



REQUEST FOR BID
Microsoft Azure Services



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Information Technology

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REQUEST FOR BID OGDEN CITY CORPORATION

Microsoft Azure Services

Ogden City is requesting sealed bids from a qualified firm(s) to provide Microsoft Azure services for its offsite cloud solution.

Bid packets are available and may be obtained by downloading from the Ogden City website at <https://www.ogdencity.com/264/Purchasing>. Bidders are responsible for securing any and all addenda issued.

Two copies of the sealed bid shall be submitted to: Ogden City Purchasing, c/o the Info Desk at the 1st floor of the Municipal Building located at 2549 Washington Blvd. Ogden, Utah 84401 by **June 8, 2022, no later than 3 PM**, at which time they will be opened and read aloud at the 7th FI Conference Room of the same address. **LATE BIDS WILL NOT BE ACCEPTED.**

Ogden City reserves the right to accept or reject any bid that best serves its convenience and/or is found to be in the best interest of the City.

Ogden City encourages and welcomes bids from local, women and minority owned businesses and other disadvantaged business enterprises.

Published: May 21 & 28, 2022

REQUEST FOR BID OGDEN CITY CORPORATION

Microsoft Azure Services

I. INTRODUCTION

The purpose of this Request for Bids (RFB) is to solicit competitive sealed bids from qualified and experienced firm(s) to provide Microsoft Azure services for Ogden City Corporation's offsite cloud solution.

Goals/Objectives

The overall objective of this project is to purchase Microsoft Azure services.

II. SCOPE OF SERVICE OR SPECIFICATIONS

Service type	Region	Description
Storage	US Gov Texas	Block Blob Storage, General Purpose V2, LRS Redundancy, Cool Access Tier, 65 TB Capacity, 100,000 Write Operations, 100,000 List and Create Container Operations, 100,000 Read Operations, 1 Other Operations. 1,000 GB Data Retrieval, 1,000 GB Data Write
Virtual Machines	US Gov Texas	10 D2s v3 (2 vCPU(s), 8 GB RAM) x 730 Hours; Windows – (OS Only); Pay As You Go; 10 Managed OS disks – S10, 10,000 Transaction Units
IP Addresses	US Gov Texas	128Static IP Addresses

** Microsoft Azure has other services and Ogden City has the right to add and remove services to complete our Microsoft Azure project.*

It is anticipated that this bid will result in a single contract award. Contract will consist of a one (1) year term with the option to renew for two (2) additional one (1) year term contracts. We reserve the right to cancel the invitation of the bid without awarding a contract.

III. OUTLINE OF EXPECTATIONS AND QUALIFICATIONS

- A. Significant experience in Microsoft Azure Services. The successful bidder shall clearly possess an understanding of the scope of service required.
- B. Must possess the applicable required licenses, insurance, bonding, etc.
 - i. Insurance – Refer Section IV.
- C. Must have great customer service; Provide at least three (3) references.
- D. Vendor will ensure that all services and procedures covering Microsoft Azure Services will comply with applicable City, State and Federal regulations

IV. INSURANCE REQUIREMENTS

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of this agreement. The Contractor shall pay the cost of such insurance.

- a. The amount of insurance shall not be less than:
 - i) Commercial General Liability: Minimum of \$3,000,000 commercial general liability coverage with \$1,000,000 for each occurrence. Policy to include coverage for operations, contractual liability, personal injury liability, products/completed operations liability, broad-form property damage (if applicable) and independent contractor's liability (if applicable) written on an occurrence form.
 - ii) Business Automobile Liability: \$1,000,000 combined single limit per occurrence for bodily injury and property damage for owned, non-owned and hired autos.
 - iii) Workers' Compensation and Employer's Liability: Worker's Compensation limits as required by the Labor Code of the State of Utah and employer's liability with limits of \$1,000,000 per accident.
- b. Each insurance policy required by this Agreement shall contain the following

clauses:

