

# Request For Proposal



Metropolitan Area Cluster

**Contract # 2072**

*Proposals received until 11:00 AM on January 14, 2021.*

*Received proposals opened publically via virtual bid opening on January 14, 2021 at 1:00 PM.*

**E-MAILED, FAXED OR LATE PROPOSALS WILL NOT BE ACCEPTED**

LEGAL NOTICE/ INVITATION TO BID

TOWN OF VERNON

REQUESTS FOR PROPOSAL/ CONTRACT #2072

**Metropolitan Area Cluster**

The Town of Vernon, Connecticut is seeking written responses to a Request for Proposal (“RFP”) for a Metropolitan Area Cluster and related installation services. A firm must have a demonstrated experience in providing such products and services and adhere to standards and requirements of the industry typical for such service.

Copies of the RFP are available online by visiting the Town of Vernon website at <http://www.vernon-ct.gov/legal-notice>, or the Connecticut Department of Administrative Services Contracting Portal website at <https://portal.ct.gov/das/ctsource/portal%20page>, and referencing Contract # 2072.

All questions about the RFP should be directed to Robert Sigan, Director of Information Technology, via email at [rsigan@vernon-ct.gov](mailto:rsigan@vernon-ct.gov), no later than December 18, 2020. Answers to questions will be posted by January 4, 2021 on the Town and CT DAS websites referencing Contract # 2072.

Three (3) hard copies and one (1) digital copy (on CD-R disk or USB drive) of each vendor proposal is required. Contents should be submitted in a sealed envelope, marked “BID DOCUMENT DO NOT OPEN – CONTRACT #2072”, clearly marked on the outside of the envelope, and delivered to: Michael J. Purcaro, Town Administrator, Town of Vernon, Memorial Building, 14 Park Place, Vernon, Connecticut 06066 by 11:00 AM on January 14, 2021. Received proposals will be publicly opened and read in aloud via a “virtual” bid opening at 1:00 PM, January 14, 2021. Interested parties may join the proposal opening by visiting <https://zoom.us/join> **Meeting ID:** 815 1883 9849 and **Passcode:** 0506 or by **Dialing:** 1 929 205 6099 and entering **Meeting ID:** 815 1883 9849 and **Passcode:** 0506. E-mailed, faxed or late bids will not be accepted.

The selected firm must meet all municipal, state and federal AA and EEO practices and requirements. MBEs/WBEs/SBEs are encouraged to apply. The Town reserves the right to reject any or all proposals in whole or part, to award any one service or group of services, to negotiate with any or all companies submitting proposals, and to enter into an agreement with any vendor for any services mentioned in this RFP; if it is deemed to be in the best interest of the Town.

**Confidentiality** – If Respondent believes that any information in its proposal should be treated as confidential that material shall be clearly marked. The Town shall endeavor to protect confidential material from disclosure to non-town employees to the extent required by State or Federal law. In no event will the Town be responsible for the inadvertent disclosure of your response to this RFP.

Michael J. Purcaro  
Town Administrator

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# 1. General Provisions

## 1.1. Scope of Services

This RFP is intended to procure, install and configure the following:

- An HPE SimpliVity Stretched Cluster to replace the existing VMWare environment consisting of two separate HPE SimpliVity sites using an HPE SimpliVity Arbiter to provide replication and failover.

### 1.1.1. Hardware

#### 1.1.1.1. Current Hardware

The Town has two datacenter locations. Each site has two top of rack 5900 series switches connected with four (4) ten-gig links using a 3par peer persistence for instant failover and a quorum witness server at a third site. The town has more than 35 buildings connected via fiber and has a ten-gig backbone to each of these locations. Each data center site contains identical hardware consisting of 3par 8200 series sans with 100 TB of usable data with (3) HP DL380G9 ProLiant Servers-2 CPU sockets per server with 500 gigs of ram/per server.

