

Request for Proposal

DESIGN AND INSTALLATION OF STRUCTURED COMMUNICATIONS CABLE SYSTEMS

**For
The Perry County, Ohio Courthouse**

***Requested by:
The Perry County Board of Commissioners
121 W. Brown St.
New Lexington, OH 43764
740.342.2045***

Hereafter the “Customer”

September 8, 2016

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I. PROJECT DESCRIPTION / GENERAL SCOPE OF WORK

General Scope: The Customer is soliciting proposals from at least two (2) telecommunications cabling vendors (“Cabling Vendor”) to design and install a complete “end-to-end” certified system for transmission of voice and data signals. The system shall be designed, installed, tested to the proposed Category 6 specifications certified to gigabit speed to the desktop.

A typical station location consists of universal cable runs and termination jacks for at least one (1) voice and (2) data outlets. Some locations will require the voice cable to be split, connecting two (2) pairs to a single RJ45 jack. In addition, there could possibly be more than two (2) data connections at any given workstation.

Server Room Wiring

This room would be the central point for all data\voice terminations to patch panels and/or 66e blocks. There will also be some custom wiring from the server racks to patch panels and or 66e blocks that would have to be considered in this room.

Location – Perry County Court House; 104 N. Main St., New Lexington, Ohio 43764

II. PROJECT REQUIREMENTS

- A. Each Cabling Vendor responding to this RFP represents that, (i) this document has been read and fully understood, (ii) it has reviewed the drawings, (iii) it has visited the proposed site and has included in its bid all appropriate labor, material, and cost provisions to account for site conditions, and (iv) that the proposal submitted is based upon a full understanding of the requirements and specifications described in this RFP.
- B. The Customer reserves the right to accept or reject any or all proposals in part or in whole, or to negotiate separately with any source whatsoever in any manner necessary to best serve the Customer, and makes no representation, implied or expressed, that it shall accept any proposal submitted to it. The Customer will not be liable for any cost incurred by the vendor in preparing responses to this RFP or negotiations associated with award of a contract. The Customer reserves the right to waive any minor informality or irregularity.
- C. The Customer reserves the right to immediately terminate any contract resulting from this RFP based upon the selected Cabling Vendor’s failure to correct deficiencies. As they are identified, The Customer shall give written notice to the selected Cabling Vendor stating any and all deficiencies to be corrected within five (5) working days.
- D. The Customer reserves the right to require the replacement of the Cabling Vendor’s project manager or any employee at any time during the contracted period.
- E. Cabling Vendor must be certified to install Category 6 UTP cabling systems (non-plenum CMR rated) by Leviton (or equivalent). Identify all certified personnel to be assigned to this project, each possessing a minimum of two (2) years experience installing Cat 6 cable.

- F. All work shall be in accordance with all guidelines specified by the latest EIA/TIA Building Telecommunications Wiring Standards, the BICSI Telecommunications Distribution Methods Manuals (TDM), and manufacturer/vendor installation guidelines. These documents and standards form the basis for the installation, testing, and acceptance of the structured communications cable system
- G. Cabling Vendor must be a reputable company having a minimum of ten (10) years experience designing and installing structured communications wiring systems.
- H. The selected Cabling Vendor shall comply with all applicable laws, ordinances, rules, regulations and orders of the Municipal, Federal, and other governmental authorities having jurisdiction affecting any work to be done to provide the services required. The Cabling Vendor shall provide all necessary safeguards for safety and protection, as set forth by the U.S. Department of Labor, Occupational Safety and Health Administration. The Cabling Vendor must have in-house quality, safety, and training programs, and agrees to adhere to and follow the Customer's site safety guidelines as well.
- I. Cabling Vendor shall supply all necessary labor, tools, equipment, and permits required to execute the design and installation of the scope of work required by this RFP and by the best industry standards. In the event of a conflict, the most stringent and highest standard shall be applied for the benefit of the Customer. The selected vendor must own testing equipment and possess the ability to test to the most current adopted EIA/TIA standards.
- J. None of the Customer's existing voice equipment will be relocated and reused at the location. Some or all of the Customer's existing data equipment may be relocated in the building. It will be the Customer's responsibility to remove and reinstall this equipment at the conclusion of the project construction and in accordance with the Customer's relocation schedule.
- K. Cabling Vendor will be required to coordinate with the Customer's telephone switch vendor and provide all the necessary cable and infrastructure to support the Customer's telephone switch, including the backbone infrastructure from demarcation.
- L. Cabling Vendor will attend weekly project progress meetings and perform on-site visits as required to perform its work and as required to meet with Customer. Progress meetings are in addition to any meetings that may be required during the project to coordinate with other trades.
- M. Include overtime for after-hours and weekends which may be required to complete the installation, migration, and cut-over.
- N. Cabling Vendor will not subcontract services or labor without the express knowledge and consent of the Customer.
- O. Cabling Vendor will mobilize and make available on-site technicians during technology relocations to expedite and problem-solve cable issues during migration.
- P. The Main Distribution Frame (MDF) will be located in the server room. All cabling will be continuous (home-run) from each point-of-termination at the outlet to the point-

