

# **Request for Proposal American Preparatory Academy Cabling Jan 2018**



**Objectives:**

A: The objective of this Request for Proposal (RFP) is to contract with a single Proposer to provide network cabling installation and maintenance for all schools in the American Preparatory Academy District (APA).

B. Contract will be negotiated for an initial term of one (1) year with two (2) additional one (1) year options for renewal for a total contract term of up to three (3) years.

C. Obtain fixed unit pricing to add capacity to the end to end cable system to support the districts standards based cabling adds, moves and changes as well as the new standard classroom configurations.

D. In order to insure that the required services are provided with the highest possible quality and professional services, APA is interested in establishing a contract with a Proposer experienced and qualified in such contracts and that will provide the quality of services, products and equipment requested in a professional and timely manner.

**Communication**

A. Communication regarding the RFP should be referred to the contact below:

David Bowman  
IT Director  
12894 Pony Express Road STE 600  
Draper, UT 84020  
[DBowman@apamail.org](mailto:DBowman@apamail.org)  
Office: 801-797-0089 ext 1020  
Cell: 208-534-1940

All questions, clarifications, and responses should be handled over email by emailing [dbowman@apmail.org](mailto:dbowman@apmail.org).

**Deadlines**

Submission Deadline for this RFP is Friday January 19th 2018 by Noon MST.

Questions/Clarifications Deadline for this RFP is Tuesday January 17th 2018 by 5pm MST. \* All responses to questions/clarifications are considered public information and will be shared with other bidders upon request.

## **TimeTable**

Event	Time & Date
RFP Release Date	Monday January 8th 2018
Non-Mandatory Proposers Conference	Wednesday January 10th 2018 2PM
Site Walkthrough (at proposer discretion)	Immediately following conference
Questions Due	Tuesday January 17th 2018 5PM MST
Proposals Due	Friday January 19th Noon MST
Evaluation Complete & Award	Friday January 26th 2018

## **Vendor Conferences and Site Walkthroughs**

There is a vendor conference scheduled on Wednesday January 8th 2018 at 2PM. Vendors are not required to attend the vendor conference but are encouraged to attend. The conference will be located 12894 Pony Express Road STE 600 Draper, UT 84020.

The site walkthrough is scheduled immediately following this meeting. Vendors are not required to attend the site walkthrough but it is strongly encouraged. Please note that due to time constraints and coordination issues with both the Security Department as well as School Principals, the scheduled Site Visit will be the only opportunity for vendors to walkthrough and conduct site visits.

Questions concerning any condition or requirement of this RFP must be received on or before the designated date and time. Questions must be submitted in writing.

## **Insurance Coverage**

Proof of the insurance will be furnished by any awardee to the District by Certificate of Insurance within 15 days of notification of award. Such certificate must contain a provision for notification to the District 30 days in advance of any material change in coverage or cancellation.

The insurance information must be submitted on an insurance carrier's Certificate of Insurance. General Liability Insurance with limits of not less than \$250,000.0 per occurrence combined

single limit for bodily injury and property damage. Professional Liability insurance with limits of not less than \$250,000.00 per occurrence.

## **Identification**

A photo identification badge is required for all workers and contractors other than those making deliveries. A contractor shall be required to have all its employees, subcontractors or agents who will be entering onto District property as a result of this award wear, while on District property, a photo identification badge issued by the District or other similar badge and identification as deemed acceptable by the District.

## **Evaluation & Award**

Proposals will be evaluated by an evaluation team consisting of independent evaluators and APA employees. The evaluation team will present their independent evaluation results using a standard scoring rubric which will be compiled and presented to the district Executive Committee. The District Executive committee will then approve the awarding of the contract.

Final Approval: The final award of this proposal is contingent upon the approval of the American Preparatory Academy School Board

## **Technical Requirements for all projects**

**Design Requirements:** Awardee is required to submit a design and cost proposal on each project as requested by the District. Design services or installation by the Awardee shall not commence on any job until a Purchase Order has been issued by the District. The District will then schedule the installation with the awardee.

