VMWARE MAINTENANCE AND SUPPORT SERVICES

EVENT NO. 5701

SPECIFICATIONS AND SPECIAL CONDITIONS

4.0 The purpose of these specifications is to describe requirements for the VMWare maintenance and support services needed for the Information Technology (IT) Department. The services are for various units and are for the period of February 15, 2018 through February 14, 2019.

To submit pricing electronically for this event, enter pricing for each line item shown under the lines tab on the event summary. To enter pricing manually, complete the attached bid proposal form. Manually submitted bids must be submitted on the bid proposal forms contained in these specifications in order to be considered.

A pre-bid conference has been scheduled to be conducted at the Purchasing Office, City Hall, third floor, 2 East Bay Street, Savannah, Georgia 31401. This meeting will allow contractors to discuss the specifications and resolve any questions and/or misunderstandings that may arise with City staff. You are invited to attend.

4.1 Scope of Work: The services provided for this bid includes providing and delivering material to the City of Savannah, Information Technology Department, 132 E. Broughton Street, 4th floor, Savannah, Georgia, 31401.

4.2 The item descriptions and service levels are as listed in the bid proposal form.

5.0 General Specifications

5.1 The bid response must include the following documents in the order listed:

- Bid Proposal Form (as a cover sheet)
- Exception Sheet
- Non-Discrimination Statement
- Proposed Schedule of M/WBE Participation
- Other requested submittals as stated

All referenced documents must be completed and returned in their entirety to constitute a complete bid.

5.2 Original invoices should be sent to:

City of Savannah
Accounts Payable
P.O. Box 1027
Savannah, GA 31402

5.3 Vendor is responsible for determining and acknowledging any addenda issued in connection
with this bid solicitation.

5.4 To be awarded bids, vendors must be registered as a suppliers on the City of Savannah’s website www.savannahga.gov.

5.5 This contract will be awarded to the vendor offering the lowest net price to the City, and meeting or exceeding all specifications herein.
EXCEPTION SHEET

Event # 5701

If the commodity(ies) and/or services proposed in the response to this bid is in anyway different from that contained in this proposal or bid, the bidder is responsible to clearly identify by specification section number, all such differences in the space provided below. Otherwise, it will be assumed that bidder's offer is in total compliance with all aspects of the proposal or bid.

Below are the exceptions to the stated specifications:

______________________________
Date

______________________________
Signature

______________________________
Company

______________________________
Title
BID PROPOSAL FORM
(SUBMIT AS THE COVER SHEET)
(SUBMIT A MINIMUM OF THREE COPIES)

City of Savannah Purchasing Department
3rd Floor, City Hall
P. O. Box 1027
Savannah, Georgia  31402
ATTN: Purchasing Director

Event Number: (SUBMIT AS THE COVER SHEET)
(SUBMIT A MINIMUM OF THREE COPIES)

Business Location: (Check One)
_____Chatham County
_____City of Savannah
_____Other

ALL BIDDERS MUST BE REGISTERED VENDORS ON THE CITY’S WEBSITE. PLEASE REGISTER AT WWW.SAVANNAHGA.GOV.

Name of Bidder:____________________________________________________________

Street Address: ____________________________________________________________

City, State, Zip Code:________________________________________________________

Phone:_________________________ Fax:______________________________

Email:__________________________

DO YOU HAVE A BUSINESS TAX CERTIFICATE ISSUED IN THE STATE OF GEORGIA?
(CHECK ONE) YES: ______ NO: ______

FROM WHAT CITY/COUNTY _____________________________________________
TAX CERTIFICATE #:____________ FED TAX ID #:__________________________

INDICATE LEGAL FORM OF OWNERSHIP OF BIDDER (STATISTICAL PURPOSES
ONLY): CHECK ONE: _______CORPORATION _______PARTNERSHIP
________INDIVIDUAL _______OTHER
(SPECIFY: __________)

INDICATE OWNERSHIP STATUS OF BIDDER
(CHECK ONE):
______ NON-MINORITY OWNED
______ ASIAN AMERICAN
______AFRICAN AMERICAN
______AMERICAN INDIAN
______ HISPANIC
______OTHER MINORITY
(describe)____________
______WOMAN (non-minority)

Do you plan to subcontract any portion of this project? Yes ________ No ________
If yes, please complete the attached schedule of M/WBE participation. Also complete the schedule
if you will be using any MWBE suppliers.