of-termination in the MDF.

- Q. Furniture systems communications raceways to be fed via wall-mounted 'J' boxes.
- R. The Customer has yet to engage a vendor for telecommunications equipment including but not limited to a new switch and handsets. The Cabling Vendor shall coordinate with the telecommunications vendor to define and provide related cabling requirements including multi-pair cabling specification, routing, connections, cross-connections and terminations for both voice and data installations.
- S. Cabling Vendor will be responsible for the daily clean-up of debris from its work to a central location on the floor for removal by the construction manager.
- T. Cabling Vendor shall make all wall penetrations necessary to complete the work and will be responsible for patch and repair related to same. Cabling Vendor will be responsible for fire sealing/acoustical, sealing all penetrations in floors or walls made by and/or used by the Cabling Vendor in the execution of its work.

III. SCOPE OF SERVICES

The anticipated scope of work to be addressed under this proposal is described as follows.

Phase 1 – Planning Tasks

- A. Client Interviews: Meet with selected Customer representatives and the Cabling Vendor's Project Manager to discern and document requirements.
- B. Review Existing Physical Conditions: Inspect the premises, and the architectural and MEP construction documents.
- C. Standards Development: Develop design criteria based upon information gathered from client interviews. Prepare a narrative description of the system architecture.
- D. Regulatory Approvals: Identify applicable regulatory approval requirements.

Phase 2 – Design Documentation Tasks

- E. Prepare Schematic Design Documents: Prepare preliminary design documentation for Customer review and approval.
- F. Prepare Final Design Documents: Prepare final design documentation and samples for Customer review and approval.
- G. Regulatory Approvals: Secure all necessary regulatory approvals.

Phase 3 – Installation

- H. Coordinate installation with the Customer’s maintenance supervisor so to not conflict with any building construction activities.
- I. Cross-connect/patch and terminate copper riser cables and station cables based on final design. Provide the connection to the electronic hardware, and grounding of all racks, cabinets, patch cables, and patch fields.
- J. Provide all labeling and documentation of all horizontal and vertical cabling installed, including providing a graphical mapping of all cabling systems. Handwritten labels are not acceptable.

Phase 4 – Project Close-out

- K. Testing: Provide a copy of testing procedures and methodology for approval. The Cabling Vendor shall define a start-up acceptance period and a start of warranty period beyond same. Cables which fail any of the parameters will be re-terminated and re-tested, or removed and reinstalled. Each bidder shall include a sample of its test results report with its proposal response.
- L. Provide a statement of warranty on the installation of the Category 6 networking cabling, video/broadcast reception cabling and materials used. The materials and the installation shall be warranted for a minimum of twenty (10) years.
- M. Provide a guaranteed maximum of twenty-four (24) hour response time to repair/replace defective cables or connections. This guarantee shall apply to all materials and installation performed under the contract. Provide a guaranteed maximum four (4) hour response time for emergencies.
- N. Final Documentation: Provide three (3) sets of “as-built” record drawings, CDs of electronic files of plans in AutoCAD format, cut sheets of all installed equipment, certificates, guarantees, warranties, and testing reports.

