



# Request For Proposal - Server for Cameras

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## Key Information

### RFP Details

|                 |                                     |
|-----------------|-------------------------------------|
| Aa Information  | ☰ Details                           |
| <u>RFP Name</u> | HPE ProLiant DL380 Gen11 Server RFP |

|  |                  |
|--|------------------|
| Aa Information   | ☰ Details        |
| <u>Date Issued</u>   | March 31st, 2025 |
|  <u>Proposal Due Date</u> ➡           | April 30th, 2025 |
|  <u>Contact Name</u>                  | Ryan Racine      |
|  <u>Contact Phone</u>                 | 815-762-6492     |
|  <u>Contact Email (for questions)</u> | ryanr@dkpl.org   |



Proposals submitted after the proposal's due date will not be considered. Consultants accept all risks of late or incomplete delivery of submittals, regardless of fault. We reserve the right to reject any submittals and informalities in the submittal and evaluation process. This RFP does not obligate our company to pay any costs incurred by respondents in preparing and submitting their proposals. Furthermore, the RFP does not obligate us to accept or contract for any expressed or implied services.

## Project Title

HPE ProLiant DL380 Gen11 Server Procurement

## Project Description

The DeKalb Public Library is enhancing its IT infrastructure to meet the growing demands of our camera management network. This project focuses on procuring and installing a high-performance HPE ProLiant DL380 Gen11 server to enhance system reliability, scalability, and performance.

## Project Goals

- Upgrade the Library's server infrastructure to meet the demands of camera network additions and software updates.

## Scope of Services

Vendors shall provide a scope of work and project proposal in accordance with the information provided in this request.

Your proposals must include the following elements:

| Item   | Quantity | Description                          | Other Details                               |
|--|----------|--------------------------------------|---|
| HPE ProLiant DL380 Gen11 Server                            | 1        | 8SFF NC CTO Server                   |   |
| Intel Xeon Gold 5415+ Processor                            | 2        | 2.9GHz 8-core 150W Processor for HPE | Ensure compatibility with existing systems. |
| Registered DDR4 Smart Memory                               | 32 BG    |                                      |   |
| HPE 2.4TB SAS 12G Mission Critical 10K SFF BC              | 8        | Hard Drives                          |   |
| Network Interface Cards (NICs)                             | 2        | 1GbE NICs                            |   |
| Microsoft Windows Server 2022 Standard                     | 1        | 64-bit License (16 Core)             |   |
| Microsoft Windows Server 2022 Standard                     | 4        | Additional Cores                     |   |
| Microsoft Windows Server 2022 CALs                         | 10       | Devices Cal                          |   |
| 5-Year Warranty HPE Tech Care Basic DL380 Gen11 HW Service | 1        |                                      |   |



We reserve the right to negotiate all elements of the submitted proposals, including terms & conditions and/or scope of work, as part of the contract negotiation process before any formal authorization of the Contract.

## Deliverables

- Server

- Software Licenses
- Installation
- Configuration

## Key Milestones

| Milestone   | Date       | Responsible Party     |
|---|------------|-----------------------|
| RFP Published                                     | 03/31/2025 | DeKalb Public Library |
| RFP Submission Deadline                           | 04/30/2025 | DeKalb Public Library |
| Proposal Review and Vendor Selection              | 05/14/2025 | DeKalb Public Library |
| Contract Award                                    | 05/15/2025 | DeKalb Public Library |
| Server Delivery                                   | TBD        | Vendor                |
| Server Installation and Configuration             | TBD        | Vendor                |
| Final Acceptance and Payment of Final Installment | TBD        | DeKalb Public Library |

## Evaluation Metrics & Criteria

Proposals will be evaluated on the Following Criteria.