**Design Criteria:** Awardee must provide all design proposals complying with all applicable Federal and State laws, all fire and building codes, all local jurisdiction requirements and the District Master Guideline Specifications. Designs should be in accordance with industry-accepted practices, including those set forth by the EIA/TIA (Telecommunication Industry Association/ Electronic Industry Alliance) and BICSI standards. The District will review the designs submitted for operability and economy of implementation. The District reserves the right to request changes in designs without additional charge and prior to design acceptance based upon the requirements of the school district

**Design Proposal:** Awardee is required to provide a firm cost proposal based on design criteria provided by the District for each job requested. This proposal must include the scope of work and a list of all job materials and other components required providing a fully functional communications infrastructure. The District requires the proposal to include the location, conduit sizes, cable sizes, cable termination locations, cable and fiber routes, labeling scheme and any

additional A/C power requirements. Implementation plans for continuing service during phased construction jobs should be included when required.

**Progress Reports:** Awardee will be required to submit weekly progress reports to the District and/or its designees via email each Friday, at the end of the business day. As a minimum each report shall contain the following: work completed for the week, work scheduled for completion the following week, unforeseen construction obstacles, other comments, etc.

**Site Clean-Ups:** Awardee is responsible for removing all trash and debris to outside garbage containers on a daily basis by the end of each day or as needed throughout the course of the day. Upon installation completion in rooms, the awardee shall provide a complete cleanup of the rooms. This procedure shall include vacuuming of floor surfaces, vacuuming under raised floors, cleaning of racks, panels, boards, etc. Workstation outlet location areas shall be cleaned on an ongoing basis each time the awardee completes work in the area.

**Communications:** Awardee shall designate one individual as the main point of contact on an installation site for communications with the school district. This individual will be referred to as the Project Foreman. The District reserves the right to request replacement of a Foreman for any reason, with or without cause. The Project Foreman shall have a cellular phone at all times while onsite. The phone number shall be given to the District and/or its designees for the purpose of gaining and distributing current information.

**Scheduling:** Individual job schedules for new construction and renovations must be adhered to so as not to slow up the project. The schedule(s) will be based upon the best available information at the time of development. The awardee shall be responsible for reviewing the schedule(s) and determining the necessary manpower to assure timely task completion.

The focus of American Preparatory academy is quality instruction for its students. As such the defined available hours for cabling in student spaces is Monday, Tuesday, Friday 4PM - 12PM and Wednesday, Thursday 3PM - 12PM. Weekends are also available times with advanced notification and scheduling. Cabling work outside of these hours must be arranged beforehand and requires special written approval by the District IT Coordinating staff.

Major projects at American Preparatory Academy for purposes of cabling are often scheduled during student break periods. This includes but is not limited to national and state holidays and school break periods as defined by the district. APA shall not be responsible for additional charges such as overtime, holiday pay, weekend pay etc.. The proposer by definition accepts the above listed hours as standard operating hours and agrees that no additional surcharges or penalties will be incurred for work occurring during the defined hours outlined in this bid.

**Failed Schedule Adherence Penalties:**

Overrunning of mutually agreed timelines results in interruptions to the our student and staff learning environment. In order to avoid this disruption timelines are considered contractually binding and as such carry a financial penalty for being missed.

Each major project will include a detailed timeline and work plan with a mutually agreed to completion date. In the event that the vendor through their own fault fails to adhere to the agreed timeline a financial penalty of \$200 per working day will be assessed by the district to the proposer. In the event that items outside of the proposers control impact delivery timelines this will be communicated immediately to the District and the parties will mutually revise the completion date and as such APA at its sole discretion will waive the aforementioned financial penalties based on the revised deadline.