THE UNDERSIGNED PROPOSES TO FURNISH THE FOLLOWING ITEMS IN STRICT
CONFORMANCE TO THE BID SPECIFICATIONS AND BID INVITATION ISSUED BY
THE CITY OF SAVANNAH FOR THIS BID. ANY EXCEPTIONS ARE CLEARLY MARKED
IN THE ATTACHED COPY OF BID SPECIFICATIONS.
ADDENDA ACKNOWLEDGEMENT
My signature below confirms my receipt of all addenda issued for this proposal.

________________________________
Signature

*This acknowledgement is separate from my signature on the fee proposal form. My signature on the fee proposal form will not be deemed as an acknowledgement of addenda.

THE UNDERSIGNED PROPOSES TO FURNISH THE FOLLOWING ITEMS IN STRICT CONFORMANCE TO THE BID SPECIFICATIONS AND BID INVITATION ISSUED BY THE CITY OF SAVANNAH FOR THIS BID. ANY EXCEPTIONS ARE CLEARLY MARKED IN THE ATTACHED COPY OF BID SPECIFICATIONS.
<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>ITEM, SERVICE LEVEL</th>
<th>QTY</th>
<th>TOTAL</th>
</tr>
</thead>
</table>
| 1.      | **ITEM**: VMware View 4 Premier Bundle: 10 Pack  
SERVICE LEVEL: Production Support Coverage VMware View 4 Premier Bundle: 10 Pack  
PERIOD: 15-Feb-18 to 14-Feb-19  
PART #: VU4-PR-10-P-SSS-C  
INSTANCE: 75217870 |     |       |
| 2.      | **ITEM**: VMware View 4 Premier Bundle: 10 Pack  
SERVICE LEVEL: Production Support Coverage VMware View 4 Premier Bundle: 10 Pack  
PERIOD: 15-Feb-18 to 14-Feb-19  
PART #: VU4-PR-10-P-SSS-C  
INSTANCE: 75217870 |     |       |
| 3.      | **ITEM**: VMware View 4 Premier Bundle: Starter Kit  
SERVICE LEVEL: Production Support Coverage VMware View 4 Premier Bundle: Starter Kit  
PERIOD: 15-Feb-18 to 14-Feb-19  
PART #: VU4-PR-STR-P-SSS-C  
INSTANCE: 75217880 |     |       |
| 4.      | **ITEM**: VMware Site Recovery Manager 6 Enterprise (25 VM Pack)  
SERVICE LEVEL: Production Support Coverage VMware Site Recovery Manager 6 Enterprise (25 VM Pack)  
PERIOD: 15-Feb-18 to 14-Feb-19  
PART #: VC-SRM6-25E-P-SSS-C  
INSTANCE: 155645817 | 1   |       |
| 5.      | **ITEM**: VMware vCenter Server 6 Standard for vSphere 6 (Per Instance)  
SERVICE LEVEL: Production Support Coverage VMware vCenter Server 6 Standard for vSphere 6 (Per Instance)  
PERIOD: 15-Feb-18 to 14-Feb-19  
PART #: VCS6-STD-P-SSS-C  
INSTANCE: 154755520 |     |       |
| 6.      | **ITEM**: VMware vSphere 6 Enterprise for 1 processor  
SERVICE LEVEL: Production Support Coverage VMware vSphere 6 Enterprise for 1 processor  
PERIOD: 15-Feb-18 to 14-Feb-19  
PART #: VS6-ENT-G-SSS-C  
INSTANCE: 154432375 | 6   |       |
| 7.      | **ITEM**: VMware vCenter Server 6 Standard for vSphere 6 (Per Instance)  
SERVICE LEVEL: Production Support Coverage VMware vCenter Server 6 Standard for vSphere 6 (Per Instance)  
PERIOD: 15-Feb-18 to 14-Feb-19  
PART #: VCS6-STD-G-SSS-C  
INSTANCE: 154800543 | 1   |       |
| 8.      | **ITEM**: VMware vSphere 6 Enterprise Plus for 1 processor  
SERVICE LEVEL: Production Support Coverage VMware vSphere 6 Enterprise Plus for 1 processor  
PERIOD: 15-Feb-18 to 14-Feb-19  
PART #: VS6-EPL-P-SSS-C  
INSTANCE: 155114031 |     |       |
<table>
<thead>
<tr>
<th></th>
<th>ITEM: VMware vSphere 6 Enterprise Plus for 1 processor</th>
<th>SERVICE LEVEL: Production Support Coverage VMware vSphere 6 Enterprise Plus for 1 processor</th>
<th>PERIOD: 15-Feb-18 to 14-Feb-19</th>
<th>PART #: VS6-EPL-P-SSS-C</th>
<th>INSTANCE: 155114017</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>9.</td>
<td>ITEM: VMware vSphere 6 Enterprise Plus for 1 processor</td>
<td>SERVICE LEVEL: Production Support Coverage VMware vSphere 6 Enterprise Plus for 1 processor</td>
<td>PERIOD: 15-Feb-18 to 14-Feb-19</td>
<td>PART #: VS6-EPL-P-SSS-C</td>
<td>INSTANCE: 155114027</td>
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<tr>
<td>10.</td>
<td>ITEM: VMware vSphere 6 Enterprise Plus for 1 processor</td>
<td>SERVICE LEVEL: Production Support Coverage VMware vSphere 6 Enterprise Plus for 1 processor</td>
<td>PERIOD: 15-Feb-18 to 14-Feb-19</td>
<td>PART #: VS6-EPL-P-SSS-C</td>
<td>INSTANCE: 155114032</td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>ITEM: VMware vSphere 6 Enterprise Plus for 1 processor</td>
<td>SERVICE LEVEL: Production Support Coverage VMware vSphere 6 Enterprise Plus for 1 processor</td>
<td>PERIOD: 15-Feb-18 to 14-Feb-19</td>
<td>PART #: VS6-EPL-P-SSS-C</td>
<td>INSTANCE: 155114022</td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>ITEM: VMware vSphere 6 Enterprise Plus for 1 processor</td>
<td>SERVICE LEVEL: Production Support Coverage VMware vSphere 6 Enterprise Plus for 1 processor</td>
<td>PERIOD: 15-Feb-18 to 14-Feb-19</td>
<td>PART #: VS6-EPL-P-SSS-C</td>
<td>INSTANCE: 155114038</td>
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**TOTAL BID $_____________________**
PAYMENT TERMS: PLEASE CHECK ONE AND FILL IN BLANKS
(Minimum of 10 working days must be allowed
for discount to be considered in bid award)