| Criteria                 | Weighing Percentage | Scoring Rubric  |
|--------------------------|---------------------|---|
| Price                    | 35%                 | The score will be inversely proportional to the price. The lowest compliant bid receives the highest score.                               |
| Prior Experience         | 20%                 | Score based on the vendor's documented experience with similar HPE server deployments and previous experience with the Library's network. |
| Personnel Qualifications | 10%                 | Score based on the qualifications and certifications of the personnel assigned to this project.   |

| Criteria        | Weighing Percentage | Scoring Rubric  |
|-----------------|---------------------|---|
| Responsiveness  | 15%                 | Score based on the clarity, completeness, and timeliness of the proposal. Proposals that clearly and concisely address all RFP requirements will receive higher scores. |
| Technical Merit | 20%                 | Score based on the technical soundness and feasibility of the proposed solution.  |

## Content Requirements for Complete Submission

| Section                    | Description   | Specific Instructions   |
|----------------------------|---|---|
| Company Information        | Name, address, contact details, licenses, and other relevant information.                                 | Please provide all relevant company information, including relevant certifications.   |
| Technical Approach         | Detailed description of the proposed approach, including materials, equipment, timeline, and methodology. | Include diagrams, specifications, and any other relevant technical details.   |
| Pricing                    | Complete breakdown of costs.  | Please provide a detailed breakdown of costs, including labor, materials, and other expenses.   |
| Timeline                   | Proposed timeline for project completion.   | Include estimated start and end dates for each phase, with clear milestones.  |
| Qualifications             | Company experience, certifications, references.   | Include details on relevant experience, certifications, and client references.  |
| Insurance and Bonding Info | Proof of insurance and bonding.   | Include copies of relevant insurance certificates and bonding information. Please ensure that the DeKalb Public Library is an additional insured. |

## Payment Schedule

| Milestone                                   | Payment Percentage | Payment Conditions  |
|---|--------------------|---|
| Successful Delivery and Initial Inspection  | 25%                | Payment will be released within five business days of successful delivery and the Library's initial inspection, confirming that the server has arrived undamaged and in the quantities specified. A signed acceptance form will be required.          |
| Successful Installation and Initial Testing | 50%                | Payment will be released within five business days of the successful installation and completion of initial testing, confirming that the server functions as specified. A signed acceptance form will be required, and test results must be provided. |
| Final Acceptance and Completion of Training | 25%                | The final payment will be released 30 days after a period of successful operation, confirming that the server operates as specified. A signed acceptance form will be required, along with completed and signed training documentation.               |

## General Terms and Conditions

THE GENERAL TERMS AND CONDITIONS THAT FOLLOW APPLY TO ALL PURCHASES, SOLICITATIONS FOR GOODS AND/OR SERVICES, AND BECOME A DEFINITE PART OF EACH FORMAL REQUEST FOR PROPOSAL, PURCHASE ORDER, OR CONTRACT ISSUED BY THE DEKALB PUBLIC LIBRARY, UNLESS OTHERWISE SPECIFIED. BY SUBMITTING A RESPONSE, THE PROPOSER AGREES TO BE BOUND BY THESE TERMS AND CONDITIONS. PROPOSERS OR THEIR AUTHORIZED REPRESENTATIVES ARE EXPECTED TO FULLY INFORM THEMSELVES OF THE CONDITIONS, REQUIREMENTS, AND SPECIFICATIONS BEFORE SUBMITTING PROPOSALS. FAILURE TO DO SO WILL BE AT THE PROPOSER'S OWN RISK, AND THEY CANNOT SECURE RELIEF ON THE PLEA OF ERROR.

### Submission of Proposals

All proposals must be received via physical copy or email ([business@dkpl.org](mailto:business@dkpl.org))

## **Questions**

All questions concerning the RFP must be submitted via email to [ryanr@dkpl.org](mailto:ryanr@dkpl.org) by April 21st , 2025.

## **Proposals Binding for 90 Days**

All formal RFP submissions shall be binding for ninety (90) calendar days following the opening date.