#### 1.1.1.2. New Hardware

This Cluster will consist of two (2) sites consisting of five (5) nodes per site, each with identical hardware:

Five (5) HPE SimpliVity 21TB HCI Nodes, each with:

- 2 x Xeon Platinum 8260 Processors or better
- 256GB of memory or better
- 2 x 300GB 10K HDD for Boot or better
- 4 x 1.92TB cMLC SSDs resulting in at least 19.2 TB Usable Capacity for Data or better
- 2-Port 10GBe SFP+ ethernet Card or better
- Dual/Redundant Power supplies
- 5 Year Proactive Care 24x7 Support

Top of Rack switching will consist of two (2) Aruba 3810M 16 10GB SFP+ port switches per site or better. They will include rear-facing ports and redundant power supplies.

Arbiter Server – HPE ProLiant ML110 Gen 10 or better with

- 1 x Intel Xeon Scalable 3204 or better
- 1 x 8 GB of memory or better
- 2 x HPE 960GB SATA 6G 3.5" LPC3 SSD or better
- 2-port 1GB 332i network adapter or better
- Dual/Redundant Power supplies
- 5-year Proactive Care 24x7 support

In addition to the equipment above, Racks, Cabling, UPS with 20-minute run time, PDU, KVM's and any other parts/equipment necessary to complete the project must be included in this RFP.

### 1.1.2. Software and Support

This cluster will utilize VMWare as a hypervisor. The Town already possesses the appropriate VMWare licensing

for our six (6) current hosts (Enterprise Plus) as well as licensing for vCenter. All items must be warranted for the full length of the five (5) year contract and include hardware replacement at no cost. Any upgrades/renewals required for this project must be included in this RFP. Any required software licensing/support to complete this project must also be included. This includes, but is not limited to:

- Eight (8) additional VMWare licenses needed for the two (2) CPUs in each of the four (4) hosts (Enterprise Plus)
- VMWare licensing—Pricing should be included for the following:
  - Option 1: A renewal of existing VMWare/vSOM licensing with necessary additional licenses.
  - Option 2: An upgrade of existing VMWare/vSOM licensing with necessary additional licenses.
- HP iLO Advanced license and support for Host servers
- 5 Year support/licensing/warranties for all hardware/software in this RFP. All hardware and software must be licensed and supported for the full term of the lease with a 24x7x4 response time for all critical components.

### 1.1.3. Services

The Vendor will be required to perform the following services:

- Deliver all equipment to their respective locations.
- Rackmount equipment.
- Connect all equipment in the rack (power, network, etc.)
- Connect and configure the equipment to existing core switches.
- Install and configure all SimpliVity related hardware/software/utilities.
- Demonstrate simulated failure of array/site and subsequent functionality.
- Migrate all VMs to new Host.
- ADDED VALUE - Update all Veeam Backup Jobs to point to new VM locations on the new platform.

**Any additional services not listed that are required for completion of this project should be included in the bid proposal.**

### 1.1.4. Project Timeline

Vendor must provide a turn-key project plan including the following:

- Expected equipment delivery timeline
- Installation Completed—Expected to be no later than June 15, 2021
- Testing—Expected to be no later than July of 2021
- Migration—Expected to be no later than July 2021
- Training – Expected by contract completion.
- Knowledge transfer – Expected by contract completion.
- Contract completion expected no later than September 1, 2021

**Any proposed project plan must have a completion date before September 1, 2021. The Town of Vernon expects to award the bid by February 16, 2021.**

### 1.1.5. Lease

The Town requires all submitted bids to include a lease agreement for all equipment for a term of five (5) years. The lease agreement must **not** include an option to buy out the equipment at the end of the lease term.

At the end of the lease term, the Vendor must remove all leased equipment at their expense. The Town reserves the sole right to extend the contract annually for up to two (2) additional years.

The intention of this Request for Proposal ("RFP") is to:

- Get the best lease value and term for the hardware and equipment.

## 1.2. Qualification of Vendors

The Town is seeking well qualified and experienced vendors for this project. As part of the proposal please include the following:

- Provide three (3) current or former client references relative to the projects of this scope.
- The qualifications and experience (on similar projects) of personnel to be assigned to the Project team.
- Ability to provide the services within proposed project schedule time constraints.
- The firm's awareness of project issues, opportunities and constraints.
- Quality and performance of past services.
- A fee proposal responding to the scope of work.
- Hourly fees and expense schedule.
- Professional references.

