



City of Carson
Purchasing Division
701 E. Carson Street
Carson, CA 90745

NOTICE OF REQUEST FOR PROPOSALS (RFP): 23-048

Notice is hereby given that the Purchasing Manager of the City of Carson will accept proposals for:

DATA CENTER COLOCATION AND MANAGED SERVICES

ISSUE DATE:	12/01/23
QUESTIONS DEADLINE:	12/11/23 10:00 AM
PROPOSALS DEADLINE:	12/18/23 10:00 AM

PROPOSALS MUST BE SUBMITTED ELECTRONICALLY

SUBMIT ELECTRONIC PROPOSALS TO: <https://pbsystem.planetbids.com/portal/32461/portal-home>

No late proposals will be accepted. Proposals received after the deadline established will not be considered for this project.

All questions or request for interpretation regarding this solicitation must be submitted online through PlanetBids within the date and time specified. Bidders are not to contact City personnel or Elected Officials with any questions or clarifications concerning this solicitation other than through PlanetBids. Any City response for this solicitation not posted through PlanetBids is unauthorized and will be considered invalid.

To view other bidding opportunities from the City of Carson, please visit:
<http://ci.carson.ca.us/Finance/Bidding.aspx>.

Josilla Togiola
Purchasing Manager
December 1, 2023

EXHIBIT NO. 1

A. SUMMARY

The City of Carson (“City”) Information Technology and Security (“IT”) Department is inviting written responses to this Request for Proposals (“RFP”) from qualified vendors providing Tier III carrier neutral Colocation Data Center facilities located in downtown Los Angeles, California, providing space, power, cooling, physical security and related managed services for the City’s servers, storage, and networking equipment. The Colocation facility will serve as one of the City’s primary data centers, providing data and internet connectivity at a competitive rate to the City’s equipment onsite and any other data centers in downtown Los Angeles. The colocation data center shall have redundancies in cooling, power, and communication infrastructure and systems, 24x7x365 monitoring and remote hands technicians available for scheduled and unscheduled managed services requests.

The City of Carson was incorporated as a California general law city on February 20, 1968. On November 6, 2018, with the City’s voters’ approval, the City of Carson became a California chartered city. Carson is considered one of the youngest municipalities in the South Bay region of Los Angeles County. Carson is located less than 20 miles south of downtown Los Angeles and is considered part of the South Bay section of Los Angeles County. The City’s acreage is 19.2 square miles, and has grown considerably, beginning with a population of 61,000 in 1968 and with a current population of close to 100,000 residents.

Carson prides itself on being a culturally diverse community and is accessible by air, rail and freeway. The City is close to the Los Angeles International Airport, the Long Beach Airport, the Port of Los Angeles, and the Port of Long Beach. The four freeways that surround or run through the City are the Harbor (110); the San Diego (405); the Artesia (91); and the Long Beach (710). Additionally, the MTA Bus Line frequently stops in Carson on its route between Los Angeles and Long Beach and the City’s owned bus system, the Carson Circuit, provides convenient bus transportation within the City. There is no other city in the Los Angeles-Orange County region that matches Carson’s ease of accessibility. The City is home to many large, modern petrochemical, electronics, automobile, aerospace, trucking, and high-tech facilities. Many of these companies have won regional and local beautification awards. A number of multinational companies also call Carson their home by locating their corporate headquarters here. Through cooperative efforts between the City and businesses, the vitality and future of Carson continues to flourish.

This RFP does not commit the City of Carson to award a contract or to pay any cost incurred in the preparation of any response to the RFP. All responses to this RFP become the property of the City. At such time a selection is made, all responses submitted become a matter of public record and shall be regarded as such, except for those elements in responses which are trade secrets or proprietary, marked as such, and otherwise exempt from disclosure under the Public Records Act.

The City of Carson reserves the right to take any action considered to be in the best interest of the City of Carson.

B. PROPOSAL SUBMITTAL

Proposals must be submitted electronically via Planet Bids no later than **12/18/2023 @ 10:00 AM PST**. It is the Proposer’s responsibility to ensure their proposal documents are properly and timely uploaded onto the City’s online bid management system. Proposals that are missing pages, cannot be opened, etc. may be considered nonresponsive. It is the Proposer’s sole responsibility to contact the City’s online bid management provider (Planet Bids at 818-992-1771) to resolve any technical issues related to electronic bidding. The City will only receive bids which were transmitted successfully by the deadline established.

No proposal may be withdrawn for a period of ninety (90) days once proposals have been opened by the Purchasing Manager.

