



CITY *of* CLOVIS

REQUEST FOR PROPOSALS:

IT-RFP0224-3

Microsoft Enterprise Agreement (EA) – 3 Year Renewal

**Proposals shall be submitted no later than
1:00 p.m. PST, Friday February 23, 2024**

The proposals must be submitted via PlanetBids:

<https://cityofclovis.com/general-services/purchasing>

Or

<https://pbsystem.planetbids.com/portal/14742/portal-home>

1. OBJECTIVE

The City of Clovis is requesting proposals from interested and qualified vendors who are approved as a "Licensing Solution Provider" under the Microsoft Enterprise Agreement with the County of Riverside (Master Agreement Number: [8084445](#)). The proposal shall contain the following required items.

Microsoft Enterprise Agreement (EA) - 3 Year Renewal				
1) Licenses and Software Assurance				
Product Description	Mfg#	Qty		Mfg
SQL Server Standard Core ALng SA 2L	7NQ-00292	16		Microsoft
SQL Server Standard Core ALng Lic/SA 2L	7NQ-00302	4		Microsoft
Visual Studio Pro with GitHub ALng SA	QEK-00003	4		Microsoft
Win Remote Desktop Services CAL ALng SA UCAL	6VC-01254	30		Microsoft
Win Server DC Core ALng SA 2L	9EA-00278	216		Microsoft
Win Server DC Core ALng Lic/SA 2L	9EA-00039	66		Microsoft
Win Server Standard Core ALng SA 16-core Lic	9EM-00267	2		Microsoft
Win Server Standard Core ALng Lic/SA 16-core Lic	9EM-00265	23		Microsoft
2) Monthly Subscriptions				
Product Description	Mfg#	Qty	Months	Mfg
M365 G3 Unified FUSL GCC Sub Per User	AAD-34704	900	12	Microsoft
Project P3 GCC Sub Per User	7MS-00001	7	12	Microsoft
Teams AC with Dial Out US/CA GCC Sub Per User (\$0.00)	NYH-00001	900	12	Microsoft
Visio P1 GCC Sub Per User	HWT-00001	6	12	Microsoft
Visio P2 GCC Sub Per User	P3U-00001	16	12	Microsoft
Azure Prepayment	6QK-00001	8	12	Microsoft
Win OLS Activation User GCC Sub Per User	VRM-00001	900	12	Microsoft

Proposals must include all Microsoft Enterprise Agreement (EA) - 3 Year Renewal required line items, part numbers and quantities as listed in the RFP and on the PlanetBids/Line Items tab to be considered, no substitutions will be accepted.

All proposals, cost files and spreadsheets must only be electronically uploaded and submitted through the PlanetBids system.

The RFP is available in pdf format in the PlanetBids/Documents tab.

2. GENERAL REQUIREMENTS

- A. The vendor shall certify that they are an approved “Licensing Solution Provider” under the Microsoft Enterprise Agreement with the County of Riverside (Master Agreement Number: [8084445](#)). “Licensing Solution Provider” as of the date of the submission of their offer, and that they have the certification/specialization level required by Microsoft Enterprise to support both the product sale and product pricing.
- B. Proposals must contain the following:
 - i. All requested items, quantities, and term length.
 - ii. Any shipping/handling fees that may apply.
 - iii. Availability of items and estimated time of arrival.
 - iv. Standard Quote on Vendor’s letterhead.
- C. The line items in the proposal must be completely filled out. Check your proposal before submitting; City of Clovis will not be responsible for vendor miscalculations.
- D. Vendors are to bid what is specified only; substitutions will not be accepted.
- E. All items shall be new, of merchantable grade, free from defect and carry full manufacturer’s warranty.
- F. Quotes shall include a copy of the manufactures warranty.
- G. City of Clovis is subject to California sales and/or use tax for tangible items at a rate of [7.975%](#). Please indicate as a separate line item if applicable.
- H. City of Clovis is subject to the California electronic waste recycling fee; please indicate as a separate line item if applicable.
- I. All shipments shall be made F.O.B. destination, Clovis, California. F.O.B. destination indicates that the seller is responsible for shipment until it is tendered to the City of Clovis, even if the City of Clovis agrees to pay for shipping and handling.
- J. Proposals must only be electronically submitted through the PlanetBids system. Proposal Pricing file must be uploaded on to the PlanetBids system.
- K. Proposals received after the closing time will **NOT** be considered.
- L. Upon award, the vendor shall submit a completed [W-9 – Request for Taxpayer Identification Number and Certification](#) if not already a current vendor with the City of Clovis. This form is available from the IRS at <https://www.irs.gov/pub/irs-pub/fw9.pdf>.
- M. Proposal shall be valid for a period of sixty (60) days following submission to the City.
- N. Verification of coverage for all listed items shall be provided upon completion of the order.

3. SELECTION CRITERIA

The selection criteria to be used to select the successful vendor may include, but is not limited to, the following:

- A. Electronic line items.
- B. Written Proposal (standard quote on the Vendors letterhead).
- C. Price of equipment, licensing and/or services.
- D. Availability of equipment, licensing and/or services and estimated time of delivery.
- E. Established record of consistent professional service and reputation within the industry.
- F. The quality of references from public entities, particularly full-service municipalities.