- i) "This insurance shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty days prior written notice by certified mail, return receipt requested, has been given to the Ogden City Corporation".
 - ii) "It is agreed that any insurance or self-insurance maintained by Ogden City Corporation, its elected or appointed officials, employees, agents and volunteers shall be excess of Contractor's insurance and shall not contribute with insurance provided by this policy."
- c. Each insurance policy required by this Agreement, excepting policies for Workers' Compensation, shall contain the following clause in a separate endorsement:
- i) "Ogden City Corporation, its elected and appointed officials, employees, volunteers and agents are to be named as additional insureds in respect to operations and activities of or on behalf of, the named insured as performed under Agreement with Ogden City Corporation."
- d. Insurance is to be placed with insurers acceptable to and approved by Ogden City Corporation. Contractor's insurer must be authorized to do business in Utah at the time the license is executed and throughout the time period the license is maintained, unless otherwise agreed to in writing by Ogden City Corporation. Failure to maintain or renew coverage or to provide evidence of renewal will be treated as a material breach of contract.
- e. City shall be furnished with original certificates of insurance and endorsements effecting coverage required within, signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received by the City before work begins on the premises.
- f. City reserves the right to require complete, certified copies of all required insurance policies at any time.

- g. Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respect to the City, their elected and appointed officials, employees, agents and volunteers; or Contractor shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration and defense expenses.
- h. Contractor shall include all of its contractors as insured under its policies or shall furnish separate certificates and endorsements for each contractor. All coverages for Contractor's contractors shall be subject to all of the requirements stated herein.
- i. Nothing contained herein shall be construed as limiting in any way the extent to which Contractor may be held responsible for payments of damages to persons or property resulting from the activities of Contractor or its agents, employees, invitees or contractors upon the Premises during the License Period.

V. OTHER TERMS AND CONDITIONS

- A. Fees - Contractor is responsible for all application of applicable permits, fees, inspections, certifications, and approvals necessary to perform the required work.
- B. Background Check - For projects that are security-sensitive in nature, Ogden City reserves the right to conduct a criminal background check of each person who will be providing services in response to this RFP. If requested, Contractor shall submit a BCI Criminal History Report dated within 30 days of response to RFP for each employee who will be on-site, that shows "Criminal History Verified" and has Arrest History attachments. Employees who have any convictions on their BCI record may be subject to further review and approval by Ogden City. Ogden City may reject any response to this RFP that involves services from a person

or entity that Ogden City determines is unfit or unqualified to fulfill the requirements of this RFP.

- C. Cost of Developing Bids - All costs related to the preparation of proposals/bids and any related activities are the sole responsibility of the offeror. Ogden City assumes no liability for any costs incurred by offerors throughout the entire selection process.
- D. The City reserves the right to request clarification of information submitted, and to request additional information from any bidder.
- E. Ogden City will make every effort to ensure all bidders are treated fairly and equally throughout the entire advertisement, review and selection process. The procedures established herein are designed to give all parties reasonable access to the same basic information.
- F. Conflict of Interest – No member, officer, or employee of Ogden City, during his or her tenure shall have any interest, direct or indirect, in this contract or the proceeds thereof, except as permitted by Ogden City policy.
- G. Non-Collusion – The offeror guarantees the proposal is not a product of collusion with any other offeror and no effort has been made to fix the proposal price or any offeror or to fix any overhead, profit or cost estimate of any proposal price.
- H. Ogden City reserves the right to negotiate and hold discussions with prospective service providers as necessary, however, Ogden City may award this contract without discussion from prospective service providers. The winning bidder shall enter into a written agreement with Ogden City. Ogden City reserves the right to cancel this Request for Bids. Ogden City reserves the right to reject any or all bids received. Furthermore, Ogden City shall have the right to waive any informality or technicality in bids received, when in the best interest of Ogden City. Ogden City reserves the right to segment or reduce the scope of services and enter contracts with more than one vendor.

VI. GOVERNING INSTRUCTIONS

This RFB will constitute the governing document for submitting bids and will take precedent over any oral representations.

VII. CONTACT PERSON

For any questions related to this RFB, please contact the Ogden City Purchasing office via email purchasing@ogdencity.com or at (801) 629-8742.

The question-and-answer period ends at 3PM on June 3, 2022.

VIII. BID SUBMITTALS

At a minimum, the following must be submitted and included in the sealed bid submittal:

1. Exhibit A - Completed Company Information Sheet with required attachments.
2. Exhibit B - Completed Bid Form
3. Exhibit C – Completed Addenda Acknowledgement, if applicable

Bids must be sealed and submitted in a timely manner. Bidders shall provide two (2) copies of the documents required in this RFB in a sealed envelope.

On the outside of the envelope, indicate firm's name and bid name "Microsoft Azure Services RFB."

