

REQUEST FOR PROPOSAL

Date: January 18, 2017

NOTICE TO BID: The **Peter White Public Library** is issuing a Request For Proposals for installation of data communication wiring services and acquisitions and installation of equipment. Sealed bids must be delivered to the Library Director's Office at the following address and by 5:00 PM (ET) on Friday, February 17, 2017. Bids shall be opened Tuesday, February 21, 2017 at 10:00 am in the Library Director's office at 217 N. Front Street.

Office of the Library Director
PETER WHITE PUBLIC LIBRARY
217 N. FRONT STREET
MARQUETTE, MI 49855

by 5:00 PM (ET) on Friday, February 17, 2017

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.

- Please direct purchasing and procedural questions regarding this RFP to Andrea Ingmire
Telephone: (906) 226-4303 Email: aing@uproc.lib.in.us
- Please direct technical question regarding this RFP to Jean Montgomery at
jmontgom@uproc.lib.mi.us
- To schedule a walk through to gather information for this proposal contact Library staff Nicki Malave Telephone: (906) 226-4307 Email: nmalave@uproc.lib.mi.us
or
Stan Peterson Cell Phone: (906) 360-7445

Thank you for your interest.

INTRODUCTION

The Peter White Public Library is soliciting bids for installation of data communication wiring services and acquisition and installation of equipment.

The selected Vendor 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. In the event it becomes necessary to revise any part of the RFP, addenda will be provided to all vendors through the Library's USF Erate portal and also posted on the Library's website. <http://pwpl.info/> A deadline for submission of RFP's may be adjusted to allow for revisions. The Library will only accept questions in writing. Questions and answers will be uploaded to the Library's USF Erate portal and posted on the Library's website. <http://pwpl.info/> The deadline for submission of questions will be at 5 pm ET on Monday, February 13, 2017.
- B. Proposals and a contract must be signed by an official authorized to bind the Vendor to its provisions. Failure of the successful bidder to accept the obligation of the contract may result in the cancellation of an award.
- C. Proposals should be prepared simply and economically providing a concise description of the vendor's ability to meet the requirements of the RFP. Proposals shall be typewritten. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person signing the proposal.
- D. 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.
- E. The Peter White Public Library reserves the right to (1) accept or reject all or part of any proposal submitted; (2) reject all proposals received in response to this request; (3) request clarifying information orally or in writing; and, (4) make a partial award, or not make any award.
- F. It is the intention of Peter White Public Library to apply for discounts under the Schools and Libraries E-Rate program. Therefore, vendors must participate in the E-Rate program and must comply with all applicable FCC rules. Vendors responding to this RFP must be qualified for USF E-Rate program, have current Service Provider Annual Certification (SPAC) information on file with USAC at the time of the bid, and provide a valid Service Provider Information Number (SPIN) and a valid FCC Registration Number (FCCRN) with the bid response.
- G. This work will be contingent on the Library's receiving necessary funding, including a bond and receipt of a Universal Service Fund E-Rate Program award. When the Library has secured funding, the Library will issue the Vendor a "Notice to Proceed" at which time work can begin. **Work will not begin prior to July 1, 2017.**
- H. INVOICING: Vendor will be required to provide Peter White Public Library with discounted billing and seek appropriate reimbursement from the Universal Service Administrative Company (USAC). The Library is not responsible for billing errors or the failure of the vendor to comply with E-Rate program rules and regulations. In the event that the Vendor is responsible for failing to comply with E-Rate program rules and/or regulations and funding is therefore denied, the Vendor will be required to absorb the difference in cost between the pre-discount cost and the discounted cost.

1.1.1 BID PROCEDURES & SELECTION CRITERIA

- I. The Peter White Public Library has adopted City of Marquette Ordinance for Purchasing with certain clarifications regarding the final authority and process for selection of a vendor. The Notice To Bid shall be published in The Mining Journal, on the Library's website,

and at the ERate program Schools/Libraries website. Vendors shall submit sealed bids to the Library Director. Bids will be opened by the Library Director at the time and place indicated in the Notice to Bid. The Library Director will report on all bids along with her recommendation to the Library Board at their regularly scheduled meeting in March 2017. The Library Board shall approve the most cost effective bid and authorize contract execution.

