



Request for Proposals (Small Procurement – under \$25,000) Maryland State Archives

APC 80K UPS Installation

Minority Business Enterprises are Encouraged to Respond to this Solicitation

Key Information Summary

RFP Issue Date: June 4, 2009

Closing Date and Time: **June 12, 2009 - - 3:00 p.m. local time**

Issuing Office: Maryland State Archives

Procurement Officer: Timothy D. Baker
Deputy State Archivist

Deliver Proposals to: Maryland State Archives
Room 223
350 Rowe Blvd
Annapolis, MD 21401

Pre-Proposal Conference: Scheduled on June 11, 2009 at 2:00pm
For directions to the Archives, see <http://www.mdarchives.state.md.us/msa/intromsa/html/direct.html>

Section 1 - General Information

1.1 SUMMARY STATEMENT

The Maryland State Archives (MSA) is soliciting proposals to provide installation services for APC 80K UPS service and support located in the computer rooms of our main facility.

1.2 CLOSING DATE

An original and one (1) copy of each proposal must be received by the procurement officer by closing date noted above under Key Information Summary in order to be considered. Requests for extension of this date or time will not be granted. Offerors mailing proposals should allow sufficient mail delivery time to ensure timely receipt at the Issuing Office. Except as provided in COMAR 21.05.02.10, proposals or unsolicited amendments to proposals arriving after the closing time and date will not be considered. Proposals delivered electronically by email or facsimile will not be considered.

1.3 REVISIONS TO THE RFP

If it becomes necessary to revise this RFP before the due date for proposals, amendments will be provided to all prospective offerors that were sent this RFP or otherwise are known by the Procurement Officer to have obtained this RFP. Amendments made after the due date for proposals will be sent only to those offerors who submitted a timely proposal. Acknowledgment of the receipt of all amendments to the RFP issued before the proposal due date must accompany the offeror's proposal in the transmittal letter accompanying the technical submittal. Acknowledgement of the receipt of amendments to the RFP issued after the proposal due date shall be in a manner specified in the amendment notice.

Failure to acknowledge receipt does not relieve the offeror from complying with all terms of any such amendment.

1.4 CANCELLATIONS; DISCUSSIONS

The State reserves the right to accept or reject any and all proposals, in whole or in part, received in response to this RFP, to waive or permit cure of minor irregularities, and to conduct discussions with all qualified offerors in any manner necessary to serve the best interests of the State of Maryland. The State also reserves the right, in its sole discretion, to award a contract based upon the written proposals received without prior discussions or negotiations.

1.5 INCURRED EXPENSES

The State will not be responsible for any costs incurred by an offeror in preparing and submitting a proposal, in making an oral presentation, in providing a demonstration, or in performing any other activities relative to this solicitation.

1.6 ECONOMY OF PREPARATION

Proposals should be prepared simply and economically, providing a straightforward, concise description of the offeror's proposal to meet the requirements of this RFP.

1.7 DISPUTES / PROTESTS

Any disputes relative to this solicitation shall be subject to the provisions of COMAR 21.10 (Administrative and Civil Remedies).

1.8 MULTIPLE OR ALTERNATE PROPOSALS

Multiple or Alternate proposals will not be considered.

1.9 MANDATORY CONTRACTUAL TERMS

By submitting an offer in response to this RFP, an offeror, if selected for award, agrees to the terms of this RFP and all provisions of the contract (Attachment A). Exceptions taken must be clearly defined in the Executive Summary of the Technical Proposal. Please note that any such exceptions may potentially disqualify the proposal.

1.10 PROCUREMENT METHOD

This contract will be awarded in accordance with the competitive sealed proposals process under Maryland Code of Regulations (COMAR) 21.05.03.

1.11 CONTRACT TYPE

The Contract shall be a Fixed Price (FP) Contract as defined by COMAR Title 21.06.03.

