

Please note: If you have printed out this bid from the City of Quincy's website or have received it by a different method, it is your responsibility to check for any Addenda on the City's website at www.quincyma.gov before you turn in your bid. The City of Quincy will not be responsible for any bids received omitting any addenda acknowledgement.

Please send an acknowledgement email that you have printed out this bid to: mmarini@quincyma.gov.

*Thank you for your interest in bidding
with the City of Quincy!*

Request for Proposals (RFP)
“Thomas Crane Public Library Network Infrastructure Upgrade”

City of Quincy
Quincy, Massachusetts



Notice

DUE: March 13, 2025, at 11:00 a.m.

The City of Quincy, acting through the Thomas Crane Public Library, is soliciting proposals for a qualified vendor to assist with securing a robust and reliable network infrastructure which provides patrons and staff with the best possible network connections and communications. The new infrastructure should incorporate connections to our branch offices with a minimal need for system reconfiguration within the accepted and expected lifecycle of the hardware.

The Thomas Crane Public Library (TCPL) is the public library system serving the City of Quincy, Massachusetts. TCPL is a busy urban public library system consisting of four separate library branches/locations across the City. There are two (2) members of the Library IT department: a Technology Director and a Senior IT Assistant.

Proposals will be received at the Office of the Purchasing Department; City Hall; 1305 Hancock Street; Quincy, MA 02169, until **Thursday, March 13, 2025, at 11:00 a.m.**

Detailed specifications are available on-line at the City of Quincy’s website, www.quincyma.gov and available at the Office of the Purchasing Department, Quincy City Hall, 1305 Hancock Street, Quincy, Massachusetts, 02169, between the hours of 8:30 a.m. and 4:30 p.m.

All inquiries regarding this bid should be directed to Kathryn R. Logan, Chief Procurement Officer by email: klogan@quincyma.gov and cc: mmarini@quincyma.gov. Inquiries will be accepted until March 7, 2025, at 12:00 p.m.

The Thomas Crane Public Library shall determine the selected proposer(s). The City of Quincy reserves the right to withdraw the RFP; to reject any and all proposals; and to accept any proposals deemed to be in the best interest of the City of Quincy.

Non-responsive and/or unbalanced bids may be rejected.

Thomas P. Koch, Mayor
Kathryn R. Logan, Chief Procurement Officer
Sara Slymon, Director of Libraries

Introduction

The Thomas Crane Public Library (TCPL) is the public library system serving the City of Quincy, Massachusetts. TCPL is a busy urban public library system consisting of four (4) separate library branches/locations across the City. There are two (2) members of the Library IT department: a Technology Director and a Senior IT Assistant.

TCPL is a member of the Old Colony Library Network (OCLN) consortium, which uses the SirsiDynix Symphony WorkFlows integrated library system (ILS). At present, our Comcast Business account and all internet services are managed by OCLN. Magna5 has been contracted by OCLN to manage and maintain network services, including our staff firewall setup (Fortinet).

Background & Project Goals

This Request for Proposals (RFP) sets forth the procedures and requirements to be employed by the City of Quincy, Thomas Crane Public Library, in the selection of a network infrastructure upgrade.

TCPL's current computing environment includes 158 computers distributed across the four branches. There are 81 public computers (76 chromeOS computers and 5 Windows machines) and approximately 65 staff computers (Windows).

- Main Library
 - Staff Computers: 52
 - Public Computers: 56

- Adams Shore Branch
 - Staff Computers: 3
 - Public Computers: 4

- North Quincy Branch
 - Staff Computers: 7
 - Public Computers: 11

- Wollaston Branch
 - Staff Computers: 3
 - Public Computers: 5

Staff computer and user accounts are domain connected and enrolled in Windows Active Directory. Advanced Endpoint Protection is installed through Bitdefender. Level.io is being used for patch management.

Network Equipment

- TCPL is equipped with Juniper PoE switches at all locations, with a mixture of CAT5e and CAT6 cabling. All Juniper switches are End of Life, having been installed in 2014.
- The server is an HP ProLiant DL380 Gen 9 circa 2016, which reached EOL in 2021.
- There are six VMs:
 - StaffDC
 - Secondary Staff DC
 - Staff Archival Storage
 - Public Print & Application Server
 - *Staff Print Server (no longer needed)*

- *Quicken Database (no longer needed)*
- There is a ReadyNAS storage array circa 2018. Warranty expired in 2021.
- There are new Meraki Wireless Access Points in all buildings (installed 2023).