The entire City policy is as follows:

Sec. 2-502. - Purchases or contracts over \$25,000.00.

Any expenditure for supplies, materials, equipment, construction project or contract obligating the city, where the amount of the city's obligation is in excess of \$25,000.00, shall be governed by the provisions of this section. In 2015, and every five years thereafter, the city manager shall make a recommendation to the city commission whether or not the above dollar thresholds should be changed.

(1)

Such expenditure shall be made the subject of a written contract. A purchase order shall be a sufficient written contract only in cases where the expenditure is in the usual and ordinary course of the city's affairs and in no case shall it be sufficient for the construction of public works projects or the contracting for supplies or services over any period of time or where the quality of the goods or materials or the scope of the services bargained for is not wholly standardized.

(2)

Notice inviting sealed competitive bids shall be published at least five days before the final date for submitting bids thereon. The notice shall state the time limit, the place of filing and the time of opening bids and shall also state that the right is reserved to reject any or all bids. Any other conditions of award of the contract shall also be stated in general terms.

(3)

The purchasing agent shall also solicit bids from a reasonable number of such qualified prospective bidders as are known to him by sending each a copy of the notice requesting bids and such notice shall also be posted on the city's channel 21.

(4)

Unless prescribed by the city commission, the city manager shall prescribe the amount of any security to be deposited with any bid which shall be in the form of cash, certified or cashier's check or bond written by a surety company authorized to do business in the state. The amount of such security shall be expressed in terms of percentage of the bid submitted. Unless fixed by the city commission, the city manager shall fix the amount of the performance bond, and in the case of construction contracts, the amount of the labor material bond to be required of the successful bidders.

(5)

Bids shall be opened in public at the time and place designated in the notice requesting bids in the presence of the purchasing agent or his designee, and the respective department head or his designee. The bids shall thereupon be carefully examined and tabulated and reported to the commission with the recommendation of the city manager at the next regular commission meeting. After tabulation all bids may be inspected by the competing bidders.

(6)

When such bids are submitted to the commission, the contract to be executed in a form approved by the city attorney shall also be submitted, and if the commission shall find any of the bids to be satisfactory, it shall award the contract to the lowest and/or best bidder and shall authorize execution of the contract. Upon execution of the contract by the successful bidder and the filing of any bonds which may have been required, such bonds shall first be approved by the city attorney as to form. The commission shall have the right to reject any or all bids and to waive irregularities in bidding and to accept bids which do not conform in every respect to the bidding requirements.

(7)

For contracts requiring a bond, at the time the contract is executed, the contractor shall file a bond executed by a surety company authorized to do business in the state, to the city, conditioned upon the performance of said contract and saving the city harmless from all losses or damage caused to any person or property by reason of any carelessness or negligence by the contractor and from all expense of inspection, engineering or otherwise, caused by the delay in the completion of any improvement and further conditioned to pay all laborers, mechanics, subcontractors and material suppliers as well as all just debts, dues and demands incurred in the performance of such work.

(8)

All bids, deposits of cash or certified or cashier's check may be retained until the contract is awarded and signed. If any successful bidder fails or refuses to enter into the contract awarded to him within five days after the same has been awarded, or file any bond required within the same time, the deposit accompanying his bid shall be forfeited to the city, and the commission may, in its discretion, award the contract to the next lower and best bidder or said contract may be re-advertised.

(Code 1999, § 3.03; Ord. No. 603, § 2, 6-10-2013)

J. Executed contracts must be signed and dated by both parties (vendor and customer). A faxed contract signature will be acceptable.