___ Less ___ %  ___Days Prompt Payment Discount (if offered)  (___________)

___ Net - 30 Days  (no discount offered)  - 0 -

TOTAL NET BID  $  ===============

I certify this bid complies with the general and specific specifications and conditions issued by the City except as clearly marked in the attached copy.

Please Print Name  Authorization Signature  Date
NON-DISCRIMINATION STATEMENT

The bidder certifies that:

(1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin, or gender in connection with any bid submitted to the City of Savannah or the performance of any contract resulting therefrom;

(2) That it is and shall be the policy of this company to provide equal opportunity to all business persons seeking to contract or otherwise interested in contracting with this company, including those companies owned and controlled by racial minorities, cultural minorities, and women;

(3) In connection herewith, we acknowledge and warrant that this company has been made aware of, understands and agrees to take affirmative action to provide such companies with the maximum practicable opportunities to do business with this company;

(4) That this promise of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;

(5) That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made as part of and incorporated by reference into any contract or portion thereof which this company may hereafter obtain and;

(6) That the failure of this company to satisfactorily discharge any of the promises of non-discrimination as made and set forth herein shall constitute a material breach of contract entitling the City of Savannah to declare the contract in default and to exercise any and all applicable rights and remedies including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and/or forfeiture of compensation due and owing on a contract.

__________________________________________  __________________
Signature                                      Title
PROPOSED SCHEDULE OF M/WBE PARTICIPATION

All M/WBEs listed must be certified as a minority-owned or women-owned business by the City of Savannah or a federally-recognized or state-level certifying agency (such as USDOT, State DOT, SBA 8(a) or GMSDC) that utilizes certification standards comparable to the City of Savannah prior to the due date of this bid. Other business certifications that do not specify majority woman or minority ownership may not be substituted. Proof of M/WBE certification from the certifying agency is required to accompany the bid. A firm that has submitted an application for M/WBE certification but has not been certified is not qualified as a certified M/WBE and will not be recognized as such during the City’s evaluation process. To expedite verification, please provide accurate phone numbers for all M/WBEs listed and ensure firms understand contact will be made following bid submittal.

Name of Proposer: _____________________________  Event No. ______

Project Title: ________________________________

NOTE: Unless certified through the City of Savannah M/WBE Program, proof of M/WBE certification must be attached for all firms listed.

