

## REQUEST FOR PROPOSAL

Date 1/8/2015

Ontonagon Township Library is issuing an RFP for installation of data communication wiring services.

**Sealed Proposals:** Vendor will deliver an original proposal to the following address:

ONTONAGON TOWNSHIP LIBRARY  
311 N. STEEL ST.  
ONTONAGON, MI 49953

**by 4:00 pm (cst) 5:00 pm (est) on February 9, 2015**

The submission shall include the entire Request for Proposal document, requested attachments, and any amendments if issued.

**Proposals received after the above cited time will be considered a late bid and are not acceptable unless waived by the Library Director.**

- Please direct purchasing and procedural questions regarding this RFP to Library Director: Leo Siren Telephone: 906-884-4411 Email: lsiren@ontonagonlibrary.org
- Please direct technical question regarding this RFP to Jean Montgomery at 906-228-7697 x3 or jmontgom@uproc.lib.mi.us
- To schedule a walk through to gather information for this proposal contact Library Director at 906-884-4411 or lsiren@ontonagonlibrary.org

Thank you for your interest.

## **INTRODUCTION**

Ontonagon Township Library is soliciting bids for installation of data communication wiring services.

The selected Contractor will be required to provide Category 6 data cabling distribution to support data communications throughout the building.

### **1.1 PROPOSAL TERMS AND RFP INSTRUCTIONS**

A. Ontonagon Township Library reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected, it will be the most advantageous regarding price, quality of service, the CONTRACTORS qualifications and capabilities to provide the specified service, and other factors that the Library may consider. **The Library reserves the right to negotiate best and final price and specifications.**

B. In the event it becomes necessary to revise any part of the RFP, addenda will be provided. A deadline for submission of RFP's maybe adjusted to allow for revisions.

C. Proposals should be prepared simply and economically providing a straight-forward, concise description of the CONTRACTOR'S ability to meet the requirements of the RFP. Proposals shall be typewritten. No erasures are permitted. Mistakes maybe crossed out and corrected and must be initialed in ink by the person signing the proposal.

D. This work will be contingent on the Library's receipt of a Universal Service Fund ERate Program award. **Project work must not begin prior to July 1, 2015.** Proposals must be signed by an official authorized to bind the CONTRACTOR to its provisions. Failure of the successful bidder to accept the obligation of the contract may result in the cancellation of an award.

E. After final vendor is selected and procurement is complete, pricing will be public information. Vendor's agreement with the Library must not prohibit publication of pricing information.

#### **1.1.1 BID PROCEDURES**

F. No partial or informal or verbal bids will be accepted.

G. Cost will be the greatest factor in selection of a vendor; however, other information will be considered, including but not limited to the following:

- Reliable, industry-standard equipment identified in bid;
- Vendor's experience with similar projects;
- Vendor's financial stability;

**The above criteria are not necessarily in their order of importance.**

### **1.2 REQUIRED INFORMATION**

H. The contractor will maintain at its own expense during the term of this Contract the following insurance:

**1. Worker's Compensation Insurance with Michigan statutory limits and Employers Liability Insurance for each employee**

**2. Comprehensive/Commercial General Liability Insurance**

I. Provide the name, title and telephone number of the support manager responsible for installations.

J. List 3 references in the Michigan or Wisconsin area for which the company has installed data communication wiring. List contact name and telephone number.

K. Provide the Contractor's qualifications:

**1. Total years in business, years in the communications business under the name stated on the Signature Page.**

**2. Number of individuals employed in the installation**

L. Please provide a detailed list of items to be purchased with item description, vendor or brand, model, part number, quantity, and cost. (i.e.; Cat 6 wiring (500' ft plenum blue), [brand], [part number], 1 @ \$\_\_\_\_.00).

### **1.3 HOURS OF OPERATION**

A. The Library's typical business hours are 11 am to 5 pm, Eastern Standard Time. For a full day-to-day breakdown of Library hours, please visit [OntonagonLibrary.org](http://OntonagonLibrary.org) or Google "Ontonagon Library hours".

B. Off-hours or after hours work is permitted, however all after hours work must be approved by the Library Director. Coordination of daily work and schedule is to be confirmed and cleared by the Library Director.

C. Vendor shall clean up daily and leave public traffic areas clear at all times. All trash from the project shall be removed from library property daily.

D. If any work is to result in network downtime, the Vendor will notify the Library Director of expected downtime at least 24 hours in advance. A reasonable effort shall be made to limit network downtime to off-hours and Thursdays where possible.

### **1.4 MATERIALS AND APPLIANCES**

Unless otherwise stipulated, Contractor shall provide and pay for all materials, labor, tools, equipment, transportation and other facilities necessary for the performance and completion of the work.

## **2.1 PROJECT**

12 (twelve) Cat 6 or better cabling drops and necessary hardware throughout the Ontonagon Township Library broken down as follows:

- 3 drops at the Circulation Desk
  - Circulation Desk computer
  - Network printer
  - WiFi router
- 6 drops for public-use stations
- 1 drop in library office
  - Office/tech computer
- 2 drops upstairs in the Theater, so that it can function as a Library Program Room for streaming video events
  - Outlet/utility box in floor by theater soundboard
  - Backstage
- Hardware
  - 16-port gigabit switch (to replace smaller switch in Library office)
  - WiFi repeater/range extender device in Theater to provide satisfactory coverage of the existing “otlwireless” network to users upstairs

Project will include cabling, connectors, new punch down panel, testing and labeling of all data drops. All drops will terminate back to the fiber location. No phone cabling will be replaced.

## **2.2 INSTALLATION**

1. Pull cable into conduits, or place into raceway or cable tray as specified. Do not exceed 25 Lb. pull force per cable. Use appropriate lubricants as required to reduce pulling friction.
2. All exposed wiring shall be installed in surface raceway.
3. All wiring above ceilings or below access floors shall be installed in cable tray or open-top cable hangers.
4. Cable slack and service loops shall be stored properly above the ceiling or under the access floor.
5. Do not over-tighten cable ties, and do not use staples or clamps to anchor cables. Velcro straps are recommended.
6. Maintain the following clearances from EMI sources:
  1. Power cable: 6 in.
  2. Florescent lights: 12 in.
  3. Transformers and electrical service enclosures: 36 in.
7. Do not install cable in wet areas, or in proximity to hot water pipes or boilers.
8. Cable ends for termination shall be clean and free from crush marks, cuts, or kinks left from pulling operations.
9. Installed cable jackets shall have no abrasions with exposed conductor insulation or bare copper ‘shiners’. The installer is responsible to replace damaged cables.

## **2.3 TESTING AND ACCEPTANCE**

1. Cables are tested in the fully terminated condition, as part of the installed horizontal cabling system. Jacks in the wall outlet and panels are to be terminated complete, with faceplates assembled complete and properly mounted.
2. Each link or channel in the horizontal cabling system shall be identified and tested individually, using an industry standard level III tester with correct settings.