



St Cloud Area Chamber of Commerce (Chamber) is requesting proposals from vendor members for the upgrade, replacement, and maintenance of the network infrastructure located at 1411 W St Germain St #101, St Cloud, MN 56301.

The requested proposal is to address items related to the infrastructure, network monitoring, and maintenance but is not limited to the list provided in the proposal. Providers are encouraged to provide suggestions that would better serve the Chamber and its Divisions. Proposal providers can choose to include all the infrastructure, monitoring, and maintenance or subsections in their proposals.

Infrastructure items to be covered in the proposal:

- Reduce the number of firewalls from two to one.
- Replace or evaluate the current HP network switches for viability and useful remaining life.
 - May require a reset of the current switches as the credentials to access the switches is currently unknown.
- Clean up the wiring rack including the patch panels ensuring all is clearly labeled.
- Clean up / remove where applicable the small switches and connect the on-site servers and devices to the new network structure.
 - Ensure users can access what they need after the new structure is in place.
- Map the WIFI network coverage and update as needed to achieve the best coverage and throughput.
 - You can propose using existing, add, or delete from existing, or replace entire system.
 - Ensure users utilizing the Guest WIFI do not have access to the Chamber or CVB.
 - Ensure Chamber and CVB users can utilize WIFI for access to network resources.
- Ensure the equipment that supports the technology in the Coldspring Room remains functional.
- Design solution to support a VLAN for VoIP traffic connecting to a managed Router from the VoIP provider.

Monitoring and Maintenance of Network infrastructure and related servers:

- Provide pricing for ongoing monitoring and support of the network equipment.
- Provide pricing for supporting on site local servers.

Timeline requested:

- The Chamber desires to have the new infrastructure in place and operational by April 30, 2024. If after reviewing the facility and needed effort the proposal provider believes more time would be needed to complete the tasks involved, they are encouraged to provide their timeline in the proposal.

The process:

- The request for proposal will go out to potential vendors the week of February 25, 2024.
- Vendors will confirm to the Chamber by 5:00pm CST on Tuesday, March 5th, 2024, that they are interested in providing a proposal for all or some of the requested work.
- Vendors are encouraged to submit questions in writing by 5:00pm CST on Monday, March 11, 2024.
 - Answers to the questions will be sent on Wednesday, March 13, 2024, to all who are actively participating in the proposal process.
 - The correspondence will not identify any specific vendor as asking the question but simply the question and the related answer to all participating vendors.
- Vendors can schedule a walk through to review the current infrastructure, equipment, and space on March 6th, 7th, or 11th, 2024.
- All proposals will be turned into the Chamber by 5:00pm on Friday, March 15, 2024.
- The Chamber will make every effort to make the decision by 5:00pm on March 22, 2024.

Format of Submitted Proposal:

- Submit your proposal, questions, and other communications via email address as noted below.
- Include your Company name and main contact information including phone number and email address.
- In section one provide company overview with a short history of services provided.
- In section two provide the proposal for the infrastructure work.
 - Main network including firewall, switches, and wiring closet cleanup.
 - Include the proposed WIFI solution for best coverage and reliability.
- In Section three provide the Monitoring and Maintenance proposal.
 - What is included under the warranty or monthly maintenance fees?
 - What equipment is not covered, if any?
 - What is the coverage specifically related to the servers on site?
- In Section four provide your commitment to the timeline or your suggestions for implementation process and timeline.
- In section five include any additional information and at least 2 references that may be contacted if your proposal is chosen as the final solution.

Thank you for your consideration in providing a solution to our technology needs.



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February 26, 2024