



# Citrix SD-WAN Hardware

## Invitation for Bids # TS-19-04

General Information		
Project Timeline	Products shall be delivered within 30 calendar of the City's issuance of a Purchase Order.	See Section 1.4
Evaluation of Proposals	Staff	See Section 1.7
Question Due Date	December 2, 2019	See Section 1.8
Proposals will be accepted until	2:00 p.m. on December 10, 2019	See Section 1.8
5% Proposal Security / Bid Bond	Not Applicable	Not Applicable
100% Payment and Performance Bonds	Not Applicable	Not Applicable

THE CITY OF PEMBROKE PINES  
PURCHASING DIVISION  
8300 SOUTH PALM DRIVE  
PEMBROKE PINES, FLORIDA 33025  
(954) 518-9020



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## ATTACHMENTS

Attachment A: Contact Information Form

Attachment B: Non-Collusive Affidavit

Attachment C: Proposer’s Qualifications Statement

Attachment D: Sample Insurance Certificate

Attachment E: Specimen Contract - **Continuing Purchase Agreement**



## **SECTION 1 - INSTRUCTIONS**

### **1.1 NOTICE**

Notice is hereby given that the City Commission of the City of Pembroke Pines is seeking sealed proposals for:

#### **IFB # TS-19-04 Citrix SD-WAN Hardware**

Solicitations may be obtained from the City of Pembroke Pines website at <http://www.ppines.com/index.aspx?NID=667> and on the [www.BidSync.com](http://www.BidSync.com) website.

If you have any problems downloading the solicitation, please contact the BidSync Support line at 1-800-990-9339.

If additional information help is needed with downloading the solicitation package please contact the Purchasing Office at (954) 518-9020 or by email at [purchasing@ppines.com](mailto:purchasing@ppines.com). The Purchasing Office hours are between 7:00 a.m. - 6:00 p.m. on Monday through Thursday and is located at 8300 South Palm Drive, Pembroke Pines, Florida 33025.

The City requires all questions relating to the solicitation be entered through the "Ask a Question" option tab available on the BidSync website. Responses to the questions will be provided online at [www.bidsync.com](http://www.bidsync.com). Such request must be received by the "Question Due Date" stated in the solicitation. The issuance of a response via BidSync is considered an Addendum and shall be the only official method whereby such an interpretation or clarification will be made.

**Proposals will be accepted until 2:00 p.m., Tuesday, December 10, 2019.** Proposals must be submitted electronically at [www.BidSync.com](http://www.BidSync.com). The sealed electronic proposals will be publicly opened at 2:30 p.m. by the City Clerk's Office, in the City Hall Administration Building, 4<sup>th</sup> Floor Conference Room located at 601 City Center Way, Pembroke Pines, Florida, 33025.

### **1.2 PURPOSE**

The City of Pembroke Pines is seeking proposals from qualified firms, hereinafter referred to as the Contractor, to provide the requested Citrix SD-WAN hardware in accordance with the terms, conditions, and specifications contained in this solicitation.

SD-WAN, or software-defined wide area network, is the newest capability in the world of Wide Area Networks (WAN). Software-defined networking capabilities can be applied as a virtual overlay to the City's current WAN connections.



An SD-WAN architecture will provide a resilient and highly available WAN to service the City's various departments and locations including (but not limited to) City Center, Police, Fire, Public Services, and Charter Schools.

Since SD-WAN is software based, the configuration of this solution onto our current Citrix infrastructure is quick and easy and will strengthen the current/ongoing virtual desktop (VDI) and application delivery modernization project for City and Charter Schools.

Citrix SD-WAN will provide the following:

- Create a highly available, robust & resilient WAN by logically bonding multiple WAN connections into a virtual link.
- Be able to monitor each link for loss, latency, jitter & congestion.
- Have the ability to send VOIP & other critical traffic over prioritized WAN link and have the ability to duplicate packets across multiple links simultaneously.
- Have redundancy & automatic failover in case legacy fiber link gets cut.
- Optimization for virtual desktop traffic for Fire, Police, City Hall & Schools.

### **1.3 SCOPE OF WORK**

The City is seeking prices for the following:

SKU	Product Description	Quantity
3018061-E5	Citrix SD-WAN 5100-5000-Standard Edition (5000Mbps) Appliance	6
4056230-E5	1 Year Gold Maintenance Citrix SD-WAN 5100-5000-Standard Edition (5000Mbps) Appliance	6
3015557-E5	Citrix ADC FRU Power Supply, 450W AC Module, 5900 / 8900 / SD-WAN 2100 Series	6
EW3D0000710	Citrix ADC SFP+ 10 Gigabit Ethernet Short Range (300m) - Single	12

### **1.4 PROJECT TIMELINE**

Products shall be delivered within 30 calendar of the City's issuance of a Purchase Order.

