Request for Proposal

DESIGN AND INSTALLATION OF STRUCTURED COMMUNICATIONS CABLE SYSTEMS

For

Kalispell Public Schools

2015
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I.  PROJECT DESCRIPTION / GENERAL SCOPE OF WORK

General Scope:  Kalispell Public Schools is soliciting proposals from 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, and certified to a 100 MB speed to the desktop. This Project will begin approx. June 15th and will need to be completed by August 1st 2016. All responses are to be received by the Kalispell Public Schools IT Director no later than March 15th 2015.

A typical station location consists of universal cable runs and termination jacks for at least one (1) voice and one (1) data outlet. 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 one (1) data connection at any given workstation.

Server Room Wiring
This room would be the central point for all data/voice terminations to patch panels and or 110 blocks. There will also be some custom wiring from the server racks to patch panels and or 110 blocks that would have to be considered in this room.

Design documentation of infrastructure required in support of the tele/data cabling system to be provided by Vendor. We would like a per site response to this RFP.
For pricing purposes, assume the following quantity of voice/data drops throughout the facility as the base scope of work in absence of plans:

<table>
<thead>
<tr>
<th>Areas</th>
<th>Estimated Qty. of V/D Drops</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Wall-Mounted Outlets</strong></td>
<td></td>
</tr>
<tr>
<td>Flathead</td>
<td>12 End runs</td>
</tr>
<tr>
<td>Elrod</td>
<td>39</td>
</tr>
<tr>
<td>Hedges</td>
<td>41</td>
</tr>
<tr>
<td>Peterson</td>
<td>45</td>
</tr>
<tr>
<td>Russell</td>
<td>39</td>
</tr>
<tr>
<td>Linderman/Laser</td>
<td>35</td>
</tr>
<tr>
<td>VOAG</td>
<td>15</td>
</tr>
<tr>
<td>Edgerton</td>
<td>56</td>
</tr>
<tr>
<td><strong>Other</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
</tr>
</tbody>
</table>

2.17 Physical location of sites
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. Kalispell Public Schools 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 Kalispell Public Schools, and makes no representation, implied or expressed, that it shall accept any proposal submitted to it. Kalispell Public Schools will not be liable for any cost incurred by the bidders in preparing responses to this RFP or negotiations associated with award of a contract. Kalispell Public Schools reserves the right to waive any minor informality or irregularity.

C. Kalispell Public Schools 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, Kalispell Public Schools shall give written notice to the selected Cabling Vendor stating any and all deficiencies to be corrected within five (5) working days.

D. Kalispell Public Schools 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 (plenum rated) by Lucent Technologies, Chatsworth Products, FSR, Leviton, Panduit, or Pamona. 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 General Contractor’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 Kalispell Public Schools. The selected vendor must own testing equipment and possess the ability to test to the most current adopted EIA/TIA standards.

J. None of Kalispell Public Schools existing voice equipment will be relocated and reused at the new location. Some or all of Kalispell Public Schools existing data equipment may be relocated into the new building. It will be the relocation company’s responsibility to remove and reinstall this equipment at the conclusion of the project construction and in accordance with Kalispell Public Schools relocation schedule.

K. Cabling Vendor will be required to coordinate with Kalispell Public Schools telephone switch vendor and provide all the necessary cable and infrastructure to support Kalispell Public Schools 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 Kalispell Public Schools. 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 Kalispell Public Schools.

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. Kalispell Public Schools 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.

U. The landlord intends to construct the base building and tenant improvements with union subcontractors. The Vendor should plan to be consistent with this policy.

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 Kalispell Public Schools representatives and the Program 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 Owner review and approval.

F. **Prepare Final Design Documents**: Prepare final design documentation and samples for Owner review and approval. Coordinate architectural and electrical requirements and details with the landlord’s A/E and construction teams.

G. **Regulatory Approvals**: Secure all necessary regulatory approvals.

   Phase 3 – Installation

H. Coordinate installation with IT Director so to not conflict with building activities.

I. Cross-connect/patch and terminate fiber optic/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 (20) 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) two (2) dedicated 4-Pair UTP Category 6 cables rated for exposed use in ceiling plenums. 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.
- One (1) 4-Pair UTP cable shall be used to deliver 10/100BaseT LAN/data services to one (1) RJ-45 Category 6 modular jack.

B. Outlets placed in systems furniture workstations will be wired after installation of the furniture and prior to receipt of a Certificate of Occupancy. Sufficient resources should be scheduled to not delay the construction manager in securing same.

C. Poke-through floor devices will be required in selected locations such as conference rooms to support power/tele/data connections at tables.