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

L. **Cost for eligible services will be the greatest factor in selection of a vendor;** however, the following other evaluation criteria will be considered for the final selection:

- **Cost for ineligible services;**
- **References and/or prior experience with vendor;**
- **Vendor's qualification for the Universal Service Fund E-Rate Program and compliance status with USAC and the FCC;**
- **Flexible invoicing and terms;**
- **Vendor's plan to perform work with minimal interruption of service to public and staff;**
- **Reliable industry standard items and equipment identified in bid, including brand and model; and,**
- **Qualified project management staff.**

1.2 REQUIRED INFORMATION

M. Vendor 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

N. Vendor must provide a valid Service Provider Information Number (SPIN) and a valid FCC Registration Number (FCCRN) with the bid response

O. Vendor must provide the name, title and telephone number of the project manager responsible for installations.

P. Vendor must provide three references in the Michigan or Wisconsin area for which the company has installed data communication wiring. List contact name and telephone number.

Q. Vendor must provide qualifications:

1. Total years in business, years in the communications business under the name stated on the Signature Page.
2. Number of individuals employed.

R. Vendor must include in bids and invoices a detailed list of all 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], [model / part number], 1 @ \$____.00).

1.2.1 VENDOR'S PLAN TO PERFORM WORK

- A. Bid must include vendor's plan to perform work with minimal interruption of service to public and staff.
- B. The Library's normal business hours are Monday - Thursday 10:00 a.m. - 9:00 p.m. \ Friday 10:00 a.m. - 6:00 p.m. \ Saturday 10:00 a.m. - 5:00 p.m. CLOSED SUNDAY
- C. Off-hours or after hours work is permitted however all after hours work must be approved by the Library Director. Coordination of vendor's on-site daily work schedule is to be confirmed and cleared by the Library Director.
- D. 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. Remove and dispose of old cable wiring and trash.

2.1 PROJECT

Cat 6 cabling drops throughout the Peter White Public Library as described below.

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

Both ends of cables should be labeled so that the Library knows which cable in panel corresponds to data drops at the computer. Provide the Library with label code information.

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

Locations ELIGIBLE for E-Rate Funding

E-Rate Data Wiring List for Eligible Locations as of 011617

PUBLIC AREAS: 2nd Floor Public:	# of Drops Remove	# of Drops to Replace	Drops to Pull/ Remove	Drops to Replace	# of New Drops	Closet	Patch Panel #
Server Room	29	17	D022-D040	D0220-27 D030-031 D038/039/040	0	D	1 1 1
Computer Lab Row 1 left Row 2 Left Row 3 left Row 3 Left Row 1 Right Row 2 Right Row 3 Right Front Rear Right	76	35	D045-D116	D045-D048 D053-D056 D061-D064 D065-D068 D113-115 D105-107 D097-D099 D041-D044 D079-D082	0	D	1 2 2 2 3 3 3 1 2
Outside Lab Station #1 Station #2 Station #3 Station #4 Station #5 Station #6 Station #7 Station #8	24	11	D011-D013 D118-138	D011/D012 D124 D130/D131 D136 D133 D127/D128 D121 D118	0	D	1 3 3 3 3 3 3 3
Private PC Area Laptop Corral Laptop Corral	5	5	D163/D166 D169/D170 D165	D163/D166 D169/D170 D165?	0	D	4
Laptop West Area Desk on Right Desk on Left Conf Table Restroom Area Laptop Corrals (12)	20	8	D056/D057 D058/D059 D060/D061 D064/D65? D141-D146 D149-D151 D153-D155	D056/D057 D058/D059 D060/D061 D064/D065?	0	D	3 3 3 3
Bay Area (5 Bays) Bay 1 Bay 2 Bay 3 Bay 4 Bay 5	18	10	C038-C055	C038/C039 C040/C042 C044/C046 C048/C050 C052/C054	0	C	2 2 2 1/2 2