Section 2 – SCOPE OF WORK

2.1 BACKGROUND

The State Archives is the central depository for Maryland government records, and certain designated private records of permanent value. Holdings date from 1634 to the present. They include colonial and State executive, legislative and judicial records; county probate, land and court records; municipal records; and publications and reports of State, county and municipal government. Special collections preserve records of religious bodies (particularly as they relate to the recording of births, deaths, and marriages), fine and

decorative arts, business and organizational records, maps, newspapers, photographs, and private papers including oral histories. Our central mission is to appraise, acquire, describe, preserve and make electronically available the permanent records of the past, while providing reliable current information about Maryland State, county and municipal government. Materials are made accessible through a secure and (where appropriate) web-enabled environment, continually compiled and updated for the benefit and use of Maryland citizens and public officials.

2.2 GENERAL REQUIREMENTS

The contractor shall:

Install of One (1) APC 80KW N+1 UPS:

General:

- Coordinate with customer and schedule work.
- Accept and receive new equipment on site.
- Coordinate all factory services

Electrical:

- Disconnect existing 200-amp 208-volt service from the 208-volt emergency panel feeding the existing UPS. Pull wire and conduit back to overhead box.
- Furnish and install new wire and conduit from overhead box into 150-amp existing "spare" breaker in 480-volt emergency panel.
- Disconnect all electrical associated with the existing 40KW UPS and remote maintenance bypass panel. Demo wire and conduit back to overhead metal box.
- Furnish and install new 150-amp 480 volt feed from box to new UPS in EMT conduit.
- Furnish and install new 225-amp 208-volt service from UPS output to existing electrical distribution panel.
- Remove existing box receptacles and associated wire back to the existing sub feed panel.
- Re-use existing conduit where possible for the new L6-30 and L21-20 circuits.
- Reconfigure panel with 2-pole 30 amp breakers.
- Furnish and install new circuits in existing conduit (where applicable) to new metal boxes where specified by customer. Furnish and install SO cord with L6-30R receptacles or L21-20R receptacles from box to rack locations.
- Install APC EPO switch and make final terminations into new 80kW UPS.
- Coordinate for start-up.

Installation:

- * Installation of equipment to occur during normal business hours, Monday - Friday.
- * Installation scheduling may not coincide with the declared Promise Ship Date (PSD) of hardware
- * Equipment installed on ground floor or elevator rated for weight capacity of equipment, and standard dock access.
- * Adequate space is available to complete the work required.
- * All work to be installed as per State, and local Maryland codes and manufacturer's specifications.

- * Adequate circuit breaker space available in existing panel to supply input feeder
- * All work to be performed in a workmanlike manner
- * Labor and materials are included to perform the Scope of Work (SOW)
- * Labor and materials covered by a one-year warranty. All equipment is subject to original manufacturer's warranty.
- * Any and all services performed by American Power Conversion (APC) will be governed exclusively by APC standard terms and conditions of service.

- * See attachment for cut sheet of hardware to be installed.

Section 3 – Proposal Format

3.1 TWO PART SUBMISSION

Offerors must submit proposals in two separate volumes:

- Volume I - Technical Proposal
- Volume II - Financial Proposal

3.2 VOLUME I - TECHNICAL PROPOSAL

A transmittal letter must accompany the proposal. The purpose of this letter is to transmit the proposal and acknowledge the receipt of any addenda. It should be brief and signed by an individual who is authorized to commit the offeror to the services and requirements as stated in the RFP.

