



CITY OF  
**URBANA**

**CITY OF URBANA, ILLINOIS**

**REQUEST FOR QUOTE**

**GENERAL TERMS, CONDITIONS AND SPECIFICATIONS FOR:**

**RENEWAL OF VERITAS BACKUP EXEC AND DLO MAINTENANCE  
AND NEW BACKUP EXEC CLIENTS**

**RFQ #1819-21**

**ISSUED: May 29, 2019**

**QUOTES DUE: 12:00 PM (NOON) JUNE 13, 2019**

## **GENERAL TERMS AND CONDITIONS**

### **1. Request for Quote**

The City of Urbana, Information Technology Division, is seeking quotes for the purchase of renewal of Veritas Backup Exec and DLO maintenance and new Backup Exec clients. Responders must submit a completed quote by 12:00 PM (NOON) JUNE 13, 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](mailto: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 Veritas Account number 94987. Coverage Type is Essential

### **New licenses with maintenance:**

5 license of Backup Exec Agent For Applications and DDS Perpetual License with 3 years maintenance.

### **Renewal of maintenance on:**

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

<b>Entitlement ID</b>	<b>Product Name</b>	<b>Qty</b>	<b>IB Instance Number</b>	<b>Base SKU</b>
A0613419425	BACKUP EXEC AGENT FOR APPLICATIONS AND DBS WIN 1 SERVER ONPREMISE STANDARD PERPETUAL LICENSE	2	48147135	12593
A1336907773	BACKUP EXEC AGENT FOR APPLICATIONS AND DBS WIN 1 SERVER ONPREMISE STANDARD PERPETUAL LICENSE	1	48147176	12593
A3728040433	BACKUP EXEC AGENT FOR APPLICATIONS AND DBS WIN 1 SERVER ONPREMISE STANDARD PERPETUAL LICENSE	1	48147141	12593
A4081970808	BACKUP EXEC AGENT FOR APPLICATIONS AND DBS WIN 1 SERVER ONPREMISE STANDARD PERPETUAL LICENSE	1	48147171	12593
A6514072184	BACKUP EXEC AGENT FOR APPLICATIONS AND DBS WIN 1 SERVER ONPREMISE STANDARD PERPETUAL LICENSE	1	48147180	12593
A7532358392	BACKUP EXEC AGENT FOR APPLICATIONS AND DBS WIN 1 SERVER ONPREMISE STANDARD PERPETUAL LICENSE	1	48147168	12593
A7827967404	BACKUP EXEC AGENT FOR APPLICATIONS AND DBS WIN 1 SERVER ONPREMISE STANDARD PERPETUAL LICENSE	1	48147145	12593
A7901548668	BACKUP EXEC AGENT FOR APPLICATIONS AND DBS WIN 1 SERVER ONPREMISE STANDARD PERPETUAL LICENSE	1	48147163	12593
A3067974203	BACKUP EXEC AGENT FOR WIN 1 SERVER ONPREMISE STANDARD PERPETUAL LICENSE	1	48147183	13813
A1623394693	BACKUP EXEC SERVER ED WIN 1 SERVER ONPREMISE STANDARD PERPETUAL LICENSE	1	48147128	13811
A3234856731	BACKUP EXEC SERVER ED WIN 1 SERVER ONPREMISE STANDARD PERPETUAL LICENSE	1	48147151	13811
A7516108668	BACKUP EXEC SERVER ED WIN 1 SERVER ONPREMISE STANDARD PERPETUAL LICENSE	2	48147114	13811
A0320391660	DLO WIN 10 USER ONPREMISE STANDARD PERPETUAL LICENSE	1	48729736	11873
A0414696457	DLO WIN 10 USER ONPREMISE STANDARD PERPETUAL LICENSE	1	48729742	11873
A0460326516	DLO WIN 10 USER ONPREMISE STANDARD PERPETUAL LICENSE	1	48729735	11873
A0997639803	DLO WIN 10 USER ONPREMISE STANDARD PERPETUAL LICENSE	2	48729724	11873

A2469267401

DLO WIN 10 USER ONPREMISE STANDARD PERPETUAL  
LICENSE

16

48729757

11873

## City of Urbana, Illinois

### Price Quotation Sheet for RFQ # 1819-21 - Symantec

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.

Entitlement ID	Product Name	Qty	Base SKU	Cost per item
A0613419425	BACKUP EXEC AGENT FOR APPLICATIONS AND DBS WIN 1 SERVER ONPREMISE STANDARD PERPETUAL LICENSE	2	12593	
A1336907773	BACKUP EXEC AGENT FOR APPLICATIONS AND DBS WIN 1 SERVER ONPREMISE STANDARD PERPETUAL LICENSE	1	12593	
A3728040433	BACKUP EXEC AGENT FOR APPLICATIONS AND DBS WIN 1 SERVER ONPREMISE STANDARD PERPETUAL LICENSE	1	12593	
A4081970808	BACKUP EXEC AGENT FOR APPLICATIONS AND DBS WIN 1 SERVER ONPREMISE STANDARD PERPETUAL LICENSE	1	12593	
A6514072184	BACKUP EXEC AGENT FOR APPLICATIONS AND DBS WIN 1 SERVER ONPREMISE STANDARD PERPETUAL LICENSE	1	12593	
A7532358392	BACKUP EXEC AGENT FOR APPLICATIONS AND DBS WIN 1 SERVER ONPREMISE STANDARD PERPETUAL LICENSE	1	12593	
A7827967404	BACKUP EXEC AGENT FOR APPLICATIONS AND DBS WIN 1 SERVER ONPREMISE STANDARD PERPETUAL LICENSE	1	12593	
A7901548668	BACKUP EXEC AGENT FOR APPLICATIONS AND DBS WIN 1 SERVER ONPREMISE STANDARD PERPETUAL LICENSE	1	12593	
A3067974203	BACKUP EXEC AGENT FOR WIN 1 SERVER ONPREMISE STANDARD PERPETUAL LICENSE	1	13813	
A1623394693	BACKUP EXEC SERVER ED WIN 1 SERVER ONPREMISE STANDARD PERPETUAL LICENSE	1	13811	
A3234856731	BACKUP EXEC SERVER ED WIN 1 SERVER ONPREMISE STANDARD PERPETUAL LICENSE	1	13811	
A7516108668	BACKUP EXEC SERVER ED WIN 1 SERVER ONPREMISE STANDARD PERPETUAL LICENSE	2	13811	
A0320391660	DLO WIN 10 USER ONPREMISE STANDARD PERPETUAL LICENSE	1	11873	
A0414696457	DLO WIN 10 USER ONPREMISE STANDARD PERPETUAL LICENSE	1	11873	
A0460326516	DLO WIN 10 USER ONPREMISE STANDARD PERPETUAL LICENSE	1	11873	

A0997639803	DLO WIN 10 USER ONPREMISE STANDARD PERPETUAL LICENSE	2	11873
A2469267401	DLO WIN 10 USER ONPREMISE STANDARD PERPETUAL LICENSE	16	11873