Bids must be submitted by June 8, 2022; no later than 3 PM. Submit Bid To:

Ogden City Corporation
ATTN: Purchasing Office
c/o 1st Floor Information Desk
2549 Washington Blvd.
Ogden, UT 84401

Bid Opening: On the same date, bids will be opened and read aloud 30 minutes later at the 7th Floor Conference Room of the same address.

LATE BIDS WILL NOT BE ACCEPTED.

No facsimile or email transmittals will be accepted.

All submittals must be delivered by the mail or other delivery service or hand-carried to the 1st Floor Information Desk at the same address.

It is the sole responsibility of those responding to this RFB to ensure that their submittal is made to the correct location and in compliance with the stated date and time.

Ogden City offices are closed on holidays.

Ogden City reserves the right to accept or reject any submittal as it best serves convenience and/or is found to be in the best interest of the City.

Ogden City encourages and welcomes bids from women and minority owned businesses.

EXHIBIT A

**OGDEN CITY CORPORATION
COMPANY INFORMATION SHEET**

A. Business name: _____ Year Est. _____

Owner or Parent Company: _____

Business address: _____

Business Tel.: _____ FAX: _____ Mobile Tel.: _____

Federal I.D. # _____

If you do not have a federal I.D. #, please list your Social Security Number:

➔ Attach a completed IRS W9 Form.

B. List at least three (3) recent clients who can attest to the quality of your work:

<u>Name</u>	<u>Address</u>	<u>Phone Number</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

C. Number of full-time employees: _____ Number of part-time employees _____

D. Who in your organization is authorized to sign legal documents, pick up checks and sign bids:

Name: _____ Title: _____

E. Limits of your insurance coverage:

General Liability: _____

Automobile: _____

Workman's Compensation: _____

I certify the above information is true and complete. I authorize Ogden City to verify any information provided in this form.

Name & Title:

Authorized Signature:

Date:

EXHIBIT B
BID FORM

OGDEN CITY CORPORATION
REQUEST FOR BID
MICROSOFT AZURE SERVICES

BID DEADLINE: June 8, 2022; No Later Than 3 PM
LATE or FAXED BIDS WILL NOT BE ACCEPTED

Company Name:	Bid will be honored until: Six (6) Months from Bid Deadline Discount Terms: Net 30		
Ordering Address:	City:	State:	Zip:
Authorized Representative's Name:	Position or Title:		
Authorized Representative's Signature:	Email Address:		

BID DETAILS

Service Type & Region	Description	Price
Storage US Gov Texas	Block Blob Storage, General Purpose V2, LRS Redundancy, Cool Access Tier, 65 TB Capacity, 100,000 Write Operations, 100,000 List and Create Container Operations, 100,000 Read Operations, 1 Other Operations. 1,000 GB Data Retrieval, 1,000 GB Data Write	\$
Virtual Machines US Gov Texas	10 D2s v3 (2 vCPU(s), 8 GB RAM) x 730 Hours; Windows – (OS Only); Pay As You Go; 10 Managed OS disks – S10, 10,000 Transaction Units	\$
IP Addresses US Gov Texas	128 Static IP Addresses	\$
	GRAND TOTAL BID PRICE:	\$

Important Information:

- Microsoft Azure has other services and Ogden City has the right to add and remove services to complete our Microsoft Azure project.
- It is anticipated that this bid will result in a single contract award.
- Contract will consist of a one (1) year term with the option to renew for two (2) additional one (1) year term contracts.
- Ogden City reserves the right to cancel the RFB without awarding a contract.

This bid shall remain in effect for 45 days after bid-opening.

Respectfully submitted,

Seal (If a corporation)

Name of Bidder

Address

Authorized Signature

EXHIBIT C
ADDENDA ACKNOWLEDGEMENT

TO THE MAYOR OF OGDEN CITY, UTAH

Dear Sir:

The undersigned is familiar with the local conditions affecting the cost of the work at the place where the work is to be done, has carefully examined the specifications and other contract documents, and has examined the locations of the proposed work.

The undersigned hereby proposes and agrees to perform everything required to be performed, and to provide and furnish any and all required labor, materials, necessary tools, expendable equipment and all utility and transportation services necessary to perform and complete, in a workmanlike manner, all the work required in connection with the plans and specifications and other contract documents, at the following bid prices for the several bid items of work named.

Receipt of the following addenda is hereby acknowledged:

1.(Date) _____

2.(Date) _____

Name of Bidder

Authorized Signature