

# WAHKIAKUM COUNTY

## Request for Quote: Off-site and On-site Data Backup and Disaster Recovery System

**Karen Fleming**

Wahkiakum County Auditor Office  
Chief Deputy Auditor  
P O Box 543  
64 Main Street  
Cathlamet, WA 98612

Wahkiakum County  
**Request for Quote**  
**Off-site and On-site**  
**Data Backup and Disaster Recovery System**  
Due Date: April 16, 2014

## **INTRODUCTION AND BACKGROUND**

### **Quote Deadline**

Quotes will be received by **Wahkiakum County Auditor Office, P O Box 543, 64 Main Street, Cathlamet, WA 98612 until 3:00 p.m., April 16, 2014**, for the provision of an Off-site and On-site Data Backup and Disaster Recovery System.

### **General Information**

Wahkiakum County operates under an elected three member Board of Commissioners. The County's Auditor Office is responsible for providing accounting and Information Technology services to a staff of approximately 100 employees.

The County has a need to improve our IT services by having both an on-site and off-site data backup and disaster recovery system. To address this need the County is requesting quotes for the backup and disaster recovery system.

This system is defined as: An integrated software and hardware system performing data deduplication, backup, restoration (including bare metal restoration), and remote data storage running on dissimilar Windows servers. System should be configured to adequately backup the current 500GB of uncompressed data. The provided system shall be scalable to provide for a yearly increase of 20GB uncompressed data over the next 5 years.

Should a proposer's product not include hardware, the proposer must include minimum hardware specifications to meet the stated objectives. The cost of the hardware will be added to the item cost for purposes of comparison.

All equipment, parts and material shall be new, unused, manufacturer's latest model and in current production. All materials shall have physical and chemical properties to withstand the intended service. Equipment design shall have sufficient excess capacity for durability and safety.

Vendor warrants that it will maintain the software product(s), other products and software documentation, including all updates, so that the software product(s), other products and software documentation will operate in conformity with all improvements, additions, or modifications of the software installed at Wahkiakum County for a period of not less than five (5) years for the date of final acceptance of all software products, other products and software documentation. The cost of the maintenance must be identified in the proposal

All lump sum prices shall include sales tax in the proposal price unless otherwise noted. The successful vendor is expected to obtain and pay for all required federal, state, and local licenses and permits required for purchase and installation.

**Proposer Questions**

The responsibility for determining and obtaining the full extent of all information needed to respond to the Request for Quotes (RFQ) rests with the Proposer.

All questions concerning this RFQ must be directed to the RFQ Coordinator listed below:

Wahkiakum County Auditor Office  
Karen Fleming, Chief Deputy Auditor  
P O Box 543  
64 Main Street  
Cathlamet, WA 98612  
360-795-3219  
Fax: 360-795-0849  
[flemingk@co.wahkiakum.wa.us](mailto:flemingk@co.wahkiakum.wa.us)

Any oral communications will be considered unofficial and non-binding on Wahkiakum County. Proposers should rely only on written statements issued by the RFQ Coordinator.

**Preliminary Timeline**

Request for Quotes Issued ó March 27, 2014

Quotes Due -- 3:00 p.m., April 16, 2014

Recommendation of Award by Board of County Commissioners ó April 22, 2014

**GENERAL CONDITIONS**

**Quote Response Date and Location**

The Finance Department must receive the firm's quote, in its entirety, not later than 3:00 p.m., Pacific Time in Cathlamet, Washington, on **April 16, 2014**. Firms submitting quotes assume all risk related to the method of dispatch chosen. Wahkiakum County assumes no responsibility for delays caused by any delivery service. Postmarking by the due date will not substitute for actual quote receipt. Quotes may not be delivered by facsimile transmission or other telecommunication or solely by electronic means.

**Quote Rejection**

Wahkiakum County reserves the right to reject any or all quotes at any time without penalty, or waive any irregularities and informalities in the quotes submitted and accepted by the County. The issuance of this RFQ does not compel the County to enter into a contract with any Proposer.

**Errors in Quote**

The County will not be liable for any errors in quotes. Firms will not be allowed to alter quote documents after the deadline for quote submission.

### **County-Requested Clarifications**

The County reserves the right to request clarification of information submitted and to request additional information from any proposer.

### **Withdrawal of Quotes**

Firms may withdraw a quote that has been submitted at any time up to the quote closing date and time.