Phone System

The phone system is currently managed by the City. There are Cisco switches at each location, owned by the City, used only for managing the VOIP phones.

Network

Domain

The main library is using the network domain: thomascrane.org

VPN

The four library locations are connected via an intersite VPN. The intersite VPN allows for the public computers and printers at the branches to connect back to the public print server located at the Main Library. Currently, there is no intersite connection for the staff network. As such, staff computers at the branches are not connected to the thomascrane.org domain.

Internet Provider

Comcast Business is the network provider, and all internet services are managed by the Old Colony Library Network and Magna5.

Firewall

There are Fortinet Firewalls located at each branch, managed by the Old Colony Library Network and Magna5.

VLANs

The network is currently separated into Public and Staff VLANs.

Project Goals

The Thomas Crane Public Library wishes to have a secure, robust, and reliable network infrastructure which provides our patrons and staff with the best possible network connections and communications. The new infrastructure should incorporate connections to our branch offices with a minimal need for system reconfiguration within the accepted and expected lifecycle of the hardware.

Existing Infrastructure Challenges and Concerns

- Juniper switches are End of Life.
- HP ProLiant server is End of Life.
- VMs are out of date. Concerns about public print and application server configuration.
- ReadyNAS storage array is out of warranty (can probably be decommissioned).
- Running out of open switch ports tagged for StaffVLAN; no ability to easily configure.
- Useful servers have been decommissioned, and there is no longer a need for multiple public VLAN ranges.
- Staff network connection between branches is non-existent.
- Questions about network security, intersite VPN security, and any connection points or possible overlapping with the City's network and how to best manage this.

Requested Deliverables

Network Mapping

The Vendor will provide a full network survey of the Main Library to help with the planning and roll-out process, to include a network, performance, and security assessment complete with recommendations for improvement. The results must include all extant subnets currently running in the environment. The configuration plan should be well documented, with all changes to be approved by the Thomas Crane Public Library IT staff. This document should provide a detailed network infrastructure map, including a complete set of VLAN designs.

Network Redesign

The current network needs to be redesigned, to include connection of the staff network across the four Library locations, and reconfiguration of the public print and application server. We would also like new VLAN designs, and new switch port map configurations.

Replacement of Switching Infrastructure

The current core switching infrastructure needs to be replaced at the Main Library and North Quincy Branch. This includes the core fiber switch, as well as the edge switches on every floor. The current cabling, both Cat5e and Cat6 and Fiber, should be utilized as much as possible to reduce the overall cost of both materials and work.

Network infrastructure needs to have hardware that meets the following criteria:

1. Enterprise class switches
2. Layer 2 switches
3. Fiber link ports
4. VLAN capability
5. Port-based network access control
6. MAC address-based network access control

Number of switches to be installed/replaced: Eight Switches (8)

- Main Library: 48 port switches (7)
- North Quincy Branch: 48 port switches (1)

Preferred Hardware

Switches must be Cisco Meraki brand, to align with our existing networking infrastructure and Meraki Wireless Access Points. Meraki MS130-48 Cloud Managed POE switches preferred.

Replacement of Core Server

Replacement of current HP ProLiant server hardware, to include server configuration, and the creation and configuration of necessary VMs.

- Domain Controller
- Secondary Domain Controller (if assessed as needed)
- Archival File Storage
- Public Print and Application Server

File Storage Needs

Server upgrade must include the decommissioning of ReadyNAS appliance. We are using Google Drive for file storage. On prem storage is needed only for Archival documents, which can be stored on a separate Windows VM and backed up to the cloud.

Preferred Hardware

The preferred hardware is HP ProLiant or Dell.

Vendor Qualifications

Experience

- Elaborate on your company's experience in providing network infrastructure for public libraries specifically.
- Demonstrate your experience with the setup and rollout of the product.
- Briefly discuss your general approach to system maintenance and support.