The selected firm must all municipal, state and federal AA and EEO practices and requirements. MBEs/WBEs/SBEs are encouraged to apply.

## 1.3. Proposals

Three (3) hard copies and one (1) digital copy (on CD-R disk or USB drive) of each vendor proposal is required. Contents should be submitted in a sealed envelope, marked "BID DOCUMENT DO NOT OPEN – CONTRACT #2072", clearly marked on the outside of the envelope, and delivered to: Michael J. Purcaro, Town Administrator, Town of Vernon, Memorial Building, 14 Park Place, Vernon, Connecticut 06066 by 11:00 AM on January 14, 2021. Received proposals will be publicly opened and read in aloud via a "virtual" bid opening at 1:00 PM, January 14, 2021. Interested parties may join the proposal opening by **Dialing:** 1 929 205 6099 and entering **Meeting ID:** 815 1883 9849 and **Passcode:** 0506. E-mailed, faxed or late bids will not be accepted.

All questions about the RFP should be directed to Robert Sigan, Director of Information Technology, via email only to [rsigan@vernon-ct.gov](mailto:rsigan@vernon-ct.gov), no later than December 18, 2020. Answers to questions will be posted by January 4, 2021 on the Town and CT DAS websites by referencing Contract # 2072. All proposals must include the signature of a duly authorized officer or agent of the organization submitting the proposal.

## 1.4. Contract

This RFP is not a contract and, alone, shall not be interpreted as such. This RFP only serves as the instrument through which proposals are solicited. The Town reserves the right to make contract awards to the vendor or vendors whose proposal or components of the proposal is, in the opinion of the Town, best suited for use and the best value for the amount expended. The Town will not necessarily be bound by the lowest bid. Quality, value, and performance of the system shall be considered at all times and the Town shall be the sole judge of such.

## 1.5. Proprietary Information

The Town recognizes that in responding to this RFP, vendors may submit proprietary information. To the extent allowed by law, the Town will keep confidential such proprietary information provided that the conditions as described in the following paragraph are met.

Proprietary information is submitted separately and must be clearly identified as containing proprietary information. Reference to the proprietary information must be clearly made in the proposal, and conversely, the section in the proprietary information packet shall be clearly labeled as to the location in the proposal that it references. Labeling

a complete proposal proprietary, that is general in nature, may be cause for rejection of the proposal.

### **1.6. Taxes**

The Town is tax-exempt and will provide appropriate documentation if needed. If taxes do apply, these costs will be covered by the vendor.

### **1.7 No Interest to be Paid**

No interest is to be allowed or paid by the Town upon any monies retained under the provisions of this RFP or resulting contract.

### **1.8 Contingent upon Availability of Funds**

The Town's obligation under this RFP is contingent upon the availability of appropriated funds from which payment for RFP purposes can be made. No legal liability on the part of the Town for any payment may arise until funds are made available and approved for this RFP and until a Purchase Order has been issued.

### **1.9. Additional Information, Pricing, and Negotiation**

The price of the equipment in this proposal shall be itemized. Any and all manufacturer-provided engineering services offered shall be inclusive. If price excludes certain fees/charges, either recurring or nonrecurring, vendors must provide a detailed list of excluded fees with a complete explanation of the nature of those fees.

In the event that information or pricing submitted by the vendor is unclear, the Town may request further explanation and/or pricing breakdowns from the vendor for the purpose of evaluation and decision making. The vendor shall answer requests for additional information or clarification in writing, and these responses will become part of the vendor's proposal. Vendors failing to provide adequate information on any issue in a timely manner to allow a comprehensive evaluation by the Town shall be considered unresponsive, and their proposal may be subject to rejection.

## **2. Mandatory Requirements**

### **2.1. Town Policies**

Proposals must meet all requirements of applicable Town policies.

### **2.2. Added Value**

Proposals shall include any added value services provided under a separate section labeled "Added Value". Added value may include manufacturer-provided engineering services, as well as any vendor-provided engineering services (at no additional cost).