4. SELECTION PROCESS

The City of Clovis has adopted the following schedule for the selection of a vendor:

<u>Date</u>	<u>Task</u>
February 7, 2024	Request for Proposal published on City's PlanetBids E-procurement website
February 23, 2024	Proposal must be electronically submitted to City's PlanetBids E-procurement website before 1:00 p.m. PST
March 4, 2024	RFP shall be awarded by City Council and then posted to the City's PlanetBids E-procurement website on or after March 4, 2024 .

5. INQUIRIES

All inquiries regarding information contained herein or the selection process must be submitted in writing through the bidding system under Q&A. The last day to submit inquiries is **Friday February 16, 2024 at 1:00 p.m. PST**. All inquiries and answers will be available to all prospective bidders on or before **Tuesday February 20, 2024 at 4:00 p.m. PST**.

6. AWARD

- A. The Clovis City Council will award the proposal to the most responsive responsible vendor.
- B. Unless vendor gives notice of all-or-none award in proposal, City of Clovis may accept any item, group of items or on the basis of total proposal.
- C. City of Clovis reserves the right to reject any and all proposals and to waive informalities or irregularities in proposals.
- D. After award, all proposals shall be publicly posted on the E-procurement website. City of Clovis assumes no responsibility for the confidentiality of information offered in a proposal.

City of Clovis Request for Proposal

TITLE:

City of Clovis – Microsoft Enterprise Agreement (EA) – 3 Year Renewal as listed

SCOPE OF WORK:

The City of Clovis is requesting Proposals from qualified vendors to provide the specified licenses outlined in the Microsoft Enterprise Agreement (EA) - 3 Year Renewal.

1. The successful bidder is to furnish all specified Microsoft Enterprise Agreement (EA) - 3 Year Renewal per awarded bid price FOB to:

City of Clovis – Information Technology
1033 Fifth St
Building H
Clovis, CA 93612

TIME PROCESS OF AWARD:

The City of Clovis, CA shall have a minimum of sixty (60) days to process an award at the proposed price. Approval of award will bind the prices for the stated duration of the award.

PRICING SPECIFICATIONS:

1. Vendor shall provide the following specified items, complete in unopened factory packaging. All items shall be new, of merchantable grade, free from defect and carry full manufacturer's warranty. No substitutions of the following specified Microsoft Enterprise Agreement will be accepted.
2. Submitted [pricing shall include delivery, shipping & handling fees, taxes; and any other ancillary charges](#) within the context of this Request for Proposal (RFP) that may apply.
3. The City of Clovis is seeking pricing for the Microsoft Enterprise Agreement as listed in the Microsoft Enterprise Agreement (EA) - 3 Year Renewal requirements and are available in the PlanetBids/Line Items Tab.

PROPOSAL FORM MICROSOFT ENTERPRISE AGREEMENT (EA) – 3 YEAR RENEWAL

To: The City of Clovis, 1033 Fifth Street Clovis, California, 93612

From: _____

Vendor Name

Mailing Address

City, State & Zip

Phone Number

Microsoft Enterprise Agreement (EA) - 3 Year Renewal						
All listed Microsoft Enterprise Agreement (EA) Renewal items are noted in the RFP and in the PlanetBids Line Items Tab						
1) Licenses and Software Assurance						
Mfg	Product Description	Mfg#	Qty		Unit Price	Extended Price
Microsoft	SQL Server Standard Core ALng SA 2L	7NQ-00292	16		\$ -	\$ -
Microsoft	SQL Server Standard Core ALng Lic/SA 2L	7NQ-00302	4		\$ -	\$ -
Microsoft	Visual Studio Pro with GitHub ALng SA	QEK-00003	4		\$ -	\$ -
Microsoft	Win Remote Desktop Services CAL ALng SA UCAL	6VC-01254	30		\$ -	\$ -
Microsoft	Win Server DC Core ALng SA 2L	9EA-00278	216		\$ -	\$ -
Microsoft	Win Server DC Core ALng Lic/SA 2L	9EA-00039	66		\$ -	\$ -
Microsoft	Win Server Standard Core ALng SA 16-core Lic	9EM-00267	2		\$ -	\$ -
Microsoft	Win Server Standard Core ALng Lic/SA 16-core Lic	9EM-00265	23		\$ -	\$ -
2) Monthly Subscriptions						
Mfg	Product Description	Mfg#	Qty	Months	Unit Price	Extended Price
Microsoft	M365 G3 Unified FUSL GCC Sub Per User	AAD-34704	900	12	\$ -	\$ -
Microsoft	Project P3 GCC Sub Per User	7MS-00001	7	12	\$ -	\$ -
Microsoft	Teams AC with Dial Out US/CA GCC Sub Per User (\$0.00)	NYH-00001	900	12	\$ -	\$ -
Microsoft	Visio P1 GCC Sub Per User	HWT-00001	6	12	\$ -	\$ -
Microsoft	Visio P2 GCC Sub Per User	P3U-00001	16	12	\$ -	\$ -
Microsoft	Azure Prepayment	6QK-00001	8	12	\$ -	\$ -
Microsoft	Win OLS Activation User GCC Sub Per User	VRM-00001	900	12	\$ -	\$ -
					Tax (7.975%)	
					Shipping/Handling Taxes (If applicabe)	
					Grand Total	

Please check your calculations before submitting your proposal; the City of Clovis will not be responsible for Vendor miscalculations.

Authorized Vendor Signature

Print Name

Title

Date