Maintenance & Support

The vendor providing the installation of all hardware will also be responsible as the first point of contact for any and all hardware support and troubleshooting. They must provide a list of what they are capable of covering, as well as describe the technical expertise they have in regard to hardware, support and installation. The vendor must also provide hardware maintenance and support services, including warranty hardware replacement setup and configuration.

Identification of Subcontractors

Identify any and all subcontractors, if applicable, that will be involved in this project. Provide a copy of any supporting documentation.

Project Scheduling

Installation Time Frame

Please provide an anticipated start date and anticipated time frame for completing the project. Upgrades should be scheduled during off hours, if possible, in order to minimize downtime.

Price Proposal

Please provide a cost for the entire project, as well as itemized pricing including labor costs (see sample sheet on the following page). Please indicate the Massachusetts state contract number if proposing state contract pricing.

Proposal Requirements

Vendors interested in submitting a proposal for the Thomas Crane Public Library Network Infrastructure Upgrade must provide One (1) Original copy and One (1) copy on a Thumb Drive of the proposal in a sealed envelope and marked Thomas Crane Public Library Network Infrastructure Upgrade to the Purchasing Department, City Hall, 1305 Hancock Street, Quincy, MA 02169, for review by the selection committee.

- Proof of insurance must be provided in response to the Request for Proposals. The selected vendor will be required to provide their Certificate of Liability Insurance, naming the City of Quincy as an additional insured and certificate holder.
- Worker's Compensation for the payment of compensation and the furnishing of other benefits under Chapter 152 of the General Laws of Massachusetts (The Worker's Compensation Act) to all employees of the contractor who are subject to the provisions of Chapter 152 of the General Laws of Massachusetts.
- Certificate of Non-Collusion
- Signature Authorization
- Tax Compliance Certificate

- Debarment Form
- Indemnity Agreement

Selection Criteria

A selection panel will be established by the Thomas Crane Public Library to review the submittals.

The selection panel will make their final decision based on the evaluation criteria identified below, as well as the **comparative evaluation criteria** ratings.

- Professional qualifications including training, educational background, awards, and depth of experience with similar projects.
- Strength and credibility of client references.
- Desirability of approach to project, and interest in understanding of the community's historic and cultural resource protection needs.
- Excellent communication skills.

Submissions

Proposals should be addressed to: Purchasing Department; City Hall; 1305 Hancock Street; Quincy, MA 02169

The final date for submission of proposals is Thursday, March 13, 2025, at 11:00 a.m.

Late Proposals Will Be Rejected.

The Contract awarded in response to these specifications shall be effective for a period of one (1) year. Upon the satisfactory performance of the vendor, the City of Quincy may extend the contract for two (2) additional terms of one (1) year each. Contracts shall automatically be renewed upon the anniversary date of contract execution, unless notification of termination is given 30 days prior, in writing, by either party. The option to renew it annually will be with the City of Quincy.

NOTE: All questions regarding this RFP should be directed to Kathryn Logan, Chief Procurement Officer by email to: klogan@quincyma.gov and cc: mmarini@quincyma.gov. Questions will be accepted until March 7, 2025, at 12:00 p.m.

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Comparative Evaluation Criteria (Selection Criteria)

These are standard criteria established in the selection of agent(s) for City of Quincy projects. For this project, the Thomas Crane Public Library Network Infrastructure Upgrade Panel will apply these criteria accordingly.

Comparative Evaluation Criteria will be applied uniformly to all proposals. In accordance with the provisions of **M.G.L. Chapter 30B**, each criterion shall be rated as follows:

- **“Highly Advantageous”** (3 points - response excels on the specific criterion)
- **“Advantageous”** (2 points - response meets evaluation standard for the criterion)
- **“Not Advantageous”** (1 point - response does not fully meet the evaluation criterion or leaves a question or issue not fully addressed)
- **“Unacceptable”** (0 points - response does not address the elements of this criterion).

The purpose of this document is to clarify the ranking system used for all proposals pursuant to the Request for Proposals (RFP) and said M.G.L. Chapter 30B. Copies of firm/applicant rankings will be kept on file.

1: Overall Experience

Depth of experience with similar projects, and prior experience with public or private, fixed-term and fixed-fee contracts.