## **3. Product and/or Service Specifications**

### **3.1. Technical Requirements**

#### **3.1.1. Equipment**

All equipment provided shall be factory new and not "refurbished".

### **3.2. Support**

#### **3.2.1. Inquiries**

All inquiries to sales or general administration shall receive a response from the vendor within one (1) business day.

### **3.2.2. Additional Agreements**

Additional agreements shall not be allowed. The contract award and corresponding Purchase Order (PO) shall be the only documentation allowed for the purchase of equipment. The PO shall reference this contract and shall not deviate from the goods and services offered under the resulting contract award. Such documents shall be null and void. Any document utilized other than the contract award and corresponding PO(s) shall be invalid and all liability shall be the responsibility of the vendor. Any equipment delivered and installed under any of these null and void circumstances shall be removed immediately by the vendor and at the expense of the vendor.

### **3.2.3. Discounted Pricing: Support**

The discount, as awarded in the resulting contract, shall be a minimum discount and shall remain firm for the entire contract period. Additional discounts may be negotiated with the vendor as appropriate. Vendors shall make the Town aware of any Manufacturer's promotions and discounts being offered as they apply to the resulting contract award. Price decreases shall become immediately effective on the date specified in the Manufacturer's printed notice of change. Price decreases shall also include promotional pricing, and the Town Additional agreements shall not be allowed. The contract award and corresponding Purchase Order (PO) shall be the only documentation allowed for the purchase of equipment. The PO shall reference this contract and shall not deviate from the goods and services offered under the resulting contract award. Such documents shall be null and void. Any document utilized other than the contract award and corresponding PO(s) shall be invalid and all liability shall be the responsibility of the vendor. Any equipment delivered and installed under any of these null and void circumstances shall be removed immediately by the vendor and at the expense of the vendor shall receive the lower of the promotional pricing and the negotiated contract discount price. The vendor shall bill the Town at the reduced prices for all deliveries made on and after the date of the manufacturer's price reduction. The vendor shall also promptly provide the Town with a letter of notice concerning the decrease in the price of equipment.

## **4. Terms and Conditions**

### **4.1. Proposal Withdrawal**

No proposal can be withdrawn after it is filed unless the vendor requests in writing to the Town Administrator, Michael Purcaro, 14 Park Place, Vernon, Connecticut 06066 prior to the time set for the opening of proposals.

### **4.2. Proposal Acceptance**

The Proposals must remain valid for a period not less than forty-five (45) days to allow for evaluation.

### **4.3. Incurring Costs**

The Town and their technical consultants accept no responsibility for any expense incurred in the proposal preparation and presentation; such expenses are to be borne exclusively by the respondent vendor.

### **4.4. Collusion Among Vendors**

Multiple proposals from any individual, firm, partnership, corporation or association under the same or different names are subject to rejection by the Town. Reasonable grounds for believing that a vendor is interested in more than one proposal for the work contemplated may result in rejection of all bids in which the vendor is interested. Any or all proposals will be rejected if there is any reason for believing that collusion exists among the vendors. Participants in such collusion may not be considered in future solicitations for the same work. Each vendor, by submitting a bid, certifies that it is not a party to any collusive action.

### **4.5. Irregular Proposals**

Proposals may be rejected if they show omissions or irregularities of any kind. Proposals taking or noting exception to any element requested may be rejected in their entirety.



#### **4.6. Minor Irregularities**

Minor irregularities in proposals, which are immaterial or inconsequential in nature, may be waived wherever it is determined to be in the best interest of the Town.

#### **4.7. Cancellation of the RFP and Rejection of Proposals**

The Town may cancel this RFP, in whole or in part, or may reject any/all proposals submitted in response, whenever this action is determined to be in their best interest. In the event of such suspension, termination or modification, the Town shall have no liability or obligation to any of the proposers preparing or submitting proposals under this RFP.

