

874 Main Street,
Antioch, IL 60002



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Request for Proposal
For
INFORMATION TECHNOLOGY SYSTEM UPGRADE

Issued: March 25, 2013
Inspection of Environment: By Appointment
Proposals Due: May 7, 2013

1. INTRODUCTION

You are invited to provide a written proposal to evaluate and upgrade the current IT system to a balanced, solid, and interconnected state.

This Request For Proposal (RFP) states the overall scope of products and services desired, technology foundation as well as desired vendor qualifications.

The Village of Antioch is a full-service community located 55 miles northwest of the City of Chicago, County of Lake, Illinois. The Village consists of both residential and commercial development covering 8.4 square miles with approximately 14,500 residents.

Present Infrastructure

Five departments (including Police and Fire), 10 buildings, with about 80 workstations which are not currently all connected with a network, although most of the buildings have their own networks. (**See Appendix A**)

The service locations are (**See Appendix B**):

1. Village Hall, 874 Main St, Antioch, IL 60002
2. Public Works Complex, (including Waste Water Treatment Plant) 796 Holbeck Dr, Antioch, IL 60002
3. Parks & Recreation, 806 Holbeck Dr, Antioch, IL 60002
4. Police Station, 433 Orchard St, Antioch, IL 60002
5. Fire Station 1, 835 Holbeck Dr, Antioch, IL 60002
6. Fire Station 2, 700 Deep Lake Rd, Antioch, IL 60002
7. Fire station 3 (*located outside of the Village limits*), 24675 W Grass Lake Rd, Antioch, IL 60002
8. Senior Home, 817 Holbeck Dr, Antioch, IL 60002
9. Pool House, 739 Main S, Antioch, IL 60002
10. Scout House, 770 Cunningham Dr, Antioch, IL 60002

The Village has four water towers and a mono-pole (cell tower) that are available for use as distribution points for future network. (See Appendix C).

Inspection of the environment and existing equipment is highly recommended and available by appointment only. Please contact Ross Kaminsky via email at rkaminsky@antioch.il.gov or call 847-395-1000 x29.

2. GENERAL REQUIREMENTS

Scope of Service

1. Evaluate Village IT system.
2. Provide options to upgrade existing network.
3. Provide options to modernize client side hardware and software components.
4. Provide: a) network administration and maintenance, b) general IT services on an as-needed basis (Desktop hardware/software support, Server & Workstation Administration, Network Administration, Security & Backup).

Vendor Qualification

- Have at least 5 years of successful business experience.
- Be familiar with local government and public safety technology.
- Have successfully completed projects in public sector.
- Have an ability to complete the work on time.
- Have an ability to work with various vendors to satisfy unique needs.
- Be officially authorized by manufacturers to sell, install and maintain their equipment.
- Have demonstrated strategies to maximize cost-savings.

Service Requirements

- Design and implement complex network which meets standards of government and law enforcement agencies.
- Create complete network solution capable of future expansion at minimal cost.
- Transfer from the existing network configuration with minimum interruption or downtime.
- Provide competitive wholesale prices for equipment and services including lease or buy option.
- Maintain a busy and secured municipal network, rapidly reacting to any circumstances.

Contract Period and Pricing

- Pricing must include one-time installation and equipment costs, and recurring costs.
- Maintenance service contract pricing has to include both 12 and 36 month terms.

Service Level Agreement

- All installation should be concluded within 45 days of contract approval.
- Government and law enforcement networks require availability 99.999% of the time.
- Network monitoring and alerting 24/7
- Professional maintenance hours on as-needed basis during normal working hours M-F 8:00-5:00 with no applicable emergency fees.
- Emergency working hours of 24/7 with guaranteed response in 2 hours
- Emergency trouble ticket resolution time of about 4 hours.
- Unlimited remote support (via phone, email etc).
- Monthly reports showing 99.999% up time.