PUBLIC AREAS: 2nd Floor Public Continued	# of Drops Remove	# of Drops to Replace	Drops to Pull/ Remove	Drops to Replace	# of New Drops	Closet	Patch Panel #
Genealogy Area	12	6	C022-C033	C022/C023 C026/027 C032/C033	0	C	1 1 1
Microfilm Room	4	4	C034-C037	C034/C035 C036/C037		C	1 1
Friend's Bookstore	12	2	C010-C021	C014/C018	0	C	1
Foundation/Legal	2	2	C007/C008	C007/C008		C	1
Wall Behind Fndatn/Legal	0	0			4	C	
Business Room LEFT SIDE LEFT SIDE MIDDLE AREA LEFT SIDE RIGHT SIDE	8	4	A050/A194 A196/A197 A198/A199 A222 A223	A194 A196 A198 A223	0	A	5 1 1 1 1
Shiras Room	6	4	A224-A229	A225 A227 A228/A229	0	A	1 1 1
Express/Scanner	4	4	C076/C077 C078/C079	C076/C077 C078/C079	0	C	2 2
Catalog Corrals	4	4	B071/B072 B075/B076	B071/B072 B075/B076	0	B	2 2
Online Resource Corrals	4	4	C064/C065 C066/C067	C064/C065 C066/C067	0	C	2 2
<u>Training Area:</u> Training PC Corral Opposite Corral Opposite Corral	5	5	C068/C069 C066/C067 C070	C068/C069 C066/C067 C070	0	C	2 2 2
1st Floor Public:							
WP & Public	14	8	B053-B066	B053/B054 B058 B060 B061/B062 B064 B065	0	B	2 2 2 2 2 2
Catalogs/Express: SitDown Catalog Standup Catalog Express Station Catalog byStairs	9	8	A206/A207 A208/A209 A210/A211 A216/A217 A218?	A206/A207 A208/A209 A210/A211 A216/A217	0	A	5 1 1 1 5

PUBLIC AREAS: 1st Floor Public Continued	# of Drops Remove	# of Drops to Replace	Drops to Pull/ Remove	Drops to Replace	# of New Drops	Closet	Patch Panel #
<u>Teen Area:</u> Benches Area Computer Table	0	0	N/A	N/A	4 4	Unkn	Unkn
<u>Music CD Area:</u> Stuffed Chair CD Music Column	7	4	B016-B018 B019-B022	B016/B017 B019/B020	0	B	1 1
PWPL Conf Room	2	2	B047/B048	B047/B048	0	B	1
Gallery	2	2	A170/A171	A170/A171	0	A	4
Lion's Room	5	3	A172 A173 A174/A175 A176/A177	A173 A174/A175		A	4 4
Dandelion Room	1	1	A169	A169	0	A	4
Sister City Rm: East Wall	8	4	A178-A185	A178 A180 A184/A185	0	A	4 4 4
Magazine Rm: East Wall	8	2	A186/A187 A188/A189 A190/A191 A192/A193	A186/A187	0	A	4
LL Public							
YS Kid's Counter	12	8	A016-A027	A016/A017 A019/A020 A022/A023 A025/A026	0	A	1 1 1 1
YS Catalogs by Boat Desk	2	2	A128/A129	A128/A129	0	A	3
<u>YS Printer Area:</u> Parent Computer YS Catalog Station Printer/Router	8	8	A001/A002/A003 A010/A011/A012 A013/A014/A015	A001/A002 A010/A011/A012 A013/A014/A015	0	A	1 1 1

PUBLIC AREAS: Lower Level Public Continued	# of Drops Remove	# of Drops to Replace	Drops to Pull/Remove	Drops to Replace	# of New Drops	Closet	Patch Panel #
So.Garden Wall	15	8	A031-A046	A043/A044 A039/A040 A035/A036 A031/A032	0	A	1 1 1 1
Tween Area	12	7	A051-A058 A143/A144 A145/A146	A051/A052 A143/A144 A054/A055 A056	0	A	2 3 2 2
Display Area	4	6	A137/A138 A135/A136 A139/A140	A137/A138 A135/A136	0	A	3 3
<u>Community Room:</u> Stage Front Cage Wall (east) West Wall (long) By Entry Door	15	12	A077/A078 A081-A084 A071-A076 A068-A070	A077/A078 A081-A084 A071/A072 A074/A075 A068/A069	0	A	2 2 2 2 2
PUBLIC:	349	207			8		
STAFF AREAS: 2 nd Floor Staff	# of Drops Remove	# of Drops to Replace	Drops to Pull/Remove	Drops to Replace	# of New Drops	Closet	Patch Panel #
<u>Ref Workrm:</u> Cathy's Office Lynette's Station Diana's Station Jeremy's Station Long West Wall/Counter	15	10	D005-D018	D011/D012 D013/D014 D016/D017 NONE D005/D006 D008/D009	2	D	1 1 1 1 1
Reference Desk West East Back	7	7	C080-C086	C080-C081 C082/C083 C084-C086	2 2 1	C	2 2 2
Friend's Store Rm	4	4	C001-C004	C001-C004	0	C	1
1st Floor Staff:							
Circulation Front Desk	12	12	A232-A243	A232-A243	0	A	5
Circulation Workroom	12	12	B026-B037	B026-B037	0	B	1
Circ Dept Head	3	3	B023-B025	B023-B025	0	B	1