Points	Rating	Description
0	Unacceptable	The proposal indicates no evidence of “areas of expertise” in creating a network infrastructure upgrade necessary to complete this project.
1	Not Advantageous	The proposal indicates evidence of one “area of expertise” in creating a network infrastructure upgrade necessary to complete this project.
2	Advantageous	The proposal indicates evidence of more than one “area of expertise” in creating a network infrastructure upgrade necessary to complete this project.
3	Highly Advantageous	The proposal indicates evidence that the firm/applicant has substantial in-house “areas of expertise” in creating a network infrastructure upgrade necessary to complete this project.

2: Qualifications

Professional qualifications of the proposer's (background appropriate to the project described herein) and all project personnel, including professional experience above and beyond the minimum qualifications.

Points	Rating	Description
0	Unacceptable	The proposal fails to indicate a well-established applicant, with proximity or availability of staff to complete work. The proposal provides no evidence that the firm/applicant is large enough and diverse enough to expedite all work within the City's schedule.
1	Not Advantageous	The proposal fails to provide either evidence of a well-established applicant, with proximity or availability of staff to complete work. The proposal provides insufficient evidence that the firm/applicant is either large enough or diverse enough to expedite all work within the City's schedule.
2	Advantageous	The proposal provides a history of the applicant, with proximity or availability of staff to complete work. The proposal provides adequate evidence that the firm/applicant is large enough and/or diverse enough to expedite all work within the City's schedule.
3	Highly Advantageous	The proposal provides a detailed history of the firm/applicant indicating a well-established applicant, with proximity and availability of staff to complete work. The proposal provides evidence that the firm/applicant is both large enough and diverse enough to expedite all work within the City's schedule.

3: Understanding Scope of Work

Desirability of approach to project and demonstrated understanding of the City's plan for creating a network infrastructure upgrade.

Points	Rating	Description
0	Unacceptable	The proposal indicates inadequate review or understanding of the required Scope of Work.
1	Not Advantageous	The proposal indicates incomplete review or a vague understanding of the required Scope of Work.
2	Advantageous	The proposal indicates sufficient review and understanding of the required Scope of Work and documents the applicant's proposed approach.
3	Highly Advantageous	The proposal indicates a thorough review and full understanding of the required Scope of Work and proposes a clear and comprehensive approach.

4: Quality of Past Work

Prior successful experience with creating a network infrastructure upgrade. Quality of past works as evidenced by past success in bookings. Strength and credibility of client references is important.

Points	Rating	Description
0	Unacceptable	None of the sample submissions submitted by the applicant are clear and complete and/or have relevance to the services being solicited under the RFP.
1	Not Advantageous	One or two of the sample submissions submitted by the applicant are unclear, incomplete, or have little relevance to the services being solicited under the RFP.
2	Advantageous	All of the sample submissions submitted by the applicant are written clearly and fully cover the relevant subject matter, having clear relevance to the services being solicited under the RFP.
3	Highly Advantageous	All sample submissions are written clearly, fully cover the relevant subject matter, and excel with respect to quality, graphics, formats, and/or writing style.

5: Communication and Presentation

Excellence of communication and networking skills.

Points	Rating	Description
0	Unacceptable	The written response submitted by the applicant is both unclear and incomplete.
1	Not Advantageous	The written response submitted by the applicant is either unclear or incomplete.
2	Advantageous	The written response submitted by the applicant is clear and complete, and fully covers the relevant subject matter.
3	Highly Advantageous	The written and graphic response submitted by the applicant is clear and complete, fully covers the relevant subject matter, and excels with respect to graphics, formats, and/or writing style.

6: Familiarity with the history of networking

Understanding the City of Quincy and its history with an ability to convey specific concepts that have significant meaning and capture the efforts of our interred residents.

Points	Rating	Description
0	Unacceptable	The applicant has provided no evidence of familiarity with the understanding of networking as it relates to this project.
1	Not Advantageous	The applicant has indicated a vague familiarity with the understanding of networking as it relates to this project.
2	Advantageous	The applicant has provided adequate evidence of familiarity with the understanding of networking as it relates to this project.
3	Highly Advantageous	The applicant has provided excellent evidence of familiarity with the understanding of networking as it relates to this project.