General Provisions

- Submit company profile including description of organization, its history, vision, credentials, achievements, licenses, certificates etc.
- Provide the names and contact persons of at least five clients where similar work has been provided as contain in this RFP.
- Provide information if company has been involved in any type of litigation within the past three years directly or indirectly.
- Provide information if company or any individuals have possible conflict of interest.
- Submit qualifications and experience of key staff who will be directly involved in the project.
- Describe how scope or work will be performed
- Incident management and escalation procedures.
- Full description of the type of service, the bandwidth and latency being proposed.
- Line item description and pricing of the components used in the proposal.
- All subcontractors should be identified in submitted documents.
- Performance bond shall be required.

Applicable Laws

The contract awarded shall be governed in all respects by the laws of the State of Illinois and any litigation with respect thereto shall be brought in the courts of the State of Illinois in the County of Lake. The vendor awarded the contract shall comply with applicable federal, state, and local laws and regulations.

Freedom of Information Act (FOIA)

The Village is required by Public Act 96-542 to comply with freedom of information requests (FOIA) within five (5) business days of a record request. All contractors used by the Village may be in possession of records covered by this act and therefore will be required to provide the Village with those records upon request and within the time frame of the Act.

3. EVALUATION OF PROPOSAL

Evaluation of the proposals is expected to be completed within 90 days after receipt. An evaluation team will evaluate proposals on a variety of quantitative and qualitative criteria. The proposal selected shall provide the most cost-effective approach that meets the stated requirements. The lowest price proposal will not necessarily be selected.

The Village reserves the right to a) reject any or all proposals, or to make no award, b) require modifications to initial proposals or c) to make partial or multiple awards. The Village further reserves the right to excuse technical defects in a proposal when, in its sole discretion, such excuse is beneficial to the Village.

The Village may award based on initial proposals received without discussion of such proposals. Selected vendors may be invited to make oral presentations to the evaluation team.

Proposal Due Date and Related Requirements

Proposals must include all required supporting documentation, machine specifications sheets, sales brochures, assurances, etc.

Each proposer shall submit four copies of its proposal in a sealed envelope marked "IT System Upgrade" **not later than 5 PM May 7, 2013** to:

Attn: Lori Folbrick
Village Clerk
Village of Antioch
874 Mains St
Antioch, IL 60002
lfolbrick@antioch.il.gov

Late proposals may be returned, unopened, to the proposer.

All proposals, responses, inquiries, or correspondence relating to or in reference to this Request for Proposal, and all reports, charts, displays, and other documentation submitted by the Proposer shall become the property of the Village when received and shall not be returned to the Proposer. The Village reserves the right to use the material or any ideas submitted in this response to the Request for Proposal whether amended or not. Selection or rejection of any proposal does not affect this right.

Any restrictions on the use of information contained within a proposal shall be clearly stated as such within the proposal. The Village will be able to comply with a request for confidentiality only to the extent allowed by law.

