



Jefferson Transit Authority

63 4 Corners Road, Port Townsend, WA 98368
(360) 385-3020, Fax: (360) 385-2321

No: 2022-11

REQUEST FOR QUOTE

In accordance with the following and in compliance with all applicable terms and conditions, unless otherwise noted, the undersigned offers and agrees, if the Quote is accepted, to furnish items or services for the prices quoted and delivered or furnished to designated points within the time specified. It is further understood and agreed, with respect to all terms and conditions accepted by the Responder and Jefferson Transit Authority (JTA), that this Quote and accompanying attachments may, at JTA's discretion, serve as the basis of a subsequent service agreement or contract.

ISSUE DATE:	REQUEST NUMBER:	DESCRIPTION:	
11/29/22	2022-11	IT Services	
DEPARTMENT:	RESPONSE DEADLINE (DATE/TIME):	CONTRACT ADMINISTRATOR	
Information Technology	12/13/2022 2:00 p.m.	Jayme Brooke	
Revision:	Date:	Brief Description:	Contact:

1. PURPOSE:

Jefferson Transit Authority, a public transportation benefit area formed under RCW 36.57, is seeking quotes from qualified firms and individuals, to provide a range of Information Technology services on a one year contract in 2023.

2. SCOPE OF WORK:

Jefferson Transit Authority is requesting quotes for providing the following services:

DELIVERABLES:

- I. Remote Help Desk and Vendor Management of JTA's IT networks, and 17-20 workstations, between the hours of 9:00 a.m. – 5:00 p.m. Monday through Friday, excluding public holidays. Network Monitoring Services will be required 24/7/365.
- II. Service Provider will respond to JTA's service tickets during normal business hours, and with best efforts after hours or on holidays. Service Tickets will be submitted by JTA's designated IT Contact by email or to a Help Desk, or by phone.
- III. Service Provider shall support all existing hardware and systems, provided that hardware is covered under a currently active vendor support contract; or replaceable parts are readily available.
- IV. Service Provider shall work with Vendor Support on all currently licensed software to resolve issues.
- V. Service Provider shall provide ongoing monitoring and security services of all critical devices. Service provider will provide monthly reports as well as document critical alerts, scans, and event resolutions to JTA. Should a problem be discovered during monitoring, Service Provider shall make every attempt to rectify the condition in a timely manner.
- VI. Service Provider will include quotes for Exchange Server to M365 migration. Cost to license migration software shall be paid by JTA separately.
- VII. Service Provider will include quotes for labor to upgrade and migrate eight (8) servers to the current version of Microsoft Windows Server.
- VIII. Service Provider will maintain a current Antivirus solution.

3. PERIOD OF PERFORMANCE:

The term (or length) of this scope of work shall start on: January 1, 2023 and expire on: December 31, 2023.

4. JTA RESPONSIBILITIES:

- I. Pay any and all costs incurred for hardware necessary to the upkeep of JTA systems, as long as purchase has been authorized by JTA General Manager.
- II. Ensure that all hardware and systems are covered under a currently active Vendor Support Contract. Any 3rd party Vendor Support Charges required to resolve any issues will be paid by JTA, after issuing authorization to incur them.
- III. Maintain on all Line of Business software a current license and active Vendor Support Contract. Any 3rd party Vendor Support Charges required to resolve any issues will be paid by JTA, after issuing authorization to incur them.
- IV. All servers with Microsoft Windows Operating Systems will be running a currently supported operating system.
- V. All Desktop PC's and Notebooks/Laptops with Microsoft Windows Operating Systems will be running a currently supported operating system.
- VI. All server and desktop software will be genuine, license, and vendor-supported.
- VII. JTA will have a currently licensed, vendor-supported hardware firewall between the internal network and the internet.
- VIII. There will be an outside static IP address assigned to a network device.
- IX. JTA will pay all invoices by check in a timely manner.

5. ACCEPTANCE CRITERIA:

- a) All Quotes will be evaluated based on current JTA procurement policy (available online at www.jeffersontransit.com), and upon past JTA experience with responding Contractors, where applicable.
- b) JTA reserves the right to award all work bid according to the lowest qualified responsive quote tendered, available funds, and as it best serves the interest of JTA.
- c) Any winning bid over \$25,000 is not guaranteed until it is approved by the Jefferson Transit Board of Directors. JTA reserves the discretion to waive the bid if the Board of Directors does not approve. JTA reserves the discretion to accept or reject any and all quotes without cause and to waive any informality or irregularities and to make an award deemed in its own best interest, and re-advertise if necessary.
- d) JTA reserves the discretion to request additional documentation and interview respondent as necessary to determine their actual experience and capabilities to satisfy the requirement of the Scope of Work.
- e) Request for Quotes will be accepted by Jefferson Transit Authority's Grants and Procurement Coordinator at jbrooke@jeffersontransit.com, or their administrative offices located at 63 4 Corners Road, Port Townsend, WA 98368, (360) 385-3020, until December 13, 2023 at 2:00 p.m. There can be no exceptions or late submittals.
- f) Washington State prevailing wage rates are in effect. All costs for insurance and prevailing wage filing fees shall be incidental to and included in the quote price and no additional payment will be made by JTA during the contract term.
- g) This agreement is subject to a financial assistance contract between the Washington State Department of Transportation (WSDOT) and the Federal Transit Administration (FTA) and the appropriations of the State of

Washington. Bidders will be required to comply with all FTA, State and local rules and regulations where applicable.

- h) JTA is an Equal Opportunity Employer and hereby notifies all entities that it will affirmatively ensure that in any considered disadvantaged business enterprises will be afforded full opportunity to submit quote in response to this invitation and will not be discriminated against on the grounds of race, color, sex, or national origin in consideration for an award.

6. AGREEMENT TO TERMS:

By signing this request, if it is accepted by JTA, the respondent certifies, acknowledges, understands, and agrees to be bound by the conditions set forth in this Request for Quote and Scope of Work and any amendments.

NAME & ADDRESS of FIRM:	Additional Information:	
	Telephone/Fax No.:	
	Federal Employer Identification No.:	
	State Contractor License No.:	
CONTACT E-MAIL:		

CHECK ONE: **INDIVIDUAL** **PARTNERSHIP** **CORPORATION** **LLC**

ACCEPTANCE

The above Request for Quote has been accepted by, and all terms of the Contract agree to by:

Signature

Nicole Gauthier

Printed Name

General Manager

Title

Date

Signature

Printed Name

Title

Date