<table>
<thead>
<tr>
<th>Name of M/WBE Participant</th>
<th>Name of Majority Owner</th>
<th>Telephone</th>
<th>Address (City, State)</th>
<th>Type of Work Sub-Contracted</th>
<th>Estimated Sub-Contract Value</th>
<th>MBE or WBE</th>
<th>Certified? (Y or N)</th>
<th>Certifying Agency? (City of Sav. or Other)</th>
</tr>
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<tbody>
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</table>

MBE Participation Value: _____ %  WBE Participation Value: _____ %  M/WBE Participation Value: _____ %

The undersigned will enter into a formal agreement with the M/WBE Subcontractors/Proposers identified herein for work listed in this schedule, conditioned upon executing a contract with the Mayor and Aldermen of the City of Savannah. The Prime’s subcontractor that subcontracts work must enter into a formal agreement with the tier subcontractor identified herein for work listed in this schedule. The Prime may count toward the goal any tier of M/WBE subcontractors and/or suppliers that will be utilized in the contract work. However, when an M/WBE subcontracts part of the work, the value of the subcontracted work may only be counted toward the goal if the tier subcontractor is an M/WBE. Any work an M/WBE firm subcontracts to a non-M/WBE firm will not count toward the M/WBE goal. It is the responsibility of the Prime contractor to advise all M/WBEs of this requirement and to ensure compliance by subcontractors.

**Joint Venture Disclosure**

If the prime bidder is a joint venture, please describe the nature of the joint venture, the level of work and the financial participation to be provided by the Minority/Female joint venture firm in the space provided below.

<table>
<thead>
<tr>
<th>Joint Venture Firms</th>
<th>Level of Work</th>
<th>Financial Participation</th>
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</thead>
<tbody>
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</tbody>
</table>

Printed name (company officer or representative): _____________________________

Signature: _____________________________  Date: _____________________________

Title: _____________________________  Email: _____________________________

Telephone: _____________________________  Fax: _____________________________

The Minority/Women Owned Business Office is available to assist with identifying certified M/WBEs. Please contact the M/WBE Office at (912) 652-3582.

The City of Savannah’s certified M/WBE registry is posted on its website @ www.savannahga.gov.
Developing a Strong M/WBE Participation Plan

Key facts every bidder/proposer needs to know prior to developing their M/WBE Participation Plan:

1. All bidders/proposers must submit a “Proposed Schedule of M/WBE Participation” which identifies the minority and/or woman-owned companies that have agreed to participate in the project if awarded. All companies listed on the form must be certified as either minority-owned and controlled or woman-owned and controlled. The City does not accept a company’s “self-identification” as minority or woman-owned.

2. Proof of M/WBE certification from the certifying agency is required to accompany the bid; and certification must have been completed by the City of Savannah, a federally-recognized or a state-level certifying agency (USDOT, State DOT, SBA 8(a) or GMSDC) utilizing certification standards comparable to the City of Savannah.

3. The certification must have been approved prior to the due date of this bid. A firm that has submitted an application for certification but has not been certified will not be counted toward the M/WBE goal.

4. The M/WBE Office will be contacting all M/WBE firms included in the bidder’s M/WBE Plan to confirm each: a) was contacted by the bidder/proposer; b) performs the type of work listed; and c) agreed to participate.

5. To expedite the verification process, bidders/proposers need to: provide accurate phone numbers for all M/WBEs listed; ensure M/WBEs know to expect to be contacted by phone and email; request M/WBEs be accessible during the critical period before bid-opening; and advise M/WBEs that City staff must receive the M/WBE’s confirmation that the firm agreed to participate in the bid/proposal in order for the prime contractor to receive credit toward their proposed M/WBE participation goals.

6. If a proposed M/WBE cannot be confirmed as certified, performing the type of work described or agreeing to participate, the bidder/proposer will be notified and given a pre-determined period to submit a correction. If an M/WBE still cannot be confirmed or replaced, the proposed percentage of participation associated with the unverified M/WBE firm will not be counted and will be deducted from the overall proposed M/WBE goal.

7. Any tier of M/WBE subcontractors or suppliers that will be utilized in the contract work may count toward the MBE and WBE goal as long as the tier subcontractors/suppliers are certified M/WBEs. Work that an M/WBE subcontracts to a non-M/WBE firm does not count toward the M/WBE goal.

8. M/WBEs must perform a “commercially useful function” which is the provision of real and actual work or products, or performing a distinct element of work for which the business has the skills, qualifications and expertise, and the responsibility for the actual management and supervision of the work contracted.