#### **4.8. Public Information Act Notice**

Vendors should give specific attention to the identification of those portions of their proposals that they deem to be confidential or to contain proprietary information or trade secrets. Such information should be removed from the general portion of the proposal and submitted under separate cover. Envelopes containing confidential or proprietary information should be conspicuously marked and sealed. Vendors should justify why such material upon request, should not be disclosed by the Town.

#### **4.9. Vendor Investigation**

Before submitting a proposal, each vendor shall make all investigations and examinations necessary to ascertain all conditions and requirements affecting the full performance of the contract and to verify any representations made by the Town that the vendor will rely upon. No pleas of ignorance of such conditions and requirements resulting from failure to make such investigations and examinations will relieve the successful vendor from its obligations to comply in every detail with all the provisions and requirements of the contract documents or will be accepted as a basis for any claim whatsoever for any monetary consideration on the part of the successful vendor.

#### **4.10. Laws and Regulations**

It shall be understood and agreed that any and all articles and/or equipment furnished on this proposal shall comply fully with all Local, State and Federal laws and regulations.

#### **4.11. Acceptance of Terms and Conditions**

By submitting a response to this RFP, a vendor shall be deemed to have accepted all the terms, conditions, and requirements set forth in the RFP unless otherwise clearly noted and explained in its proposal. All proposals submitted in response to this RFP become the property of the Town. The selected firm must meet all municipal, state and federal AA and EEO practices and requirements. MBEs/WBEs/SBEs are encouraged to apply. The Town reserve the right to reject any or all proposals in whole or part, to award any one service or group of services or all services, to negotiate with any or all companies submitting proposals, and to enter into an agreement with any vendor for any services mentioned in this RFP; if it is deemed in the best interest of the Town.

#### **4.12. Termination**

Termination for Cause: If, through any cause, the Vendor shall fail to fulfill in a timely and proper manner the obligations under this RFP, or if the Vendor shall violate any of the covenants, agreements, or stipulations of this

RFP, the Municipality shall, thereupon, have the right to terminate this RFP by giving written notice to the Vendor of such termination and specifying the effective date thereof, at least five (5) days before the effective date of such termination. In such event, all finished or unfinished documents, data, studies, and reports prepared by the Vendor under this RFP shall, at the option of the Municipality, become its property and the Vendor shall be entitled to receive just and equitable compensation for any satisfactory work completed prior to the effective date of termination.

Termination for Convenience: Either party to this RFP may terminate this RFP at any time by a notice in writing, effective not less than thirty (30) days prior to the termination date. If the RFP is terminated by the Municipality as provided herein, the Vendor will be paid for services performed up to the date of termination.

#### **4.13. Non-Conflict of Interest Statement**

It is unlawful for any officer, employee or agent of the Town to participate personally in his/her official capacity through decision, approval, disapproval, recommendation, advice or investigation in any contract or other matter in which he/she, his/her spouse, parent, minor child, brother or sister, has a financial interest, or to which any firm, corporation, association, or other organization in which he/she has a financial interest, or in which he/she is serving as an officer, director, trustee, partner, or employee, or agent. The successful bidder agrees that during the term of the contract and for twenty-four (24) months following the exit conference, the successful bidder, its employees, agents, and representatives, shall not, with or without compensation, on behalf of the successful bidder, or another person, entity, or corporation, take any action in connection or receive any benefit with any specific matter, finding or recommendation associated in any way with this project, except with the express written consent of the Town.

#### **4.14. Independent Contractor**

The vendor is an independent contractor and is not an employee, partner, or co-venturer of, or in any other service relationship with the Town of Vernon. The vendor is not authorized to speak for, represent, or obligate the Town of Vernon in any manner without the prior expressed written authorization from the Town of Vernon.

#### **4.15. Indemnification/Hold Harmless**

The selected vendor agrees to defend, indemnify and hold harmless the Town of Vernon, its respective officers, employees, elected officials, agents, servants and volunteers from and against any and all claims, liabilities, obligations, causes of action of whatsoever kind and nature for damages, including but not limited to damage to the premises or other property, and costs of every kind and description arising from its entry upon the premises, or arising from work or other activities conducted thereon, alleging but not limited to bodily injury, personal injury, medical malpractice, property damage caused by the vendor and its employees, contractor, sub-contractors and agents. This indemnification includes the vendor's duty to defend the Town of Vernon from any such claims.