Technical proposals must be submitted in a separate sealed package labeled "Technical Proposal" and must bear the name of the offeror, the name and number of the RFP and the closing date for proposals on the outside of the package. Inside this package an original and one copy shall be provided. The technical proposal shall include:

3.2.1 Proposed Services

The Offeror shall describe in detail the plan associated with accomplishing the work described in Section 2. At a minimum, the offeror shall include information necessary to evaluate the proposal including:

- o Staff proposed (brief resumes should be included along with a description of staff responsibilities)
- o Work Plan including timeline for deliverables

3.2.2 Offeror Experience and Capability

Offerors' Technical Proposal shall include information on past experience with similar projects and pertinent corporate resources and shall include the following sections:

- o Offerors shall provide an overview of their experience rendering services similar to those included in Section 2 of this RFP. This description shall include a summary of the services offered, the number of years the offeror has provided these services, the number of clients and geographic locations the offeror currently serves, etc.
- o Offerors shall describe the corporate resources that will be available to support this contract

3.3 VOLUME II - FINANCIAL PROPOSAL

Under separate sealed cover from the technical proposal and clearly identified with the same information noted on the technical proposal, the contractor must submit an original and one (1) copy of the financial proposal.

Section 4 – Evaluation Criteria and Selection Procedure

A Contract will be awarded in accordance with the Competitive Sealed Proposals procurement process under Code of Maryland Regulations 21.05.03.

The Competitive Sealed Proposals method could involve discussion and revision of proposals during these discussions. Accordingly, the State may hold discussions with all offerors judged reasonably susceptible of being selected for award, or potentially so. However, the State also reserves the right to make an award without holding discussions. In either case, the State may determine an offeror to be not responsible and/or not reasonably susceptible of being selected for award.

Financial proposals of qualified offerors will be opened only after all technical proposals have been evaluated.

4.1 SELECTION PROCESS

The first step in the process will be to review the technical proposals for compliance with the proposal format in Section 3 of the RFP and for any exceptions the offeror has taken to the requirements of this RFP or contract (Attachment A.) Offerors who take exceptions may be disqualified and their proposals eliminated from further consideration.

The next level of review will be an evaluation for technical merit. During this review oral presentations and discussions may be held. The purpose of such discussions will be to assure a full understanding of the State's requirements and the offeror's ability to perform, and to facilitate arrival at a contract that will be most advantageous to the State. Offerors must confirm in writing any substantive oral clarification of, or change in, their proposals made in the course of discussions. Any such written clarification or change then becomes part of the offeror's proposal.

Offerors whose technical proposals are judged to be not reasonably susceptible of being selected for award may be disqualified at this point.

The separate financial proposal of each qualified offeror will be distributed to the Evaluation Committee for analysis following the completion of the technical evaluation. After a review of the financial proposals of qualified offerors, the Procurement Officer may again conduct discussions. When in the best interest of the State, the Procurement Officer may permit offerors who have submitted acceptable proposals to revise their initial proposals and submit, in writing, best and final offers.

Upon completion of all discussions and negotiations, the Procurement Officer will recommend award of a contract to a responsible offeror whose proposal has been determined to be the most advantageous to the State, considering evaluation and price factors as set forth in this RFP. **In making this most advantageous offeror determination, technical factors will be given more weight than financial factors.**

4.2 TECHNICAL PROPOSALS EVALUATION CRITERIA

Evaluation of the proposals will be performed by a committee established for that purpose and will be based on the criteria set forth below which are listed in descending order of importance:

- A. General corporate experience, qualifications, capabilities and past performance.

The offeror will be evaluated on past experience with similar projects and pertinent corporate resources. The State will review the Offeror's overview of its experience rendering services similar to those included in Section 2 of this RFP, which should include a summary of the services offered and the number of years the Offeror has provided these services. Finally, the State will evaluate the Offeror's client references.

- B. Proposed work plan

The offeror will be evaluated on their proposed work plan including the equipment the offeror proposes to use as well as the quality and experience of the staff to be assigned.

4.3 FINANCIAL PROPOSALS

Financial proposals will be evaluated separately and as described in Section 4.1.

Section 5 – Attachments

In accordance with State Procurement Regulations, Attachment B must be completed and submitted with the Financial Proposal and Attachment C must be submitted at Contract award time.

Attachments to this solicitation include the following:

Contract

Attachment A

End of RFP Document – June 3, 2009
