



CITY OF
URBANA

CITY OF URBANA, ILLINOIS

REQUEST FOR QUOTE

GENERAL TERMS, CONDITIONS AND SPECIFICATIONS FOR:

**RENEWAL OF SYMANTEC ENDPOINT PROTECTION
MAINTENANCE**

RFQ #1819-20

ISSUED: May 29, 2019

QUOTES DUE: 12:00 PM (NOON) JUNE 12, 2019

GENERAL TERMS AND CONDITIONS

1. Request for Quote

The City of Urbana, Information Technology Division, is seeking quotes for the renewal of Symantec Endpoint Protection maintenance for a three-year term. Responders must submit a completed quote by 12:00 PM (NOON) JUNE 12, 2019.

2. Intent

The City intends to accept one quote from a qualified and responsible Responder, and accordingly is furnishing herein a set of specifications by which such quotes shall be judged.

However, the City reserves the right to determine the acceptability or unacceptability, or to reject any subpart and/or all quotes, or to negotiate the effects and costs of any such quotes prior to reaching a decision on the awarding of Contract.

3. Contact Person

Shawn Fluno, Network Administrator, Information Technology, City of Urbana, Illinois 61801, (217) 384-2347, scfluno@urbanaininois.us .

4. Meeting Specifications

The terms, conditions and specifications included in this package describe what the City thinks are necessary to meet the performance requirements of the City, and shall be considered the minimum standards expected of the Responder. The City shall require all Responders to fully comply with the specifications.

The City reserves the right to determine the acceptability or unacceptability of any and all quotes.

5. Investigation by Potential Responder

It shall be the responsibility of the Responder to thoroughly read and understand the information, instructions, and specifications. Responders are expected to fully inform themselves as to the conditions and requirements of the services to be provided. Failure to do so is at the Responder's own risk. No plea of error or plea of ignorance by the Responder of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the Responder to make the necessary examinations and investigations will be accepted as a basis for varying the requirements of the City. The City will assume that submission of a quote means that the Responder has familiarized itself with the conditions and requirements and intends to comply with them unless specifically noted otherwise.

6. Format for Submissions

A properly prepared quote shall consist of the Price Quotation Sheet.

All amounts on the Price Quotation Sheet shall be listed in U.S. dollars.

All blanks on the Price Quotation Sheet must be correctly filled in. Use of a computer or typewriter to fill in the price quotation sheets is strongly encouraged. Neatly handwritten price quotation sheets are acceptable provided they are clear, legible, and in black ink. The City cannot and

will not be responsible for quote submissions or Price Quotation Sheets which are illegible or unintelligible.

7. Quote Delivery Procedures

Quotes should be sent by e-mail to the Contact person listed above.

Mailed copy is not required, however, if sent by mail, sealed quotes shall be delivered addressed to the Contact Person, by no later than the due date and time listed on the first page of this document. Sealed envelopes should be clearly labeled with the reference RFQ Number from the first page of this document.

Quotes arriving after the above specified time, whether sent by e-mail, mail, courier, or in person, shall not be accepted. These quotes will either be refused or returned unopened. It is the Responder's responsibility for timely delivery regardless of the methods used. Mailed quotes which are delivered after the specified time will not be accepted regardless of the postmarked date or time on the envelope. Facsimile ("fax") machine transmitted quotes shall not be accepted.

8. Withdrawals; Declinations

A written request for the withdrawal of a quote will be granted if the request is received by the Contact Person prior to the specified time of opening. However, after a quote is opened, it will be binding for a period of thirty (30) calendar days.

9. Non-Acceptance of Quotes

No quote shall be accepted from, or Contract awarded to, any person, firm, or corporation that is in arrears or is in default to the City upon any debt or contract, or that is a defaulter, as surety or otherwise, upon any obligation to the City, or has failed to faithfully perform any previous contract with the City.

10. Quote Opening Procedures

The opening of all quotes shall commence immediately after the stated due date and time above, at the City of Urbana building in the City Council Chambers, 400 South Vine Street, Urbana, Illinois, and the names of all Responders and their quotes shall be publicly read. All potential Responders and the public may attend the quote opening. The City shall then take all quotes under review. The City will render a decision within fifteen (15) working days after the opening of quotes.

11. Competency of Responders

The opening, reading or posting of quotes shall not be construed as acceptance by the City of the Responders as being qualified, responsible candidates. The City reserves the right to determine the competence and financial and operational capacity of any Responder. Upon request of the City, the Responder shall furnish evidence as may be required by the City to evaluate its ability and resources to accomplish the services required by the specifications herein. The City shall unequivocally be the sole and final judge of such competency, and its decision shall be final and not subject to recourse by any person, firm, or corporation.

12. Post Selection Documentation

The selected Responder will be required to submit the following forms supplied by the City:

1. Vendor Representations and Additional Duties (VRAD) Form
2. IRS Form W-9

These forms may be found here: <https://www.urbanaininois.us/Purchasing-Forms>

13. Equal Employment Opportunity

For purchases over \$30,000, the Equal Employment Opportunity Workforce Statistics Form will be sent for completion to the selected Responder. During the term of this Contract, the Successful Responder shall comply in all respects with the Equal Employment Opportunity Act. The Successful Responder shall have a written equal employment opportunity policy statement declaring that it does not discriminate on the basis of race, color, religion, sex, national origin, disability, or age. Findings of non-compliance with applicable State or Federal equal employment opportunity laws and regulations may be sufficient reason for revocation or cancellation of this purchase.

The Statistics form, and related information, may be found here: <https://www.urbanaininois.us/government/mayors-office/human-relations/public-vendorscontractors>

14. Non-Collusion

In submitting this quote, the Responder declares and warrants that the only persons or parties interested in the quote as principals are those named herein; and that the quote is made without collusion with any other person, firm or corporation.

15. Payments

The Successful Responder will be paid for all products and services properly rendered within thirty (30) days of receipt of an invoice by the City.

16. Schedule

The software/hardware shall be delivered or made available for pickup by the selected vendor within 30 days of the quote being accepted, and the appropriate forms being submitted and accepted. Any delivery or transportation costs incurred shall be included in the price quoted by the vendor.

SPECIFICATIONS

Licenses will be tied to our existing Symantec Account number 1306674.

Renewal of maintenance on:

The existing license renewal should be for a three-year period from July 1, 2019 to June 30, 2022 for the following licenses:

Serial #	Product/Service	Type	Qty.
M2746291074	Symantec Endpoint Protection	Maintenance – Three Years	52
M6827184813	Symantec Endpoint Protection	Maintenance – Three Years	13
M5441989446	Symantec Endpoint Protection	Maintenance – Three Years	227
M1734586886	Symantec Endpoint Protection	Maintenance – Three Years	6
M7855693729	Symantec Endpoint Protection	Maintenance – Three Years	8

City of Urbana, Illinois

Price Quotation Sheet for RFQ # 1819-20

Company Name:	
Contact Person:	
Phone Number:	
Address:	
Email address:	
Date:	
Price Quotation:	\$
	Please also return the line item price breakdown below, showing per item costs with a total cost for each Serial Number.

Serial #	Product/Service	Type	Qty.	Total Price per Serial #
M2746291074	Symantec Endpoint Protection	Maintenance – Three Years	52	
M6827184813	Symantec Endpoint Protection	Maintenance – Three Years	13	
M5441989446	Symantec Endpoint Protection	Maintenance – Three Years	227	
M1734586886	Symantec Endpoint Protection	Maintenance – Three Years	6	
M7855693729	Symantec Endpoint Protection	Maintenance – Three Years	8	