D. Voice services shall be via 24 AWG plenum station UL certified Category 6 cable with color matching jacks and icons. Data services shall be via different colored 24 AWG 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 tray 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:

<table>
<thead>
<tr>
<th>Minimum Separation Distance</th>
<th>&lt; 2kVA</th>
<th>2-5 kVA</th>
<th>5kVA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unshielded power lines or electrical equipment in proximity to open or nonmetal pathways</td>
<td>5 in.</td>
<td>12 in.</td>
<td>24 in.</td>
</tr>
<tr>
<td>Unshielded power lines or electrical equipment in proximity to a grounded metal conduit pathway</td>
<td>2.5 in.</td>
<td>6 in.</td>
<td>12 in.</td>
</tr>
<tr>
<td>Power lines enclosed in a grounded metal conduit, or equivalent, in proximity to a grounded metal conduit pathway</td>
<td>----</td>
<td>3 inches</td>
<td>6 inches</td>
</tr>
</tbody>
</table>

G. All horizontal/vertical cabling shall be externally shielded from EMI according to the manufacturer’s written instructions in any areas where the Vendor must violate the above guidelines, and at no additional cost to Kalispell Public Schools.

H. Category 6 UTP Data Cabling Testing: All cable shall be tested to EIA/TIA 568A, (proposed TSB 67) 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 Construction Manager:**
J. In general, all cabling is to be installed exposed or above ceilings. All conduit and primary power is to be provided by the construction manager. It is the Cabling Vendor’s responsibility to provide design drawings specifically identifying the locations, quantity, and description of required conduit and power supplies.

K. Plaster ring and pull string at each station point located in drywall by the construction manager. It is anticipated that tele/data cable rough-in shall occur concurrently with electrical cable rough-in prior to installation of drywall and ceiling grid.

L. Backboards consisting of ¾” smooth-faced plywood for the purpose of terminating wiring and mounting of equipment to be provided at each tele/data closet or room by the general contractor. Convenience outlets on the top and bottom of each board to be provided by the construction manager.

M. Grounding at the MDF is to be provided by the construction manager.

**Work to be Provided by Kalispell Public Schools:**

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 Kalispell Public Schools. Kalispell Public Schools 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 Kalispell Public Schools.

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*, attached as Exhibit C.

Provide estimated durations for the following phases:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Duration (weeks)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phase I - Planning</td>
<td></td>
</tr>
<tr>
<td>Phase II - Design Documentation</td>
<td></td>
</tr>
<tr>
<td>Phase III – Installation</td>
<td></td>
</tr>
<tr>
<td>Phase IV – Project Close-out</td>
<td></td>
</tr>
</tbody>
</table>

VI. **INSURANCE REQUIREMENTS**

The Cabling Vendor shall be required to obtain and maintain such insurance types with minimal coverage as follows.
<table>
<thead>
<tr>
<th>Insurance Type</th>
<th>Coverage Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workmen’s Compensation and Employer’s Liability Insurance</td>
<td>Statutory Amount</td>
</tr>
<tr>
<td>Comprehensive Automobile and Commercial General Liability (per occurrence)</td>
<td>$2,500,000</td>
</tr>
<tr>
<td>Errors and Omission and Professional Liability Insurance (per occurrence)</td>
<td>$500,000</td>
</tr>
</tbody>
</table>

The cost for all such insurance coverage shall be included within the lump sum proposal.

VII. CONTRACT

Kalispell Public Schools 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. Kalispell Public Schools is under no obligation to accept any proposal received.

All Proposals are contingent upon successful funding through ERATE; Kalispell Public Schools reserves the right to cancel any project upon failure to receive ERATE funding. Kalispell Public Schools further reserves the right to not file a Form 471 application on any or all Projects, and to modify any Projects should funding be made available.

VIII. COST PROPOSAL

Given the indeterminate scope of the work at this time, Kalispell Public Schools 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.

<table>
<thead>
<tr>
<th>Category</th>
<th>% of Fee</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Materials</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Labor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tax, Shipping, Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Testing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Close-out</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
<td></td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Device</th>
<th>Add</th>
<th>Deduct</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wall-mounted outlet and cabling (each)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Furniture-mounted outlet and cabling (each)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Poke-through outlet and cabling</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

IX. EXHIBITS

Dwg. | Title | Date
--- | --- | ---
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 Firm:

B. Name(s) of Principal Owners:

C. Date of Founding of Firm:

D. Describe recent history of gross billings by firm:

<table>
<thead>
<tr>
<th></th>
<th>This Year</th>
<th>2 yrs. Ago</th>
<th>5 yrs. Ago</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Annual Billings</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Median Project Value</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Typical No. of Projects per Year</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

E. List current major projects, the size and type, and the phase status:

<table>
<thead>
<tr>
<th>Project</th>
<th>Size</th>
<th>Type</th>
<th>Status</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th></th>
<th>This Year</th>
<th>2 yrs. Ago</th>
<th>5 yrs. Ago</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principals</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Managers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Designers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

G. Provide resumes of senior personnel and personnel proposed for this project.
H. Describe any design philosophy or production technique that your firm believes is essential to the quality of the work produced.

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

J. 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:

   b. Organization:
      Address:
      Telephone No.:
      Contact Name:
      Position:

   c. Organization:
      Address:
      Telephone No.:
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).