No contract exists on the part of the City until the City Council has made the award and a purchase contract has been fully executed.

Unless expressly stated otherwise, documents must be uploaded in PDF format.

The Proposal must include the following sections, numbered in accordance with the table below. **Every Proposal must include the Proposer’s name and the City’s Request for Proposal No. 23-048.**

Required Proposal Sections and Documents		
1	Company Certification and Personnel Verification Certification, on company letterhead that the person submitting the proposal is authorized to contract on behalf of the prospective contractor. Examples of authorized persons include owner, partner, or corporate officer. Include name, title, address, and contact information. If proposer is a corporation, certification should include statement that corporation is in good standing with the California Secretary of State. Include general company information and resumes of personnel to be assigned to the engagement	Required
2	Facility Requirements Complete the entire Facility Requirements worksheet via Excel (download from Planet Bids).	Required
3	Cost Proposal Include all pricing information in the Cost Proposal worksheets (download from Planet Bids) via Excel, costs will be incorporated into Exhibit C of the Contract Services Agreement Template.	Required
4	Client Reference List Governmental entities preferred. Include client contact information and a brief description of the services provided to each client. Minimum of 3 references for work performed within the last 3 years.	Required
5	Modification, Changes or Exceptions to the City Contract of Service Agreement Template Contract Services Agreement Template is attached as Exhibit A .	Required

6	Affidavit of Non-Collusion and Non-Discrimination Download from Planed Bids.	Required
7	Affidavit of Non-Federal Lobbyist Requirements Download from Planet Bids.	Required
8	Debarment and Suspension Certificate Download from Planet Bids.	Required
9	Certificate of Compliance with Labor Code Section 3700	Required if Applicable
10	Bid Security	Required if Applicable

C. QUESTIONS AND ADDENDUMS

The City of Carson reserves the right to make changes in the Request for Proposal as it may deem appropriate. All changes in the Request for Proposal shall be made by written addendum, which shall be issued to all prospective proposers who have been issued or obtained a copy of the Request for Proposal. No oral changes will be permitted. Addendum issued during the proposal process will become a part of the original proposal.

Only the City’s Purchasing Manager may be contacted regarding this solicitation. No other City officers, agents, employees or representatives have authority to respond on behalf of the City. Contact with unauthorized City personnel or elected officials during the selection process or may result in disqualification.

All project scope questions must be posted to Planet Bids by the due date listed on the cover page of this Invitation. The City will coordinate responses and post them to Planet Bids at least 5 days prior to the bid deadline for all interested proposers to review.

For all other inquiries/questions, please reference the table below:

	Type of Question	Contact	Contact Info
1	Those related to the Project	Planet Bids	Post directly to Planet Bids
2	Use of Planet Bids	Planet Bids	(818) 992-1771
3	City’s Purchasing Process	Josilla Togiola, Purchasing Manager	jtogiola@carsonca.gov 310-830-7600, Ext. 1237

D. OTHER REQUIREMENTS

The City's form contract is attached (see Exhibit B - Contract Service Agreement). Specific requirements are outlined in the form contract.

The majority of the work as required herein must be performed by the awarded contractor. The work may not be subcontracted to another contractor unless the subcontractor has been included in the Proposal, or a substitution has been approved in writing by the City's Contracting Officer in advance of work performed.

Awarded contractor and subcontractors (if applicable) must pay the City's business license tax and submit required insurance documents prior to execution of the contract.

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Additional Insurance Requirements

In addition to the insurance requirements listed within the City's Contract Service Agreement, proposals should include the costs for the below:

Cyber Liability

Insurance, with limits not less than \$5,000,000 per occurrence or claim, \$5,000,000 aggregate. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Vendor in this agreement and shall include, but not be limited to, claims involving security breach, system failure, data recovery, business interruption, cyber extortion, social engineering, infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, and alteration of electronic information. The policy shall provide coverage for breach response costs, regulatory fines and penalties as well as credit monitoring expenses.

Technology Professional Liability Errors & Omissions

Technology Professional Liability Errors and Omissions Insurance appropriate to the Consultant's profession and work hereunder, with limits not less than \$5,000,000 per occurrence. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by the Vendor in this agreement and shall include, but not be limited to, claims involving security breach, system failure, data recovery, business interruption, cyber extortion, social engineering, infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, and alteration of electronic information. The policy shall provide coverage for breach response costs, regulatory fines and penalties as well as credit monitoring expenses.

- a. The Policy shall include, or be endorsed to include, property damage liability coverage for damage to, alteration of, loss of, or destruction of electronic data and/or information "property" of the Agency in the care, custody, or control of the Vendor.

