

**LAUDERDALE COUNTY BOARD OF SUPERVISORS**

410 Constitution Ave, 11<sup>TH</sup> Floor  
Meridian, Mississippi 39301  
601-482-9746 - Main  
601-482-9744 - Fax

**BID PACKET**

**BID NO: 3887 – CLOUD BASED DOCUMENT STORAGE SERVICES**

**PACKET INCLUDES THE FOLLOWING:**

- Overview
- Criteria
- Statement of Qualifications
- General Requirements
- Bid Form
- Vendor Data Sheet
- Bid Instructions

**BID OPENING: Thursday, January 07, 2021 at 10:00 A.M.**

**BIDS ARE DUE NO LATER THAN 9:00 A.M. ON BID OPENING DAY**

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Company Name

LAUDERDALE COUNTY BOARD OF SUPERVISORS  
410 CONSTITUTION AVE, 11<sup>TH</sup> FLOOR, MERIDIAN, MS 39301

**BID NO: 3887 – CLOUD BASED DOCUMENT STORAGE SERVICES**

**A. OVERVIEW**

Lauderdale County, MS Board of Supervisors is requesting bids from qualified vendors to establish an agreement for Cloud Based Document Storage Services for use by the County and its entities.

Subject to the terms, conditions, provisions, and the enclosed specifications, responses to this solicitation will be received at this office until the stated date and time. Responses received after the scheduled due date and time will be rejected. Proposals must be submitted in a sealed package marked on the outside with the Company's name, address, and the solicitation name and number.

This solicitation does not commit Lauderdale County to award a contract, to pay any costs incurred in the preparation of proposals submitted, or to procure or contract for the services. The County reserves the right to accept or reject or cancel in part, or in its entirety offers received as a result of this request if deemed to be in the best interest of the County to do so.

**B. CRITERIA**

While Cloud Based Storage entails a wide range of services and capabilities, the County is specific in the three (3) listed below and Respondents must provide them. They are as following:

1. Compatible with Harris/Delta Computer applications.
2. Include an "App" accessible through smart phones
3. In person training and support

Each service proposed is to be priced separately with all ineligible items identified. Services may be awarded to multiple vendors. Respondents may elect to limit their proposals to a single service within any category, or multiple services within all categories.

While this solicitation specifically covers Cloud Based Document Storage Services, respondents are encouraged to submit an offering on any or and all products and services available that they currently perform in their normal course of business.

**C. STATEMENT OF BIDDERS QUALIFICATIONS**

Each Bidder shall submit on the form furnished a statement of the Bidder's Qualifications, his/or her experience, record and history in producing the type improvements embraced in the project contemplated by the Contract.

The County shall have the right to take such steps as deemed necessary to determine the ability of the Bidder to perform his obligations under the Contract and the Bidder shall furnish the County all such information and data for this purpose as it may request. The right is reserved to reject any Bid where an investigation of the available evidence or information does not satisfy the County that the Bidder is qualified to properly carry out the terms of the Contract.

**INITIAL ACKNOWLEDGEMENT:** \_\_\_\_\_

**D. GENERAL REQUIREMENTS**

- Must hold a valid business license
- Must hold General Liability Insurance
- Must hold professional license/or certification for industry

**INITIAL ACKNOWLEDGEMENT:** \_\_\_\_\_

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**LAUDERDALE COUNTY**  
**410 Constitution Avenue**  
**Meridian, MS 39301**

**BID PROPOSAL FORM**  
**CLOUD BASED DOCUMENT STORAGE SERVICES BID**

IN RESPONSE TO YOUR ADVERTISEMENT FOR BIDS TO FURNISH LAUDERDALE COUNTY WITH CLOUD BASED DOCUMENT STORAGE, THE UNDERSIGNED SUBMITS A BID AS FOLLOWS:

1. PLANS AVAILABLE:

\$\_\_\_\_\_ / TB up to \_\_\_\_\_ TB – ANNUAL COST: \$\_\_\_\_\_

\$\_\_\_\_\_ / TB up to \_\_\_\_\_ TB – ANNUAL COST: \$\_\_\_\_\_

INCLUSIVE PACKAGE BID AMOUNT FOR ALL ITEMS BELOW: \$\_\_\_\_\_

2. PACKAGE DISCOUNTS (if applicable): \_\_\_\_\_

3. IS A SOFTWARE PURCHASE REQUIRED TO UTILIZE YOUR SERVICES? \_\_\_\_YES or \_\_\_\_NO

IF SO, WHAT IS THE NAME OF THE SOFTWARE? -----

WHAT IS THE ADDITIONAL COST? \$\_\_\_\_\_

4. WHAT IS THE LIMIT FOR THE STANDARD NUMBER OF USERS INCLUDED? \_\_\_\_\_

5. WHAT IS THE LIMIT FOR ADMINISTRATIVE NUMBER OF USERS INCLUDED? \_\_\_\_\_

6. IS DATA BACK-UP INCLUDED IN PRICE? \_\_\_\_YES or \_\_\_\_NO

IF NOT, WHAT IS ADDITIONAL ANNUAL COST? \$\_\_\_\_\_

7. IS DATA ARCHIEVE INCLUDED IN PRICE? \_\_\_\_YES or \_\_\_\_NO; DATA HISTORY? \_\_\_\_YES or \_\_\_\_NO

8. WHAT TYPE OF SERVER SECURITY DO YOU UTILIZE? \_\_\_\_\_

9. DO YOU PROVIDE OFF-LINE FILE ACCESS? \_\_\_\_YES or \_\_\_\_NO

10. BANDWIDTH LIMIT ON SIZE OF DATA TRANSFERRED? \_\_\_\_\_

11. DO YOU OFFER CUSTOMER SUPPORT? \_\_\_\_ YES or \_\_\_\_ NO

12. WHAT IS THE AVAILABILITY OF YOUR CUSTOMER SUPPORT? \_\_\_\_\_

\_\_\_\_\_

13. IS IN-PERSON TRAINING INCLUDED IN PURCHASE? \_\_\_\_ YES or \_\_\_\_ NO

IF NOT, WHAT IS THE ADDITIONAL COST? \$ \_\_\_\_\_

14. IS THIS COMPATIBLE WITH HARRIS/DELTA COMPUTER APPLICATIONS? \_\_\_\_ YES or \_\_\_\_ NO

15. DOES THIS INCLUDE AN "APP" ACCESSIBLE THROUGH SMART PHONES? \_\_\_\_ YES or \_\_\_\_ NO

16. WHAT ARE YOUR PAYMENT TERMS? \_\_\_\_\_

***I hereby certify that I am authorized to sign this bid for/or on behalf of the company.***

NAME OF COMPANY: \_\_\_\_\_

LEGAL ADDRESS:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PHONE (\_\_\_\_\_) \_\_\_\_\_ FAX (\_\_\_\_\_) \_\_\_\_\_

FEDERAL ID #: \_\_\_\_\_ (Attached W-9)

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

OFFICIAL TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

***My signature certifies that the accompanying bid is not the result of or affected by, any act of collusion with another person/or company engaged in the same line of business or commerce, or any act of fraud.***

**VENDOR DATA SHEET**  
**TO BE COMPLETED AND SUBMITTED WITH BID**

**QUALIFICATIONS:** Firms shall have the capability and capacity in all respects to fulfill the contractual requirements to the satisfaction of the Lauderdale County Board of Supervisors.

Indicate the length of time you have been in business as a company providing the type of service required for this agreement.      Years\_\_\_\_\_ Months\_\_\_\_\_

Please provide a minimum of three (3) references for products and/or services of similar scope, which may substantiate past work performance and experience in the type of work required for this contract in the past three (3) years. Please provide a range of references across all eligible government entity groups including K-12, higher education, city, county, or non-profit entities. This should include the following: Business Name, Address, Phone Number and Contact Person

1.
2.
3.

Company Name of Bidder/Vendor

Signature of Person Completing

*My signature certifies that the information provided above is both accurate and a true reflection of my work.*

**LAUDERDALE COUNTY MISSISSIPPI**

**INSTRUCTIONS TO BIDDERS**

1. ALL BIDS SHALL BE ON LAUDERDALE COUNTY BID FORMS AND **SUBMITTED IN DUPLICATE**.
2. ALL BIDS SHALL BE FOB MERIDIAN, MS AND MUST INCLUDE ANY PRE-DELIVERY CHARGES.
3. ALL BIDS SHALL INCLUDE THE COMPANY'S FORM W-9.
4. ALL BIDS SHALL BE ADDRESSED TO THE LAUDERDALE COUNTY BOARD OF SUPERVISORS, C/O PURCHASING CLERK, 410 CONSTITUTION AVENUE - 11TH FLOOR, MERIDIAN, MS 39301 AND CLEARLY MARKED ON OUTSIDE OF ENVELOPE AS FOLLOWS:

**BID NO:** 3887  
**(ENTER BID NO.)**

**BID DATE:** January 07, 2021

5. ALL ELECTRONIC BIDS MAY BE SUBMITTED AT [WWW.CENTRALBIDDING.COM](http://WWW.CENTRALBIDDING.COM) NO LATER THAN 9:00 A.M. ON THURSDAY, JANUARY 07, 2021.
6. IF YOU ARE AWARDED THIS BID, YOU WILL BE REQUIRED TO SIGN A CONTRACT WITH LAUDERDALE COUNTY BOARD OF SUPERVISORS.

IT SHALL BE INCUMBENT UPON EACH BIDDER TO UNDERSTAND THE SPECIFICATIONS AS LISTED HEREIN AND TO OBTAIN CLARIFICATION WHEN NECESSARY. IT IS NOT THE INTENT OF THE SPECIFICATIONS TO LIMIT THE BIDDING TO ANY MAKE OR MANUFACTURE OF MATERIALS, BUT RATHER TO SELECT SUCH MATERIALS TO FILL A SPECIFIC NEED AND PERFORM A SPECIFIC TASK. ANY REFERENCE TO NAME-BRAND MATERIALS IS INTENDED TO ESTABLISH STANDARDS ONLY AND BIDS SUBMITTED IN MATERIALS EQUAL THERETO SHALL BE CONSIDERED.

NO RESPONSIBILITY WILL ATTACH TO ANY PERSON EMPLOYED BY THE BOARD FOR PREMATURE OPENING OF ANY BID NOT PROPERLY ADDRESSED AND IDENTIFIED AS STIPULATED ABOVE.

THE LAUDERDALE COUNTY BOARD OF SUPERVISORS RESERVES THE RIGHT TO ACCEPT/OR REJECT ANY AND ALL BID(S) AND TO WAIVE INFORMALITIES.