



# Lexington Public Library

*Reading is Just the Beginning*

**Request for Proposals  
Regarding  
Storage Area Network (SAN) Solution**

Presented By:  
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## Invitation to Bid

Lexington Public Library (LPL) is seeking proposals from established vendors who have been in the business of providing a fiber optic wide-area-network solution with Direct Internet Access for a minimum of five (5) years, and who sell, lease, maintain and support the specified system. The purpose of this document is to provide information to submit a proposal. It is not the intent to limit the vendor in any way.

## Submission Requirements

Please submit an original and two (2) copies of your proposal in a sealed envelope to the contact person shown below no later than the date listed in the RFP Schedule. No oral or electronically transmitted proposals will be accepted. Proposals not received by the specified time noted will be rejected. Submissions should include the vendor's response(s) to the questionnaire in Appendix A.

All proposals submitted shall become the property of LPL.

All responses to the Request for Proposal shall be submitted to:

Lexington Public Library  
AnnaMarie Cornett  
140 East Main Street  
Lexington, KY 40507

Questions may be submitted via email to: [wmcginnis@lexpublib.org](mailto:wmcginnis@lexpublib.org)

## Evaluation of Proposals

Details regarding this topic are found in Appendix B.

## RFP Schedule

Release of RFP	January 31, 2021
Proposals Deadline (MUST be received by this date)	March 5, 2021
Review of Proposals	Week of March 8, 2021
Vendor Selection and Executive Team Review	March 26, 2021

## **Introduction**

This RFP is for a multi-year contract for data transport services that would connect all of our facilities to our Central Library, as well as provide Direct Internet Access from our Central Library.

## **About the Library**

The Lexington Public Library serves a merged city-county jurisdiction of 300,000+ people through a central library, 5 neighborhood branches, an active Outreach department, and rapidly expanding virtual services. In addition to traditional library services, we support a digital studio with a full array of video and audio editing equipment for customer use; an art gallery; state of the art theater for live performances, movies, and presentations; a job lab where customers can get personalized help with resumes and job applications; a bilingual homework help program; and a "Book a Librarian" program for customers who need in-depth research assistance, reader's advisory, or help with their digital devices.

Our Vision: A community engaged in a lifetime of discovery

Our Mission: Lexington Public Library connects people, inspires ideas, and transforms lives.

## **Our Locations**

### **Central Library**

140 East Main Street  
Lexington, KY 40507

### **Beaumont Branch**

3080 Fieldstone Way  
Lexington, KY 40513

### **Eastside Branch**

3000 Blake James Drive  
Lexington, KY 40509

### **Northside Branch**

1733 Russell Cave Road  
Lexington, KY 40505

### **Tates Creek Branch**

3628 Walden Drive  
Lexington, KY 40517

### **Village Branch**

2185 Versailles Road  
Lexington, KY 40504

### **Facilities Department**

(Employees Only/non-public)  
932 Floyd Drive, Suite 110  
Lexington, KY 40505

## **Part One: General Considerations**

1. The storage solution will need to be compatible with VMware as this will be its primary use.
2. The storage solution must support fibre channel connectivity to hosts.
3. SAN Switches must support a minimum of 6 hosts in addition to the required connectivity to the storage enclosures.
4. Several redundancies will need to be built into the solution:
  - a. Redundant storage controllers/connections in each enclosure.
  - b. Redundant route capabilities within the storage connectivity so there is no loss of cabinet/enclosure connectivity in the event of a failure.
  - c. Redundant power supplies for all components.
  - d. Redundant SAN Switches.
  - e. Storage devices themselves must be configured in a RAID configuration that supports fault-tolerance, and must include a hot-spare in each enclosure.
5. The storage solution must support the use of storage snapshots
6. Technical Support from the solution's manufacturer must include the option to purchase an onsite 24x7x4 (4-hour response, 24 hours per day, 365 days per year) annual support contract.
  - a. This contract would need to cover all components of the solution.