## **Withdrawal of Proposals**

A written request for the withdrawal of a proposal will be granted if received prior to the specified receipt time.

## **Awarding the Proposal**

### Criteria for Awarding/Reservation of Rights

The contract will be awarded to the responsible and responsive proposer, or any other proposer determined by the DeKalb Public Library Board of Library Trustees to be in the Library's best interest, who meets or exceeds the criteria and provisions sought by the requesting department. The Library reserves the right to reject any or all proposals or to waive any details in proposals received whenever such rejection or waiver is in the best interests of the Library. The Library also reserves the right to reject the proposal of a proposer who has previously failed to perform satisfactorily, has not completed contracts on time, or, upon investigation, is found to be unable to perform the contract. In determining responsibility, the following qualifications will be considered by the Library:

(a) The proposer's ability, capacity, and skill to perform the contract or provide the required service.

(b) Whether the proposer can perform the contract or provide the service promptly or within the time specified, without delay or interference.

(c) The proposer's character, integrity, reputation, judgment, experience, and efficiency.

(d) The quality of performance of previous contracts or services.

(e) The proposer's previous and existing compliance with laws and ordinances relating to the contract or service.

(f) The sufficiency of the financial resources and ability of the proposer to perform the contract or provide the service.

(g) The quality, availability, and adaptability of the supplies or contractual services to the particular use required.

(h) The ability of the proposer to provide future maintenance and service for the use of the subject of the contract.

(i) Proposer's record of experience in this field of endeavor and the size and scope required in the proposal specifications.

### **Registration Required**

Companies awarded should be registered to do business in the State of Illinois.

### **Tax Exemption**

Sales to the DeKalb Public Library are exempt from state and local taxes. Our Tax Exemption Identification No. is E99889684.

## **Financial Responsibility Provisions**

### **GENERAL GUARANTY**

Contractor agrees to:

- (a) Save the Library, its agents, and employees harmless from liability of any nature or kind for the use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, article, or appliance furnished or used in the performance of the contract which the Contractor is not the patentee, assignee, licensee, or owner.
- (b) Protect the Library against latent materials or workmanship defects and repair or replace any articles damaged or marred in transit or during delivery.
- (c) Pay for all permits, licenses, and fees, give all notices, and comply with all laws, ordinances, and rules of the City of DeKalb and the State of Illinois.

### **WARRANTIES**

Unless otherwise specified, the Contractor shall unconditionally guarantee the materials and workmanship on all equipment furnished by him FOR ONE YEAR from the date of delivery and installation, if required, unless otherwise specified in the specifications. If, within the guarantee period, any defects or signs of deterioration are noted which, in the opinion of the Library, are due to faulty design and installation, workmanship, or materials, the Library shall notify the Contractor. At the Contractor's expense, the Contractor shall repair or adjust the equipment or parts to correct the condition or replace the part or entire unit to the complete satisfaction of the Library.

### **INSURANCE**

At the Contractor's expense, the Contractor shall secure and maintain, in effect throughout this contract, insurance of the following kinds and limits to cover all locations of the Contractor's operations. All insurance policies shall be written

with insurance companies licensed to do business in Illinois and have a rating of not less than A IX, according to the latest edition of the A.M. Best Company. All insurance policies shall include a provision preventing cancellation of the insurance policy unless thirty (30) days prior written notice is given to the Library. This provision shall also be stated on each Certificate of Insurance: "Should any of the above-described policies be canceled before the expiration date, the issuing company will mail 30 days' written notice to the certificate holder named to the left." The liability limits for the required insurance shall provide coverage for amounts not less than the following, or more, as required by law.

