tabulation, review and recommendation to the County Commissioners for their consideration at a future meeting. In awarding the bid, the Commissioners reserve the right to reject any and all bids, waive formalities, informalities and technicalities therein, and to take whatever bid they determine to be in the best interest of the County considering lowest or best bid, quality of goods and work, time of delivery or completion, responsibility of bidders being considered, previous experience of bidders with County contracts, or any other factors they deem appropriate. All inquiries shall be directed to Brian Jones, IT Director, at 410-632-9301.

INSTRUCTIONS TO BIDDERS

1. **BIDS**

Bids should be submitted in sealed envelope(s) clearly marked in the lower left-hand corner “**Uninterruptable Power Supply Bid**”. Bids received after the bid deadline as specified in the Notice to Bidders will not be considered

2. **BID FORMS**

Bids are to be submitted on forms provided in this package. Bid forms are to be completed in their entirety and all requested information provided. Where indicated, bids are to be signed by an individual authorized by the bidding company. Incomplete or unsigned bid forms are cause for rejection of the bid.

3. **TAXES**

The County is not Tax Exempt on products installed by contractors. The County is only exempt on products they purchase directly from the Supplier/Vendor. The following is what I have been required

- A. The County is **NOT** exempt from federal and state taxes on this project. Your prices should reflect included taxes.
- B. To clarify the County’s tax status, the County is exempt from all Federal and States taxes for direct purchase of supplies and materials. However, the County’s tax exemption does not extend to the bidder for supplies and materials, which bidder must purchase to complete the job. Therefore, bidders’ prices should reflect the inclusion of Federal and State taxes on purchased supplies and materials for this project.

4. **PRE-BID INSPECTION**

Pre-bid inspections may be scheduled with Information Technology Director, Brian Jones at 410-632-9301. Scheduling of inspections is necessary due to the space available. The UPS will be located in the server room on the third floor of the Government Center.

5. **SCOPE OF WORK**

Install new Uninterruptable Power Supply in an area designated by the County. All work must be done while maintaining the functionality of power until the day of cutover. The day of cutover will be coordinated with the County IT Director, and County Maintenance to minimize downtime of County operations.

6. **SPECIFICATIONS**

- A. Perform any necessary room/site preparation work.
- B. Provide IT Director and Public Works contacts with any necessary specifications.
- C. Provide IT Director and Public Works with any necessary specifications if additional cooling or ventilation is required for the new Uninterruptable Power Supply.
- D. Install necessary power switches required for emergency power to cut over during power outages.
- E. Once operational and accepted remove all packing materials, etc. from server room of facility.

7. **OTHER REQUIREMENTS**

- Testing for failover will be required before completion
- Administrative training for County IT staff, and Maintenance staff.
- Must provide a maintenance schedule for aftercare.
- Warranty Information must be provided.
- Plan of execution of cutover to provide the least downtime possible. The protected equipment is county essential.
- Must provide documents for emergency response time that includes repair on faults or failures not to exceed a 4-hour trip time to the Worcester County Government Center.

Worcester County
REQUEST FOR
PROPOSALS

Uninterruptable Power

Supply (UPS)

FOR

Worcester County Government
Center/Server Room 3rd Floor

Worcester County Uninterruptable Power Supply RFP

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1 General Information and Instructions

This Request for Proposal (RFP) is being used to obtain proposals for a new Uninterruptable Power Supply (UPS) in use at Worcester County Government Offices in Snow Hill, MD. This location is currently served by individual rack mount UPS systems.

This RFP is organized into the following sections:

- Section 1 – General Information and Instructions
- Section 2 – Requirements
- Attachment –

All vendors responding to this RFP must respond to section 2 using the information provided in section 1 and the attachment provided.

1.1 Company Profile

This RFP is for the Worcester County Government Center. Worcester County Government operates the jail, maintains rural roads, operates the major local courts, keeps files of deeds and mortgages, maintains vital records, administers public health regulations and participates with the state in the provision of welfare and other social services. The county board of commissioners controls the budget but has only limited authority to make laws or ordinances. Snow Hill is the county seat for Worcester County with other offices located throughout the county.

1.2 Purpose of Project

The purpose of this project is to replace the current individual rack mount UPS systems at our county government office with the best solution that provide a reliable platform designed to meet our county needs today and into the future. The solution must be able to provide power to existing servers and computer during prolonged power outages. We are requiring at least 1 hour or more of backup power in the event street power fails. The county generator would supply secondary power. The new UPS equipment will be located in our primary server room on the third floor of the Government Center.

The project is to be implemented in phases if needed. This will depend on power requirements and hardware needs for electric services. I suggest contacting the county maintenance division prior to any work and completion of the RFP.

1.3 Goals and Objectives

The goal of this project is to replace our existing UPS individual rackmount systems with a state of the art solution which provides:

- A comprehensive UPS solution from industry leading manufacturer and vendors

- A reliable and scalable platform.
- A cost effective solution including product, installation, and maintenance and training
- Continued backup power for no less than 1 hour.
- A maintenance schedule
- Warranty Information
- Alerting on failure-Text and or email alerts

1.4 Current UPS Environment

In our server room, we currently have several individual UPS, rack mount devices. They are no longer holding the loads necessary to maintain effective backup power. We typically have dual power supplies on all critical servers, which will allow redundancy during a cutover. This must be planned for accordingly.