9. Per the Proposed Schedule of M/WBE Participation “the undersigned (bidder/proposer) will enter into a formal agreement with the M/WBE Subcontractors/Proposers identified herein for work listed in this schedule, conditioned upon executing a contract with the Mayor and Aldermen of the City of Savannah.” This signed commitment is taken seriously by the City, so do not list M/WBEs you do not plan to utilize. Any proposed changes must be pre-approved by the M/WBE Office, be based on legitimate business-related reasons, and still meet the M/WBE participation goals per the City’s contract.

10. A bidder who is a certified M/WBE may count toward the goal the portion of work or services on a City contract that is actually performed by the M/WBE, including: the cost of supplies/materials purchased or equipment leased for contract work, fees for bona fide services such as professional or technical services, or for providing bonds or insurance specifically required for the performance of a City contract.

11. If awarded the contract, the MWBE Office will be reviewing your company’s subcontracts, invoices and payment records to substantiate the completion of work and payment of M/WBEs. If the prime contractor is an M/WBE that is being included in its M/WBE goal, the prime contractor must maintain records that will be inspected to prove the portion of work performed, cost of work, and payments to the prime company.

12. Most bids for goods and materials do not have specific MWBE goals established for the contract. If no goals are include in the scope of work or General Specifications, you are not required to submit MWBE participation but
encouraged to do so when the opportunity is available. The City maintains this information for statistical purposes only and it is not reflected in the award decision.
CONTRACTOR AFFIDAVIT AND AGREEMENT
Employment Eligibility Verification

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with the City of Savannah has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with the City of Savannah, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the City of Savannah at the time the subcontractor(s) is retained to perform such service.

____________________________________________
EEV / Basic Pilot Program* User Identification Number

BY:
___________________________________
Contractor Name

___________________________________
Signature of Authorized Officer or Agent

___________________________________
Printed Name of Authorized Officer or Agent

___________________________________
Title of Authorized Officer or Agent of Contractor

*As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV / Basic Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).
Instructions for Completing Contractor Affidavit and Agreement Form

As required under Senate Bill 529 – “Georgia Security and Immigration Compliance Act” of 2006, O.C.G.A. Section 2, Article 3 13-10-91, public employers, their contractors and subcontractors are required to verify the work eligibility of all newly hired employees through an electronic federal work authorization program. The Georgia Department of Labor has added a new Chapter 300-10-1, entitled "Public Employers, Their Contractors and Subcontractors Required to Verify New Employee Work Eligibility Through a Federal Work Authorization Program," to the Rules and Regulations of the State of Georgia. (See website: http://www.dol.state.ga.us/pdf/rules/300_10_1.pdf.) The new rules designate the “Employment Eligibility Verification (EEV) Basic Pilot Program” operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security as the electronic federal work authorization program to be utilized for these purposes. The EEV/Basic Pilot Program can be accessed at: https://everify.uscis.gov/enroll/StartPage.aspx?JS=YES. Bidders shall comply with this new rule and submit with your bid the attached “Contractor Affidavit and Agreement.”
Affidavit Verifying Status for City of Savannah Benefit Application

By executing this affidavit under oath, as an applicant for a City of Savannah, Georgia Business License or Occupation Tax Certificate, Alcohol License, Taxi Permit, Contract or other public benefit as reference in O.C.G.A. Section 50-36-1, I am stating the following with respect to my bid for a City of Savannah contract for ___________________________________________. [Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity]

1.) _________ I am a citizen of the United States.

OR

2.) _________ I am a legal permanent resident 18 years of age or older.

OR

3.) _________ I am an otherwise qualified alien (8 § USC 1641) or nonimmigrant under the Federal Immigration and Nationality Act (8 USC 1101 et seq.) 18 years of age or older and lawfully present in the United States.*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

Signature of Applicant: Date

_________________________  ____________

Printed Name:

____________________________________________________________________

SUBSCRIBED AND SWORN

BEFORE ME ON THIS THE _____DAY OF ________, 20___

Notary Public
My Commission Expires:

* Alien Registration number for non-citizens.
Instruction for Completing Systematic Alien Verification for Entitlement (SAVE) Form

O.C.G.A. § 50-36-1, requires Georgia’s cities to comply with the federal Systematic Alien Verification for Entitlements (SAVE) Program. SAVE is a federal program used to verify that applicants for certain “public benefits” are legally present in the United States. Contracts with the City are considered “public benefits.” Therefore, the successful bidder will be required to provide the Affidavit Verifying Status for City of Savannah Benefit Application prior to receiving any City contract. The affidavit is included as part of this bid package but is only required of the successful bidder.