RFP Library Network Infrastructure Upgrade

PRICE PROPOSAL FORM

DUE DATE: Thursday, March 13, 2025, at 11:00 a.m.

We submit for your consideration our RFP Library Network Infrastructure Upgrade. We have read the RFP documents and are submitting our RFP response in full compliance with all terms and conditions. We acknowledge receipt of all addenda to the RFP documents and assume full responsibility to access those addenda from the City's website as applicable.

Itemized Pricing Sample	Unit Price	Quantity	Total
<u>Hardware</u>			
1. Meraki Switch	\$ _____	8	\$ _____
2. Server	\$ _____	1	\$ _____
3. Licenses & Subscriptions			\$ _____
4. Additional Costs			\$ _____
<u>Services</u>			
1. Network Assessment & Mapping			\$ _____
2. Network Redesign			\$ _____
3. Server Replacement & Configuration			\$ _____
4. Switch Replacement & Configuration			\$ _____
5. Additional Costs			\$ _____

Receipt of Addendum/a Number _____

Bidder's (Company) Name: _____

Signature of Bidder: _____

Date: _____

Address: _____

Telephone: _____

Email: _____

REFERENCE LIST

All vendors are to fill out the following reference form, and submit it with the bid package.

Reference #1 Name: _____

Address: _____

Telephone: _____

Email: _____

Reference #2 Name: _____

Address: _____

Telephone: _____

Email: _____

Reference #3 Name: _____

Address: _____

Telephone: _____

Email: _____

Reference #4 Name: _____

Address: _____

Telephone: _____

Email: _____

Reference #5 Name: _____

Address: _____

Telephone: _____

Email: _____



TAX COMPLIANCE CERTIFICATE

MASS. GENERAL LAWS, CH. 62C, S: 49A(b)

I hereby certify that I have complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding of child support.

Signed under the pains and penalties of perjury.

(1) Individual Contractor

(Contractor's Name and Signature)

Social Security Number

(2) Corporation, Association
or Partnership

(Contractor's Name)

Federal Tax ID Number, or
Social Security Number

By:

(Authorized Signature)

Note to Contractor: Please sign at (1) or (2), whichever applies.

CHAPTER 62C. ADMINISTRATIVE PROVISIONS RELATIVE TO STATE TAXATION

Chapter 62C: Section 49A Certification of compliance with tax laws as prerequisite to obtaining license or governmental contract

Section 49A. (a) Any person applying to any department, board, commission, division, authority, district or other agency of the commonwealth or any subdivision of the commonwealth, including a city, town or district, for a right or license to conduct a profession, trade or business, or for the renewal of such right or license, shall certify upon such application, under penalties of perjury, that he has complied with all laws of the commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support. Such right or license shall not be issued or renewed unless such certification is made.

(b) No contract or other agreement for the purposes of providing goods, services or real estate space to any of the foregoing agencies shall be entered into, renewed or extended with any person unless such person certifies in writing, under penalties of perjury, that he had complied with all laws of the commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

(c) Any such agency, which has been notified by the commissioner pursuant to section forty-seven A that a person who holds a license or certificate of authority issued by such agency or who has agreed to furnish goods, services or real estate space to such agency has neglected or refused to file any returns or to pay any tax required under this chapter and that such person has not filed in good faith a pending application for abatement of such tax or a pending petition before the appellate tax board contesting such tax or has been penalized pursuant to section 9 of chapter 62E for failure to comply with the provisions under said chapter 62E relating to reporting of employees and contractors, or has been penalized pursuant to paragraph (3) of subsection (f) of section 12 of chapter 119A for failure to comply with the provisions under said chapter 119A relating to withholding and remitting child support, shall refuse to reissue, renew or extend such license, certificate of authority, contract or agreement until the agency receives a certificate issued by the commissioner that the person is in good standing with respect to any and all returns due and taxes payable to the commissioner as of the date of issuance of said certificate, including all returns and taxes referenced in the initial notification or, if the licensee has been penalized for failure to comply with the provisions relating to reporting of employees and contractors under chapter 62E or withholding and remitting child support under chapter 119A, a certificate issued by the commissioner that the licensee is in compliance with said provisions.