IV. SPECIFICATIONS

- A. Each voice/data duplex outlet will be supported by (at least) three (3) dedicated 4-Pair UTP Category 6 cables non-plenum CMR. Some *voice* locations will require the cable pairs to be split allowing for two (2) voice connections at a single location.
 - One (1) 4-Pair UTP cable shall be used to deliver voice services to one (1) RJ-45 Category 6 modular jack.
 - Two (2) 4-Pair UTP cable shall be used to deliver gigabit LAN/data services to two (2) RJ-45 Category 6 modular jacks.
- B. Outlets placed in systems furniture workstations may be wired after installation of any new furniture.

- C. Poke-through floor devices may be required in selected locations such as conference rooms to support power/telephone/data connections at tables.
- D. Voice services shall be via 24 AWG non-plenum station UL certified Category 6 cable with color matching jacks and icons. Data services shall be via different colored 24 AWG non-plenum station UL certified Category 6 UTP cables with color matching jacks and icons.
- E. All cabling shall be “CMP” rated for use in air conditioning plenum spaces without conduit. Bridle ring or “Caddy” sling horizontal distribution shall be used for cable runs above ceilings. Quantity and installation techniques in distribution of the cable runs shall comply with system manufacturer’s specifications.
- F. All horizontal/vertical cabling shall be:
 - F.1 factory certified Category 6 compliant, in accordance with the most current EIA/TIA standards.
 - F.2 less than one hundred (100) meters in length.
 - F.3 free of splices to fulfill the requirements of this specification and be terminated in accordance with the most current EIA/TIA standards.
 - F.4 routed to be concealed within walls and ceilings where possible, except in transfer closets, or secured to structure above.
 - F.5 placed parallel and perpendicular to the building lines and follow cable pathways and hallways where practical from the MDF and IDF’s to the station termination outlets.
 - F.6 routed to maintain the following distances from electromagnetic interference (EMI) producing sources in accordance with the most current EIA/TIA standards:

Minimum Separation Distance	< 2kVA	2-5 kVA	5kVA
Unshielded power lines or electrical equipment in proximity to open or nonmetal pathways	5 in.	12 in.	24 in.
Unshielded power lines or electrical equipment in proximity to a grounded metal conduit pathway	2.5 in.	6 in.	12 in.
Power lines enclosed in a grounded metal conduit, or equivalent, in proximity to a grounded metal conduit pathway	----	3 inches	6 inches

- G. All horizontal/vertical cabling shall be externally shielded from EMI according to the manufacturer’s written instructions in any areas where the Cabling Vendor must violate the above guidelines, and at no additional cost to the Customer.
- H. Category 6 UTP Data Cabling Testing: All cable shall be tested to EIA/TIA 568B, Category 6 specifications and standards. At a minimum, test all Category 6 UTP cabling for

wire map, length, near-end crosstalk (NEXT), PS NEXT, Return Loss, and attenuation, and provide a detailed report of all cable tests.

- I. CAT 6 UTP Voice Testing: The Cabling Vendor shall test for wire map (proper pin assignment) and continuity to confirm acceptable and functional voice cable installations.

Work to be Provided by Cabling Vendor:

- J. In general, all cabling is to be concealed and/or installed above ceilings. Wire mold may be used in areas where concealed wiring is not possible. All conduit and necessary power is to be provided by the Customer. It is the Cabling Vendor's responsibility to provide design drawings specifically identifying the locations, quantity, and description of required conduit and power supplies.
 - 1. Backboards consisting of ¾" smooth-faced plywood for the purpose of terminating wiring and mounting of equipment to be provided at each voice/data closet or room by the Cabling Vendor. Convenience outlets on the top and bottom of each board to be provided by the construction manager.
 - 2. Proper grounding of all MDF's will be the responsibility of the Cabling Vendor.
 - 3. **Remove and dispose of all existing unused and abandoned wiring from ceilings, walls etc.**

Work to be Provided by Customer:

- N. Arrangement for, installation of, and payment of all fees associated with all incoming spare/future pairs and active C.O. lines/multiplexers/processors or other digital services as required and provided by the local exchange carrier to be the responsibility of the Customer. The Customer is responsible for scheduling the installation of lines and termination in the building main telecommunications room.
- O. Telecommunications system including switch, equipment, and handsets to be provided by the Customer.