### **1.5 PROPOSAL REQUIREMENTS**

The following documents will need to be completed, scanned and submitted through [www.bidsync.com](http://www.bidsync.com) as part of the bidder's submittal. The proposer interested in responding to this solicitation must provide the information requested below. Submittals that do not respond completely to all requirements specified herein may be considered non-responsive and eliminated from the process.



## **1.5.1 Attachment A: Contact Information Form**

- a. Attached is contact information form (Attachment A) where the vendor will enter their contact information and complete the proposal checklist. The Contact information form shall be electronically signed by the contact person authorized to represent the contractor. This form must be completed and submitted through [www.bidsync.com](http://www.bidsync.com) as part of the bidder's submittal.
- b. The vendor must provide their pricing through the designated lines items listed on the BidSync website.
- c. Please note vendors should be registered on BidSync under the name of the organization that they are operating as and it should match the organization name on the documents that they are submitting and utilizing when responding to the solicitation.
- d. The contact information form should contain an electronic signature of the authorized representative of the Proposer along with the address and telephone number for communications regarding the Proposal.
- e. Proposals by corporations should be executed in the corporate name by the President or other corporate officer accompanied by evidence of authority to sign. The corporate address and state of incorporation must also be shown.
- f. Proposals by partnerships should be executed in the partnership name and signed by a partner whose title and the official address of the partnership must be shown.

## **1.5.2 Attachment B: Non-Collusive Affidavit**

## **1.5.3 Attachment C: Proposer's Qualifications Statement**

## **1.6 VENDOR REGISTRATION AND QUALIFICATION DOCUMENTS**

The City has implemented a new process that is intended to make the bidding process easier for vendors that bid on multiple City projects. This process will require vendors to complete and submit the following standard forms and documents at any time prior to bidding on a project. In addition, the vendors will be able to utilize these same forms without the need to re-fill and re-submit the forms each time they bid on a City project.

**Furthermore, please make sure to update this information on an as-needed basis so that all pertinent information is accurate, such as local business tax receipts, and any other relevant information.**

These forms will be found under the "Vendor Registration" group of "Qualifications" on the BidSync website for the City of Pembroke Pines. Please note that the BidSync website requires



bidders to complete all of these qualifications prior to being able to submit questions on any bids, therefore, please make sure to complete this information as soon as possible.

The following documents can be completed prior to the bidding process through the BidSync website and do not need to be attached to your submittal as the BidSync website will automatically include it.

## **1.6.1 Vendor Information Form**

## **1.6.2 Form W-9 (Rev. October 2018)**

- a. Previously dated versions of this form will delay the processing of any payments to the selected vendor.

## **1.6.3 Sworn Statement on Public Entity Crimes Form**

## **1.6.4 Local Vendor Preference Certification**

- a. If claiming Local Pembroke Pines Vendor Preference, business must attach a current business tax receipt from the City of Pembroke Pines
- b. If claiming Local Broward County Vendor Preference, business must attach a current business tax receipt from Broward County or the city within Broward County where the business resides.
- c. The Local Vendor Preference Certification form must be completed by/for the proposer; the proposer **WILL NOT** qualify for Local Vendor Preference based on their sub-contractors' qualifications.

## **1.6.5 Local Business Tax Receipts**

## **1.6.6 Veteran Owned Small Business Preference Certification**

- a. If claiming Veteran Owned Small Business Preference Certification, business must attach the "Determination Letter" from the United States Department of Veteran Affairs Center for Verification and Evaluation notifying the business that they have been approved as a Veteran Owned Small Business (VOSB).
- b. The Veteran Owned Small Business Preference Certification form must be completed by/for the proposer; the proposer **WILL NOT** qualify for Veteran Owned Small Business Preference based on their sub-contractors' qualifications.

## **1.6.7 Equal Benefits Certification Form**



**1.6.8 Vendor Drug-Free Workplace Certification Form**

**1.6.9 Scrutinized Company Certification**

**1.7 EVALUATION OF PROPOSALS & PROCESS OF SELECTION**

- A. Staff will evaluate all responsive proposals received from proposers who meet or exceed the bid requirements contained in the solicitation. Evaluations shall be based upon the information contained in the proposals as submitted.
- B. Staff will make a recommendation to the City Commission for award of contract.