## **Part Two: Storage Considerations**

1. Storage is to be provided in two tiers, but the solution must allow for additional media types to be added later if desired.
  - a. Tier 0 – High-performance storage
    - i. This would preferably be flash or solid-state drives, but cost may require high-performance (15K RPM) spinning SAS drives.
  - b. Tier 1 – High-Capacity Storage
    - i. This would preferably be SAS 10K RPM drives, but cost may require SATA drives.
2. Storage capacity in each tier is to be based on usable space rather than raw storage capacity. Usable space is the amount of storage available for use after all redundancy measures and snapshot configurations are factored in.
  - a. TIER 0 – Usable Storage Capacity: 25 Terabytes
  - b. TIER 1 – Usable Storage Capacity: 50 Terabytes

## **Appendix A – Vendor Questionnaire**

All vendors must complete this questionnaire in full so as to assist the Library in reviewing all proposals in accordance with the criteria. Failure to completely answer all questions in a thorough, accurate manner may lead to the rejection of the proposal.

1. Have you ever done the same or similar work for other State or Local governmental entities? If so, please describe the scenario, including the location and date of the project.
2. Could you provide two (2) references of work that you have successfully completed? If possible, provide a reference to a project similar in scope.
3. How long has your company been in business? What experience or qualifications does it possess?
4. Where are your offices located?

## Appendix B – Evaluation of Proposals

The Lexington Public Library will review submitted proposals based upon, but not solely limited to, the criteria. Note that cost will be a factor, but not the only factor, in evaluating submitted proposals.

- A. Rejection of Proposals
  - a. The Library reserves the right to reject any or all submissions in whole or in part for any reason without incurring any cost or liability whatsoever. All proposals will be reviewed for completeness of the submission requirements.
  - b. If a proposal fails to meet a material requirement in the Request for Proposal, or is incomplete or contains irregularities, the proposal may be rejected. A deviation is material to the extent that a response is not in substantial accord with the requirements in the RFP.
- B. Evaluation Process and “Highest Scored Proposal”
  - a. A selection committee appointed by the Library Procurement/Contract Group will review in detail all proposals that are received to determine the highest scored proposal.
  - b. The Library reserves the right to determine the suitability of proposals on the basis of a proposal's meeting administrative requirements, business objectives, technical requirements, the review team's assessment of the quality and performance of the equipment and services proposed, cost, and other criteria as assessed by the review team.
  - c. The Library may require the vendor to clarify an answer. Failure to do so may result in sufficient cause for being non-responsive.
  - d. A weighted matrix will be used during the evaluation process:
    - i. Responsiveness: Adherence to the requirements of this RFP. (5%)
    - ii. Qualifications and Experience: The ability, capacity, flexibility, financial stability and skill of the OEM to perform the contract, as evidenced by related factors such as its market position, strategic partnerships, customer base, standard financial reports, industry ratings/awards, ability to deliver within a reasonable time without delay, etc. Also includes client reference information from current or prior customers. (25%)
    - iii. Technical Approach and Quality: The ability of the OEM to meet the specifications and requirements for equipment, installation, maintenance and service. Demonstrated success on similar projects, technician training, average response time, problem resolution process and parts availability (i.e. delivery time for routine and special orders, as well as on-hand inventory). The ability to provide quality equipment and services in fulfillment of the contract based upon business efficiencies, organizational structure, customer service, and technological competitiveness. (25%)
    - iv. Cost: All figures entered on the vendor proposal must be clearly legible. (45%)
  - e. After reviewing all proposals, the Library may ask that the finalists to make a formal presentation to the Procurement/Contract Group.
- C. Award and Execution of Contract
  - a. Contract will be awarded by the Procurement/Contract Group.
- D. Errors in the RFP
  - a. If a vendor submitting a proposal discovers any ambiguity, conflict, discrepancy, omission, or other error in the RFP, the vendor should immediately provide the Library with written notice of the problem and request that the RFP be clarified or modified.
- E. Withdrawal and Resubmission/Modification of Proposals
  - a. A vendor may withdraw its proposal at any time prior to the deadline for submitting proposals by notifying the Library in writing of its withdrawal.

Modification offered in any other manner, oral or written, will not be considered. Proposals cannot be changed after the evaluation process begins.

- F. News Releases
  - a. News releases pertaining to the award of a contract may not be made without the prior written approval of the Library.
- G. Disposition of Materials
  - a. All materials submitted in response to an RFP will become the property of the Library and will be returned only at the Library's option and at the expense of the vendor submitting the proposal or bid. One copy of a submitted proposal will be retained for official files and become a public record. However, any confidential material submitted by a vendor that was clearly marked as such will be returned upon request.
- H. Form of Notice
  - a. Where any notice is required or permitted in writing, the notice must be sent by U.S. mail and e-mail.