(d) Any person who owns or leases a motor vehicle or trailer that is required to be registered in the commonwealth under chapter 90 and improperly registers the motor vehicle or trailer in another state or misrepresents the place of garaging of the motor vehicle or trailer in another city or town, shall be considered in violation of laws of the commonwealth relating to taxes under chapter 60A, chapter 64H or chapter 64I. The right, license or contract provided for in subsections (a) and (b) shall not be issued or renewed until the person or business entity has paid all taxes due at the time of application for such right, license or contract.

(e) Any person who, for the purpose of evading payment of a tax pursuant to chapters 59 to 64J, inclusive, willfully makes and subscribes any return, form, statement or other document pursuant to subsection (a), (b) or (d) that contains or is verified by a written declaration that is made under the penalties of perjury, and that contains information that he does not believe to be true and correct as to every matter material to his compliance with all laws of the commonwealth relating to taxes, shall be subject to section 73.



CITY OF QUINCY
Purchasing Department
1305 Hancock Street, Quincy, MA 02169

Phone: (617) 376-1060

Fax: (617) 376-1074

SIGNATURE AUTHORIZATION

At a duly authorized meeting of the Board of Directors of the

(NAME OF CORPORATION)

held on _____, at which all the Directors were present or waived notice, it was
(DATE)

VOTED, that:

(NAME)

(TITLE)

of this company, he and she hereby is authorized to execute Contracts and Bonds in the name and behalf of said Company, and affix its Corporate Seal thereto, and such execution of any Contract or obligation in this Company's name on its behalf by such _____ under seal of the Company, shall be valid
(TITLE)

and binding upon this Company. It was further voted that the City of Quincy may rely on such authorization of future Contracts until notified to the contrary.

A true copy,

ATTEST:

(CLERK'S SIGNATURE)

PLACE OF BUSINESS: _____

DATE OF THIS CONTRACT: _____

I hereby certify that I am the Clerk of the:

_____ that _____ is the
(COMPANY)

_____ (NAME)

duly elected _____ of said Company, and that the above VOTE has not been
(TITLE)

amended or rescinded and remains in full force and effect as of the date of this Contract.

CORPORATE SEAL



CITY OF QUINCY
Purchasing Department
1305 Hancock Street, Quincy, MA 02169

Phone: (617) 376-1060
Fax: (617) 376-1074

CERTIFICATE OF NON – COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word “person” shall mean any natural person, business, partnership, corporation, union committee, club, or other organization, entity, or group of individuals.

(Name of person signing bid or proposal)
(Please print)

(Signature required)

(Name of business)



CITY OF QUINCY
Purchasing Department
1305 Hancock Street, Quincy, MA 02169

Phone: (617) 376-1060
Fax: (617) 376-1074

CERTIFICATION RELATING TO DEBARMENT AND SUSPENSION

The undersigned contractor certifies to the City of Quincy that neither it nor its principals, officers or any affiliated entities has been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction in accordance with the requirements of OMB Circular A-87 and with Executive Order 12549, "Debarment and Suspension."

Furthermore, the contractor certifies that it shall not make any subcontract or permit any subcontract to be made with any party which is debarred or suspended or is otherwise excluded in accordance with said OMB Circular and with Executive Order 12549.

This certification shall be for the benefit of the City of Quincy and its successors and/or assigns and is binding upon the contractor, its successors and assigned.

Executed under seal this ____ day of _____.

Contractor Signature
By it's duly authorized agent,

Contract Number _____

(Authorized Signature)

INDEMNITY AGREEMENT

In consideration of the award of Contract No. _____.

by the City of Quincy, hereinafter referred to as INDEMNITEE, to the CONTRACTOR/BIDDER:

_____.

hereinafter referred to as INDEMNITOR, and for other good and valuable consideration, said INDEMNITOR agrees to hold INDEMNITEE, City of Quincy, and its various department and employees harmless from any and all liability, loss or damage that INDEMNITEE may suffer as the result of claims, demands, costs, including attorneys fees, or judgement or other actions against it by reason of any and all work done by or on behalf of the INDEMNITOR in connection with the above-referenced contract.

INDEMNITOR,

By Duly Authorized Agent

Date: _____.