(A) Commercial General Liability:

i. Coverage will include premises and operations, products and completed operations, independent contractors, broad form property damage, and contractual and personal injury.

ii. Limits:

General

Aggregate: \$2,000,000.00

Products/Completed

Aggregate: \$1,000,000.00

Each

Occurrence: \$1,000,000.00

Personal

Injury: \$1,000,000.00

iii. Exclusions relating to the Explosion, Collapse, and Underground hazards.

iv. Coverage is to be written on an "occurrence" basis.

v. Products/Completed Operations coverage will remain in force for two (2) years after the project's completion.

vi. Cover all claims arising from the Contractor's operations or premises, Subcontractor's operations or premises, anyone directly or indirectly employed by the Contractor or Subcontractor, and the Contractor's obligations under indemnifications under this Contract.

(B) Professional Liability: \$1,000,000.00 per project aggregate.

i. Cover all claims arising from the Consultant's operations or premises, the Subconsultant's operations or premises, anyone directly or indirectly employed by the Consultant or Subconsultant, and the Consultant's indemnification obligations under this Contract.

(C) Workers' Compensation: Shall be provided by the provisions of the laws of the State of Illinois, including Occupational Disease Act provisions, for all employees at the site of the project, and in case work is sublet, the Contractor shall require the subcontractor to provide this insurance. Suppose employees are engaged in work under this contract and are not protected under the Workers' Compensation and Occupational Disease. In the event that contractors are required to provide adequate and suitable insurance for the protection of employees who are otherwise covered.

(D) Comprehensive Automobile Liability: Coverage to include all Owned, Hired, and Non-owned vehicles, and/or trailers and other equipment required to be licensed.

i. Limits: \$1,000,000.00 Combined Single Limit.

(E) Umbrella:

i. Limits: \$2,000,000.00 Each Occurrence/Aggregate.

ii. Cover all claims arising from the Contractor's operations or premises, Subcontractor's operations or premises, anyone directly or indirectly employed by the Contractor or Subcontractor, and the Contractor's obligations under indemnifications under this contract.

(F) The DeKalb Public Library shall be an additional insured on all insurance policies, except for professional liability and workers' compensation.

(G) The Contractor understands and agrees that any performance bond or insurance protection required by this contract or otherwise provided by the Contractor shall not limit the responsibility to indemnify, keep, and save harmless and defend the Library as herein provided.

## INDEMNIFICATION

The Contractor shall indemnify, hold harmless, and defend the Library, its trustees, officers, employees, and its agents from any claims, suits, actions, costs, and fees, including reasonable attorney's fees, of every nature or description arising from, growing out of, or connected with the performance of this Contract, or because of any act or omission, neglect, or misconduct of the Contractor, its employees and agents, or its subcontractor(s). Such indemnification shall not be limited because of the enumeration of any insurance coverage herein provided. Nothing contained herein shall be construed as prohibiting the Library, its trustees, officers, agents, or its employees from defending any claims, actions, or suits brought against them through the selection and use of their agents, attorneys, and experts. The Contractor shall be liable for the costs, fees, and expenses incurred in the defense of any such claims, actions, or suits.

## CERCLA INDEMNIFICATION

The Contractor shall, to the maximum extent permitted by law, indemnify, defend, and hold harmless the Library, its officers, employees, agents, and attorneys from and against any liability, including without limitation, costs of response, removal, remediation, investigation, property damage, personal injury, damage to natural resources, health assessments, health settlements, attorneys' fees, and other related transaction costs arising under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) of 1980, 42 U.S.C.A. Sec. 9601, et seq., as amended, and all other applicable statutes, regulations, ordinances, and under common law for any release or threatened release of the waste material collected by the Contractor, both before and after its disposal.

## ASSIGNMENT/TERMINATION/DEFAULT ASSIGNMENT

Assignment of this contract, any part thereof, or any funds to be received thereunder by the Contractor shall be subject to the approval of the DeKalb Public Library.

## TERMINATION OF CONTRACTS

Contracts will remain in force for full periods and until all articles ordered before the date of termination have been satisfactorily delivered, accepted, and, thereafter, until all requirements and conditions shall have been met, unless:

- (a) Terminated before expiration by satisfactory delivery of the entire contract requirements.
- (b) Extended upon written authorization of the Executive Director and accepted by Contractor to permit ordering unordered balances or additional quantities at contract prices and by contract terms.