### **Non-Endorsement**

As a result of the selection of a vendor, the County is neither endorsing nor suggesting that vendor's services are the best or only solution. The vendor agrees to make no reference to the County in any literature, promotional material, brochures, sales presentation or the like without prior express written consent from the County.

### **Response Property of Wahkiakum County**

All quotes and accompanying documentation will become the property of Wahkiakum County. Selection or rejection of a quote does not affect this right.

### **Proprietary Quote Material**

Any information contained in the quote that is proprietary must be clearly designated. Marking the entire quote as proprietary will be neither accepted nor honored. If a request is made to view a firm's quote, the County will comply according to the Public Records Act, Chapter 42.56 RCW. If any information is marked as proprietary in the quote, such information will not be made available until the affected firm has been given an opportunity to seek a court injunction against the requested disclosure.

### **Cost of Preparing Quotes**

Wahkiakum County is not liable for any costs incurred by firms in the preparation and presentation of quotes in response to this RFQ.

### **Number of Quote Copies Required**

Firms responding to this RFQ are to **submit one (1) original copy** of the complete quote package. An electronic copy of the quote in either Adobe Acrobat or Microsoft Office 2010 compatible formats must also be submitted.

### **Legal Disputes**

In submitting a quote, the Proposer agrees that in the event of litigation concerning or arising out of the above-referenced agreement or this RFQ, quotes in response to this RFQ or related process, the sole venue of any legal action shall be Wahkiakum County Superior Court, and the laws governing the interpretation of the agreement, this RFQ or related process shall be Washington State law.

### **Indemnification**

In submitting a quote, the Proposer agrees to indemnify and hold the County harmless of all liability, risks, costs, claims, actions, suits, demands, losses expenses, injuries and damages of any kind arising directly or indirectly out of, or in connection with, the County's handling of the RFQ process, including, but not limited to, the rejection of any or all quotes.

**Quote Opening**

All quotes must be submitted to the Wahkiakum County Auditor Office, P O Box 543, 64 Main Street, Cathlamet, Washington 98612 no later than **3:00 p.m., April 16, 2014** and must be clearly marked:

**QUOTES FOR: Data Backup and Disaster Recovery**

**Attn: Karen Fleming**

**Review of quotes**

All qualified quotes will be reviewed and representatives from the highest-ranking vendor may be invited to present their quotes to the County's IT Committee on April 17, 2014.

**PROPOSAL REQUIREMENTS****Content and Format**

Quotes should be prepared simply and economically, providing a straightforward, concise description of provider capabilities to satisfy the requirements of the RFQ. Emphasis should be on completeness and clarity of content.

Quotes in response to this RFQ must include the following:

**Executive Summary**

An overview of your quote and summary statements associated with the key elements of the RFQ. The purpose of the executive summary is to help the evaluation committee determine the quote's distinguishing characteristics compared to other quotes.

**Quote Certification Form**

The quote certification form must be complete and signed by the proposer representative authorized to make contractual obligations.

**Wahkiakum County**  
**REQUEST FOR QUOTES: ON-SITE AND OFF-SITE**  
**DATA BACKUP AND DISASTER RECOVERY SYSTEM**  
**CERTIFICATION**

I have read the Request for Quote (RFQ) for Off-site and On-site Data Backup and Disaster Recovery System and fully understand its intent. I understand that our ability to meet the criteria and provide the required services shall be reviewed by the County, which will develop a recommendation for Board of County Commissioners consideration regarding the selection of the most advantageous Off-site and On-site Data Backup and Disaster Recovery System. It is understood that all information included in, attached to, or required by this RFQ shall become public record upon delivery to the County.

With my signature, I certify the following:

- I am authorized to commit my firm to this Quote and that the information herein is valid for 45 days from this date.
- That all information presented herein is accurate and complete and that the services and equipment can be delivered as presented in this quote upon the County's request.
- That I have had an opportunity to ask questions regarding this RFQ and that those questions have been answered.
- That I understand that any material omission of required forms or information may result in rejection of this quote as non-responsive.
- That this quote is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting an offer for this quote, and is in all respects fair and without collusion or fraud.
- That the completion of the Quote is a binding commitment to provide an Off-site and On-site Data Backup and Disaster Recovery System and related services requested as proposed herein.

Proposer Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (printed) \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email Address \_\_\_\_\_