V. PROJECT SCHEDULE

Time is of the essence in the development of this project. All consultants, contractors, and vendors will be expected to expedite the completion of each task by committing to applying sufficient resources as required to meet the milestones identified in the *Comprehensive Project Schedule*:

Provide estimated durations for the following phases:

Activity	Duration (weeks)
Phase I- Planning Phase II - Design Documentation Phase III – Installation Phase IV – Project Close-out	

VI. INSURANCE REQUIREMENTS

The Cabling Vendor shall be required to obtain and maintain such insurance types with minimal coverage as follows.

Insurance Type	Coverage Amount
Workmen’s Compensation and Employer’s Liability Insurance	Statutory Amount
Comprehensive Automobile and Commercial General Liability (per occurrence)	\$2,500,000
Errors and Omission and Professional Liability Insurance (per occurrence)	\$500,000

The cost for all such insurance coverage shall not be included within the lump sum proposal.

VII. CONTRACT

The Customer ultimately intends to enter into a lump sum contract with a Cabling Vendor. Once the scope of work has been finalized, the selected Cabling Vendor will submit a final price to perform the work, and a contract will be negotiated in a form acceptable to both parties. The Customer is under no obligation to accept any proposal received.

VIII. COST PROPOSAL

Given the indeterminate scope of the work at this time, the Customer recognizes the impracticality of soliciting a lump sum price without significant contingencies. While pricing will be a basis for selecting a Vendor, it will not be the sole determining factor. The successful Cabling Vendor will submit the most creative approach to providing a quality design solution, as well as economical installation.

The proposal should respond to the base scope and specifications as defined. Please segment the cost into the following categories.

	% of Fee	Total
Design		
Materials		
Labor		
Tax, Shipping, Other		
Testing		
Close-out		
Total		

Additional Services

Submit hourly rate schedules that shall be used as a basis for the billing of any additional services if required.

Alternate Pricing

Provide pricing requested below should the scope of work be increased or decreased incrementally as the architectural design develops.

Device	Add	Deduct
Wall-mounted outlet and cabling (each)		
Furniture-mounted outlet and cabling (each)		
Poke-through outlet and cabling		

IX. Floor Plans if available will be distributed at the “Walk Through”.

X. QUALIFICATIONS STATEMENT

The Cabling Vendor shall provide the following information on its firm and on each consulting firm to be employed for the project.

A. Name and Address of The Cabling Vendor:

B. Name(s) of Principal Owners:

C. Date of Founding of Firm:

D. Description of Employees (at branch office to be employed):

	This Year	2 yrs. Ago	5 yrs. Ago
Principals			
Project Managers			
Designers			
Administrative			
Other			
Total			

E. Provide resumes of senior personnel and personnel proposed for this project.

F. Describe any design philosophy or production technique that your firm believes is essential to the quality of the work produced.

G. Describe the circumstances surrounding any project that the firm was terminated from within the preceding ten (10) years.

H. Describe any litigation that the firm has been a party to during the last five (5) years.

K. Describe any awards, Certificates of Recognition, or other accolades that have been bestowed upon the firm during the last five (5) years.

L. Provide three (3) PROJECT OWNER references for whom the firm has provided services during the last three (3) years.

a. Organization:
Address:

Telephone No.:
Contact Name:
Position:

Email:

b. Organization:
Address:

Telephone No.:
Contact Name:
Position:
Email:

c. Organization:
Address:

Telephone No.:
Contact Name:
Position:
Email:

M. Provide a brief description of at least two (2) projects designed by the firm in the last five (5) years that are similar in complexity and size to the proposed project (include name and location of project, project size, client, and completion date).

XI RFP Schedule

Newspaper Notifications	September 20 & 22, 2016 –Zanesville Times Recorder, Lancaster Eagle Gazette
Pre-Proposal Walkthroughs	October 6, 2016 @ 10:00am Contact: Mr. John Yinger 740.342.5519 <u>john.yinger@perrycountyohio.net</u>
Proposal Due Date	October 14, 2016 @ 9:00am Perry County Board of Commissioners 121 West Brown Street New Lexington, Ohio 43764 740.342.1097 <u>perryco@perrycountyohio.net</u>
Review of Proposals	October 14, 2016 @ 09:30am ESDT
Recommendation to Commissioners	October 14, 2016 @ 11:00am ESDT