**1.8 TENTATIVE SCHEDULE OF EVENTS**

Event	Time &/or Date
Issuance of Solicitation (Posting Date)	November 19, 2019
Question Due Date	December 2, 2019
Anticipated Date of Issuance for the Addenda with Questions and Answers	December 4, 2019
Proposals will be accepted until	2:00 p.m. on December 10, 2019
Proposals will be opened at	2:30 p.m. on December 10, 2019
Evaluation of Proposals by Staff	TBD
Recommendation of Contractor to City Commission award	TBD

**1.9 SUBMISSION REQUIREMENTS**

Bids/proposals **must be submitted electronically** at [www.bidsync.com](http://www.bidsync.com) on or before 2:00 p.m. on December 10, 2019.

Please note vendors should be registered on BidSync under the name of the organization that they are operating as and it should match the organization name on the documents that they are submitting and utilizing when responding to the solicitation.

The vendor must provide their pricing through the designated lines items listed on the BidSync website. In addition, the vendor must complete any webforms on the BidSync website and provide any additional information requested throughout this solicitation. Any additional information requested in the solicitation should be scanned and uploaded. **Unless otherwise specified, the City requests for vendors to upload their documents as one (1) PDF document in the order that is outline in the bid package.**





The City recommends for proposers to submit their proposals as soon as they are ready to do so. Please allow ample time to submit your proposals on the BidSync website. Proposals may be modified or withdrawn prior to the deadline for submitting Proposals. BidSync Support is happy to help you with submitting your proposal and to ensure that you are submitting your proposals correctly, but we ask that you contact their support line at 1-800-990-9339 with ample time before the bid closing date and time.

**PLEASE DO NOT SUBMIT ANY PROPOSALS VIA MAIL, E-MAIL OR FAX.**



**CONTACT INFORMATION FORM**

IN ACCORDANCE WITH “TS-19-04” titled “Citrix SD-WAN Hardware” attached hereto as a part hereof, the undersigned submits the following:

**A) Contact Information**

The Contact information form shall be electronically signed by one duly authorized to do so, and in case signed by a deputy or subordinate, the principal's properly written authority to such deputy or subordinate must accompany the proposal. This form must be completed and submitted through [www.bidsync.com](http://www.bidsync.com) as part of the bidder's submittal. The vendor must provide their pricing through the designated lines items listed on the BidSync website.

**COMPANY INFORMATION:**

COMPANY: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY, STATE & ZIP CODE: \_\_\_\_\_

**PRIMARY CONTACT FOR THE PROJECT:**

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

**AUTHORIZED APPROVER:**

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**B) Proposal Checklist**

Did you make sure to submit the following items, as stated in section 1.5 “Proposal Requirements” of the bid package?

1. Attachment A - Contact Information Form	Yes_____
2. Attachment B - Non-Collusive Affidavit	Yes_____
3. Attachment C - Proposer’s Completed Qualification Statement	Yes_____

Did you make sure to update the following documents found under the “Vendor Registration” group of “Qualifications” on the BidSync website for the City of Pembroke Pines?

Vendor Information Form	Yes_____
Form W-9 (Rev. October 2018)	Yes_____
Sworn Statement on Public Entity Crimes Form	Yes_____
Local Vendor Preference Certification	Yes_____
Local Business Tax Receipts	Yes_____
Veteran Owned Small Business Preference Certification	Yes_____
Equal Benefits Certification Form	Yes_____
Vendor Drug-Free Workplace Certification Form	Yes_____
Scrutinized Company Certification	Yes_____

**C) Sample Proposal Form**

*The following sample price proposal is for information only. The vendor must provide their pricing through the designated lines items listed on the BidSync website.*

SKU	Product Description	Quantity	Total Cost
3018061-E5	Citrix SD-WAN 5100-5000-Standard Edition (5000Mbps) Appliance	6	Price to be Submitted Via BidSync
4056230-E5	1 Year Gold Maintenance Citrix SD-WAN 5100-5000-Standard Edition (5000Mbps) Appliance	6	Price to be Submitted Via BidSync
3015557-E5	Citrix ADC FRU Power Supply, 450W AC Module, 5900 / 8900 / SD-WAN 2100 Series	6	Price to be Submitted Via BidSync
EW3D0000710	Citrix ADC SFP+ 10 Gigabit Ethernet Short Range (300m) - Single	12	Price to be Submitted Via BidSync