## DEFAULT

The contract may be canceled or annulled by the DeKalb Public Library Board of Library Trustees in whole or in part by written notice of default to the Contractor upon non-performance or violation of contract terms. Upon receipt of such notice, the Contractor shall have seven days to cure or correct any default or violation. If the default or violation is rectified within the specified time, the contract may be awarded to the bidder or the specified articles may be purchased on the open market. In either event, the defaulting Contractor (or his surety) shall be liable to the Library for costs incurred by the Library more than the defaulted contract prices. However, the Contractor shall continue the performance of this contract to the extent not terminated under the provisions of this clause.

## MATERIAL SAFETY DATA SHEETS

It is a federal law that chemical manufacturers and importers must provide Material Safety Data Sheet (MSDS) for each hazardous chemical they produce or import and must provide the MSDS automatically at the time of the initial shipment of a hazardous chemical to a downstream distributor or user or anytime the chemical makeup of the product is changed distributors must ensure that downstream employers are provided with similarly an MSDS. Contractors who are awarded this contract, and if the above paragraph applies to this bid, must submit Material Data Sheets, which include information regarding the specific chemical identity of the hazardous chemical(s) involved and the common names. In addition, information must be provided on the physical and chemical characteristics of the hazardous chemical; known acute and chronic health effects and related health information; exposure limits; whether the chemical is considered to be a carcinogen by NTP, IARC, or OSHA; precautionary measures; emergency and first-aid procedures; and the identification of the organization responsible for preparing the sheet.

#### PUBLIC WORKS EMPLOYMENT OF ILLINOIS LABORERS

Whenever there is a period of excessive unemployment in Illinois, every person who is charged with the duty, either by law or contract, of constructing or building any public works project or improvement or for the cleanup and on-site disposal of hazardous waste for the State of Illinois or any political subdivision, municipal corporation or other governmental unit thereof shall employ only Illinois laborers on such project or improvement. Every contract let by any such person shall contain a provision requiring that such labor be used, provided that other laborers may be used when Illinois laborers, as defined in this Act, are not available or are incapable of performing the particular type of work involved if so certified by the Contractor and approved by the contracting officer.

#### PREVAILING WAGES

The contractor shall comply with all applicable provisions of "An Act regulating wages of laborers, mechanics, and other workers employed in any public works by the State, county, city or any public body or any political subdivision or by anyone under contract for public works," approved June 26, 1941, 820 ILCS 130/0.01 et seq. (2002) (see website address: <http://www.state.il.us/agency/idol/>)

for rates) and any applicable superseding ordinance or public law.

## **FORCE MAJEURE**

Whenever a period is provided for in this Agreement for either the LIBRARY or OWNER and CONTRACTOR to do or perform any act or obligation, neither party shall be liable for any delays or inability to perform due to causes beyond the control of said party, such as war, riot, strike or lockout by or against either party's employees or suppliers, unavoidable casualty or damage to personnel, materials or equipment, fire, flood, storm, earthquake, tornado or any act of God; provided, however, that said period shall be extended for only the actual amount of time said party is so delayed. Except as to a strike or lockout by or against either party's employees or suppliers, an act or omission shall not be deemed to be "beyond OWNER and CONTRACTOR's control" if committed, omitted, or caused by OWNER and CONTRACTOR, OWNER, and CONTRACTOR's employees, officers or agents or a subsidiary, affiliate or parent of OWNER and CONTRACTOR or by any corporation or other business entity that holds a controlling interest in OWNER and CONTRACTOR, whether held directly or indirectly.

## **Contact Information**

- Name: Ryan Racine
- Title: Head of Facilities
- Email Address: ryanr@dkpl.org
- Phone Number: 815-762-6492