1.5 RFP Coordinator

Upon release of this RFP, all communications concerning the proposal must be directed to the RFP Coordinator listed below.

- Brian Jones
- One West Market Street, Room 1003, Snow Hill, MD 21863
- Phone: 410-632-9301
- Email: bjones@co.worcester.md.us

1.6 RFP Schedule

The schedule for this project is as follows:

- RFP Issued: <Day 1>
- Vendor Questions Due: <Day 1 + 7>
- Response to Vendor Questions: <Day 1 + 14>
- Proposals Due: <Day 1 + 21>
- Finalist presentations: <Day 1 + 35>
- Reference Checks: <Day 1 + 42>
- Selection of vendor and equipment: <Day 1 + 49>
- Implementation schedule due: <TBA>
- Cut-over: <To be decided>

Worcester County reserves the right to adjust this schedule as necessary.

1.7 Proposal Submission

All proposals must be received in its entirety no later than **6/8/2020**. Proposal responses are preferred in paper format along with a complete copy in digital PDF format.

Proposal responses must be in the same structure as this RFP prefaced with an executive overview, requirements compliance information and pricing information from section 2.

1.8 Vendor Site Tours

There will not be a formal proposal conference conducted for vendors wanting a site survey of the m in office facilities. A site visit is not required for the proposal but Worcester County will be available to allow proposing vendors an opportunity to obtain first-hand exposure to the implementation environment. To schedule a site tour, contact the RFP Administrator.

1.9 Proposal Questions

RFP questions must be forwarded to the RFP Coordinator (Section 1.5 above). The preferred method of communication is email. All official questions and answers will be in writing and made available to all vendors.

1.10 RFP Evaluation Factors

Worcester County will evaluate the proposals to determine the most advantageous proposal. We will use the following factors to evaluate the proposals listed in order from most to least important:

- Ability of the proposed system(s) to meet the stated requirements
- Proposed vendor experience and qualifications related to delivering, installing and maintaining the proposed system
- Total cost of ownership for the proposed system
- References of comparable installations noting quality of past performances
- Documented installation plans for off hours implementation
- Documented training plans for users and Information Technology staff
- System warranty, technical support and annual maintenance offerings
- RFP response document completeness

2 Requirements

Vendors must provide brief, clear, and concise responses to the following requirements with illustrations where appropriate.

2.1 System Capacities

Please see the attached document specs for a 15 kVA required UPS.

***See full specs listed below:**

2.1.1 System Architecture

2.1.2 Identify the manufacturer, make and models of the proposed solution, including a brief overview of the proposed solution. See specifications below:

- One (1) 15kVA UPS
- System Input Voltage of 208/120V, 3 Phase, 4 wire plus ground
- System Output Voltage of 208/120V, 3 Phase, 4 wire plus ground
- 208V Native Output Voltage
- Single Input Configuration
- Transformer-Free Architecture - Efficiency up to 95% in double conversion mode
- Unity Power Factor Rating
- Load Power Factor Support - Supports loads 0.5 lagging to unity without derating
- Energy Optimization Mode (Eco-Mode)
- 65kAIC Rating - Provides interrupting rating and labeling of 65kA
- Active Power Factor Corrected IGBT Input Converter
- PWM transistorized (IGBT) inverter
- Continuous Duty Static Bypass Switch
- Input Contacts - Dry contacts are available for functions including monitoring external breakers, on-generator signal, and other functions
- Output Contacts - Dry contacts are available for functions including a permissive signal to maintenance bypass SKRU, to trip external breakers, and other functions
- Generator Load Control - Suppresses battery charging reducing power demand by an external signal. Shifts unit from Eco Mode to double conversion (if applicable), and synchronizes the inverter output with the bypass
- Automatic retransfer - Provides return to inverter power after an overload
- DSP based controls - Provides digital control of power conversion and system operation
- Backlit LCD display - Monitors power conversion, UPS operation and utility conditions.
- Temperature-Compensated Charging/Battery Load Test
- Top-and-bottom-entry cable access
- Front only service access
- Local Emergency Power Off (EPO)
- Battery Monitoring
- Switching Devices

BID FORM

One (1) Uninterruptable Power Supply (UPS)

I/we have reviewed the specifications and provisions for furnishing One (1) Uninterruptable Power Supply or otherwise known as a UPS, (The UPS) and understand said requirements. I/we hereby propose to furnish The UPS as specified:

Preferred brand is Liebert

Make: _____ Model: _____

Size: _____

Year system was assembled: _____

Total bid price for The UPS including delivery and installation:

UPS to be serviced by: _____ Location of service provider: _____

The UPS will be delivered within _____ calendar days from receipt of written order.

Installation and acceptance of The UPS expected within _____ calendar days.

BID MUST BE SIGNED TO BE VALID

Date: _____

Signature: _____

Printed Name: _____

Title: _____

Firm: _____

Address: _____

Phone: _____