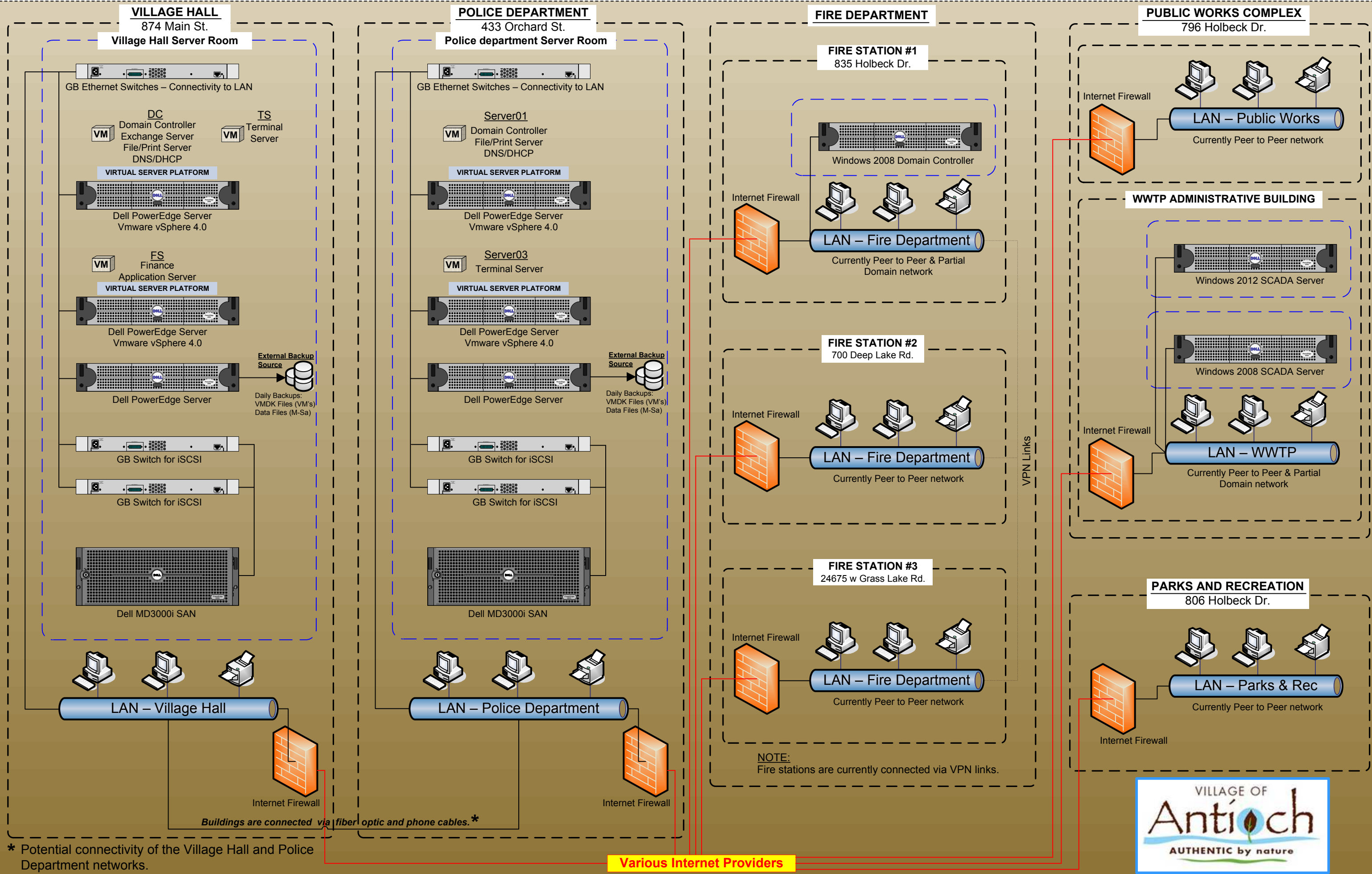
The contents of the proposal or parts thereof selected by the Village will become contractual upon final selection.

The Village is not responsible for any cost incurred by a Proposer in the process of responding to this Request for Proposal or for any pre-agreement costs incurred by any Proposer participating in the selection process.

The Proposer is specifically denied the right to use the name of the Village of Antioch for public advertising or reference in any form or medium without the express written permission of the Village of Antioch.