#### **4.16. Waiver of Subrogation Requirement**

The selected vendor will require all insurance policies in any way related to the work and secured and maintained by the vendor to include clauses stating each carrier will waive all rights of recovery, under subrogation and otherwise, against the Town of Vernon, and its respective officers, employees, agents, servants, elected officials, and volunteers. The selected vendor shall require of subcontractors, by appropriate written agreements, similar waivers each in favor of the Town of Vernon.

#### **4.17. Insurance**

The successful vendor must carry the following insurance coverage:

**Commercial General Liability** (Town of Vernon added as additional insured):

Each Occurrence:	\$ 1,000,000
Personal/Advertising Injury per Occurrence:	\$ 1,000,000
General Aggregate:	\$ 2,000,000
Product/Completed Operations Aggregate:	\$ 2,000,000
Fire Damage Legal Liability	\$ 100,000

**Automobile Liability** (Town of Vernon added as additional insured):

Each Accident:	\$ 1,000,000
Hired/Non-owned Auto Liability:	\$ 1,000,000

**Workers' Compensation/Employers Liability**

Workers' Compensation Statutory Requirement set forth by State of CT

Employers Liability

Each Accident	\$ 100,000
Disease-Policy Limit	\$ 500,000
Disease-Each employee	\$ 100,000

**Umbrella/Excess Liability** (*following form of general liability, auto liability and employer liability*):

Each Occurrence:	\$ 1,000,000
General Aggregate:	\$ 2,000,000
Product/Completed Operations Aggregate:	\$ 2,000,000

**Professional Liability** (*where required*)

Each Claim:	\$ 1,000,000
Annual Aggregate	\$ 1,000,000

Insurance coverage may not be canceled or modified without thirty (30) days written notice to the Vernon Town Administrator, 14 Park Place Vernon, CT 06066.

**4.18. Non-Discrimination of Employment**

The Town actively subscribes to a policy of equal employment opportunity and will not discriminate against any employee or applicant because of race, sex, age, color, physical or mental handicap, marital status, sexual affiliation, religion, national origin or political affiliation. The vendor shall not discriminate in any manner against any employee because of race, sex, age, color, physical or mental handicap, marital status, sexual affiliation, religion, national origin or political affiliation.

**4.19. Order of Preference**

In any and all cases of conflict between this document and the attachments, the following order of precedence shall govern;

- a. This solicitation document
- b. Addendum(s) signed by the vendor

**4.20. Anti-Bribery Affidavit**

Vendors and consultants are required to be aware that any person convicted of bribery, attempted bribery, or conspiracy to bribe under the laws of any State or federal government, or found civilly liable under a State or federal anti-trust statute, shall be subject to disqualification from entering into a contract with the Town for the supply of materials, supplies, equipment, or services by the person.

#### **4.21. Confidentiality**

The vendor shall treat confidentially all information, reports, and documents, hereafter, "data", regardless of form, that vendor receives or is provided access by the Town. The vendor shall take all precautions necessary to prevent disclosure of such data to others except upon the express written approval of the Town. Any third party to whom the vendor is authorized to provide data shall be required, as a condition of receiving such data, to execute a confidentiality agreement satisfactory to the Town. The vendor shall not use data for any purpose other than the performance of work contemplated under the contract. Upon the Town's request, the vendor will return to the Town all copies of data. The vendor shall safeguard against disclosure of all other data in the vendor's possession for a period of seven years after completion of the work and only if permitted by law.

If Respondent believes that any information in its proposal shall be treated as confidential that material shall be clearly marked. The Town shall endeavor to protect confidential material from disclosure to non-Town employees to the extent required by State or Federal Law. In no event will the Town be responsible for the inadvertent disclosure of your response to this RFP.

#### **5. Evaluation of Proposals**

Vendors will be evaluated and graded on cost, bid completeness, confirmation that all equipment specifications are met, references, the ability to meet the timeline, and added value.