The requirements listed above are the maximum requirements the City's Risk Manager has determined necessary for the work. These limits may be subject to negotiation dependent upon

several factors including, but not limited to, the final price of the contract awarded as a result of this RFP, further negotiation during the contract drafting process, risk factors, etc. For the purpose of proposals, proposers shall not assume lower limitations.

E. COST PROPOSAL

Contractors must provide everything necessary at their own expense including, but not limited to labor, materials, and equipment required to perform and complete the required work.

The lump sum proposal price must include all necessary labor, materials, and fees to complete the work required by Project Scope and Specifications. Permits, licenses and fees must be obtained at the awarded Contractor's sole expense. Federal taxes must not be included, as the City is exempt from paying federal taxes. However, the City does pay Sales Tax on the purchase of items, which must be included as a separate line within the total proposal price.

The following costs will not be allowed: additional charges for newly added content pages since website is updated on a daily basic,; Additional charges such as fuel surcharges and mileage rates, fines, entertainment, advertising, and any costs considered inappropriate for reimbursement from taxpayer money.

Include hourly rates for additional work which may be authorized by the City's Contract Officer.

F. PROPOSAL OPENING, DOCUMENT REVIEW, AND AWARD OF CONTRACT

All proposals will be opened publicly in the Office of the City Clerk on the date and time noted on the Notice of Request for Proposals. Proposals will be considered confidential until a contract recommendation is made to City Council.

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Proposal documents that are submitted on time and meet the minimum requirements outlined above will be reviewed by City staff, which will make a recommendation to the City Council to either reject all proposals or award one or more contracts. The City may award multiple contracts to establish an on-call panel of vendors in order to ensure not only procurement of all necessary services contemplated in this RFP, but also sufficient availability and capacity to deliver the necessary services to multiple events which may occur concurrently or at times at which a given vendor is not available. Evaluation criteria will include qualifications, experience, price and past performance; and will be based on guidelines in the City’s Municipal Code (“CMC”).

No contract exists until the City Council has made the award, and the contract has been fully executed.

The City of Carson reserves the right to reject the proposals, request additional information or take any other action considered to be in the best interest of the City of Carson.

Job Location: On-site and Remote
Job Schedule: TBD

Anticipated Procurement Schedule (Subject to Changes)		
1	Award of Contract	January 2024
2	Contract Execution & Notice to Proceed	January 2024
3	Begin Engagement	ASAP
4	Complete Engagement	ASAP

G. EVALUATION CRITERIA

Proposals will be evaluated, scored, and weighted based on demonstrated competence, the professional qualifications necessary for satisfactory performance of the required services, and a fair and reasonable price, in accordance with the CMC Section 2611(b). The City may hold interviews with some or all respondents prior to a final selection of the project contractor. Such interviews may be conducted in person or by electronic means. The City reserves the right to make such additional investigation as it deems necessary to establish the competence and financial stability of any firm submitting a proposal.

The City reserves the right, at any time, waive or modify any element of the RFP and/or any evaluation criterion. Selection may be made, without negotiation, solely on the written submittals. If negotiation is elected, the City may negotiate with one (1) or all offerors that the Purchasing Manager determined have a reasonable chance of selection, based on price and other factors outlined below. (CMC Section 2611(b)(4))

Specific evaluation criteria is as follows:

No.	Evaluation Criteria	Scoring Method	Points
1	<p>Colocation Facility Specifications, Staff Experience and Technical Competence Up to 60 points may be awarded based on the evaluation of the proposer’s Facilities Requirements data, knowledge and prior experience, including proposed service strategy. Evaluation will be based on relevant experience of key personnel based on resumes showing technical knowledge and experience. Evaluation will also be based on firm’s previous projects of comparable complexity, scale and nature; certifications, training, and proven expertise in the area of work required; experience in projects completed for public entities; knowledge and experience in providing support for network, server, storage, and other infrastructure equipment, and standard industry technologies; effective communication and understanding of the project goals; quality of responses to addressing RFP requirements; and, the firm’s proposed service plan.</p>	Points	60
2	<p>Value Add/Breadth of Service Up to 5 points may be awarded based on the vendor’s ability to provide insight and information, industry best practices and the ability to effectively communicate information to management and provide technical training or resources.</p>	Points	5
3	<p>Cost of Services Up to 35 points that may be awarded based price. The consultant’s overall cost proposal for the project should reflect cost effective work and services. As applicable, vendors are encouraged to provide additional details to define the driving factors behind the cost proposal.</p>	Points	35
Total points possible:			100