STAFF AREAS: 1st Floor Staff continued	# of Drops Remove	# of Drops to Replace	Drops to Pull/Remove	Drops to Replace	# of New Drops	Closet	Patch Panel #
<u>Admin/Copier:</u> AA/FIN/HS/AI Copier	15	15	B001-B009 B013-B015 B081-B083	B001-B009 B013-B015 B081-B083	0	B	1 1 2
Teen - Mary S	0	0			4	Unkn	?
LL Staff:							
YS Boatdesk East Side West Side	3	3	A131 A133/A134	A131 A133/A134	2 1	A	3 3
So. Garden Wall	0	0			6	A	?
Sarah's Office	4	4	A125-A128	A125-A128	0	A	3
PnP/Web	6	6	A113-A118	A113-A118	0	A	3
Tech Services	10	10	A099-A110	A099-A104 A107-A110	0	A	3 3
Mail Room	2	2	A095-A096	A095-A096	0	A	2
Lounge	4	4	A119-A122	A119-A122	0	A	3
Maintenance Room	2	2	A123-A124	A123-A124	2	A	3
SUBTOTALS STAFF:	99 remove	94 replace			22 New		
TOTALS:	448	301			30		
GRAND TOTAL:	448	331					

TOTAL NUMBER OF DROPS: 331

Locations INELIGIBLE for E-Rate Funding *Please quote the following drops separately.*

Arts Council

Site Locations	# of Drops to Replace	# of Drops Remove	Drops to Pull and Replace	Closet	Patch Panel #
Small Gallery	2	2	Not Labeled	A ??	?
Tiina's Office	2	2	A091/A092	A	2
Large Open Area	3	3	A158 A159/A160	A A	4 4
Large Gallery	6	6	A093/A094 A165/A166 A168/A169	A	4 4 4
Small Back Room	4	4	A161-A164		4
TOTAL:	17	17			

TOTAL NUMBER OF DROPS: 17

Kitchen

Site Locations	# of Drops to Replace	# of Drops Remove	Drops to Pull and Replace	# of New Drops	Closet/ Patch Panel #
Kitchen	0	0	0	2	Unkn / Unkn
TOTAL:	0	0	0	2	

TOTAL NUMBER OF DROPS: 2

Other Equipment

662 (331 x 2) Cat 6 Patch cables to connect drops to equipment and patch panel to switches. Please differentiate cables for staff/printers of one color, cables for public a different color and a different color for phones. 192 cables for staff/printers; 40 cables for phones and 430 cables for public. **These numbers do not include the Ineligible drops.**

- 6** Wireless access points (Cisco Aironet 802.11ac or comparable equipment)
- 1 Uninterruptible Power Source - 2 File Servers (1 Dell PowerEdge 840 and 1 Dell PowerEdge T410) will be plugged into this UPS.
- 1 Power Over Ethernet Switch *compatible with wireless access points listed above*
- 1 Switch (1Gbps) Unmanaged in Closet A / Lower Level

** Or the number of wireless access points needed to meet coverage on all 3 floors

Verify Existing Fiber Compatibility

Vendor must verify that the fiber currently between four closets in the Library is compatible with Cat 6. If fiber is compatible, vendor's bid response must certify that fiber has been tested and certify that it is compatible with Cat 6. If the closet to closet fiber is incompatible, the vendor will quote this upgrade cost in the bid response.

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.
3. Show Library the results of testing through-put.