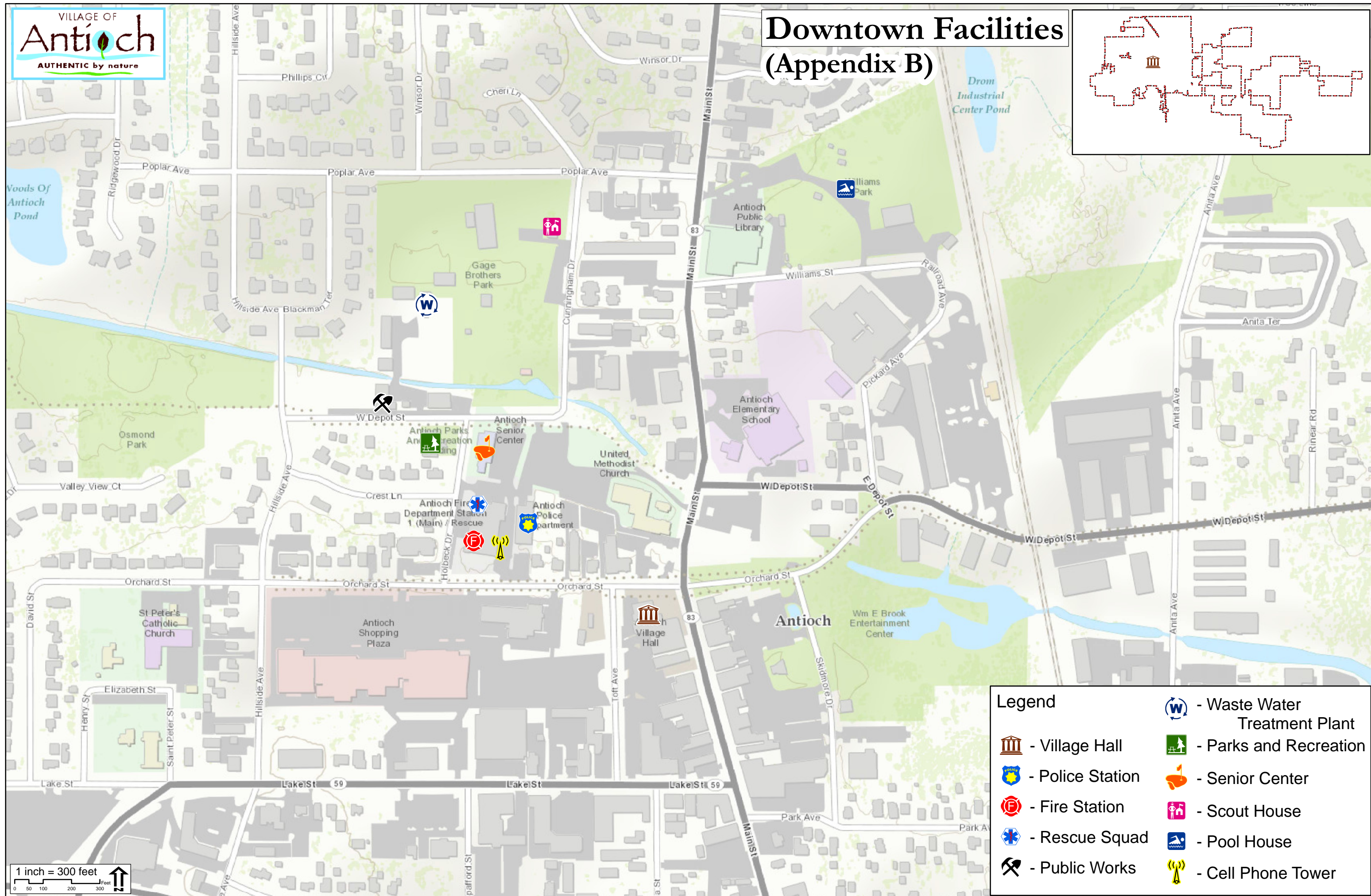
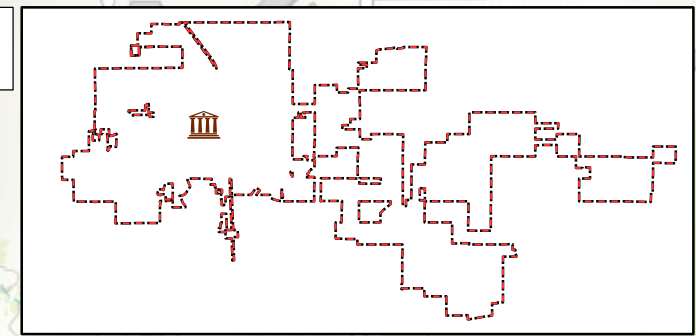
The Village reserves the right to terminate the selection process at any time, to reject any or all proposals and to award the engagement in the best interest of the Village of Antioch. The existence of this request for proposal shall not, in any way, obligate the Village to take any action regarding any response submitted by a respondent to this request.

NETWORK MAP (Appendix A)














* Potential connectivity of the Village Hall and Police Department networks.

Downtown Facilities (Appendix B)



Legend

- | | | | |
|---|------------------|---|-------------------------------|
|  | - Village Hall |  | - Waste Water Treatment Plant |
|  | - Police Station |  | - Parks and Recreation |
|  | - Fire Station |  | - Senior Center |
|  | - Rescue Squad |  | - Scout House |
|  | - Public Works |  | - Pool House |
| | |  | - Cell Phone Tower |



Village Facilities (Appendix C)