**Inspection and Acceptance Period:** The District or its designees shall periodically inspect the work of the awardee. When requested, the awardee shall, at no additional charge, supply an installation technician to accompany the individual(s) performing inspection tasks. The awardee shall be responsible for uncovering concealed areas in order for the work to be inspected. The awardee shall be required to make any repairs or modifications deemed necessary by the District and/or designees immediately to comply with the project specifications. The District requires a 30-day acceptance period after the completion of the project. Project completion is the conclusion of all specified work, including all: labeling, testing, documentation and site clean up. The District and/or its designees shall utilize this period to perform workmanship evaluations and random testing. Once installation is accepted, the District will notify awardee in writing. Invoice shall not be issued by awardee until after the 30-day acceptance period has concluded.

**Installation Warranty:** The installed communications cable systems shall have a product/workmanship warranty of at least 15 years. The awardee shall replace, free of charge for this period, any cable, connector, or other component installed by the awardee, which malfunctions. This warranty shall in no manner cover components that have been damaged or rendered unserviceable due to negligence, misuse, acts of vandalism, or tampering by personnel other than the awardees employees or agents.

**Assurance/Performance Warranty:** The installed communications cable system shall have an assurance/performance warranty of at least 15 years. This warranty shall be from the manufacturer/authorized Dealer of the connecting hardware components in accordance with the specifications for design and installation for this project. The manufacturer/authorized Dealer shall warrant that the communications cable system shall support all applications developed and sanctioned for the use of an EIA/TIA 568 B compliant Category 5e and/or Category 6a cable system. If the system fails to meet these requirements during this warranty period, the manufacturer/authorized Dealer shall, solely at their cost, repair or replace the cable system.

**Restoration Responses:** If the failure or malfunction of a component causes a single workstation outlet location to become inoperable, the awardee shall correct and make serviceable the station within 16 business hours (two work days) of being notified of the problem. The repairs may be made during normal business hours.

If the failure or malfunction of a component causes more than a single workstation outlet location (such as a network segment or backbone cable) to become inoperable, the awardee shall correct and make serviceable the stations within 24 hours, excluding weekends and holidays, of being notified of the problem. The repairs shall be made regardless of time of day. If the failure or malfunction is considered to be a major system failure, the awardee shall correct and make serviceable the stations within four business hours of being notified of the problem. The awardee shall be available during business hours to respond to repair calls. The awardee shall maintain contact with the District until the failure or malfunction is corrected.

The awardee shall stock a sufficient amount of replacement materials for the expressed purpose of restoring service. The awardee shall follow the manufacturer's procedures to replace any materials used from their stock for these repairs. All costs for the entire warranty period (15 years) shall be included as part of the project price.

Where cable trays or home-run conduit is not used in the ceiling space, or to route cables from a cable tray to a workstation location, the cables shall be installed above all other apparatus in the ceiling, as close as possible to the deck above. These cables shall be run in bundles and supported with an approved hanging system (e.g., metallic rings, J-Hooks). The maximum span between supports shall be five feet.

## **System Testing Requirements**

All performance testing of cabling (UTP and fiber) shall be provided to the District in a documentation package. All transmission testing on UTP cabling shall be performed using an approved and properly calibrated Category 5e and/or Category 6a cable tester.

Guidelines and requirements for connections, test configuration and measurement procedures and precautions that are specified in the manuals provided with the tester shall be followed.

UTP adapters used to access connecting hardware at the cross-connect facilities and the Communications Outlet shall meet or exceed the performance category of the link to which it connects.

All backbone UTP links with fixed cable lengths of no more than 300 ft and all horizontal UTP links should be 100% tested for the following parameters:

- Length
- SNR
- Loop resistance
- Capacitance
- Continuation
- Near end crosstalk (NEXT)
- Line

All backbone UTP links shall be 100% tested for continuity



## **Cable Material Specifications**

UTP (Unshielded Twisted Pair) cable specifications shall meet or exceed the following standards or requirements: ETL Certified to EIA/TIA Category 5e and/or Category 6a  
UL Rated CMP Manufacturer to be ISO 9002 Certified EIA/TIA 568 B,  
Horizontal Cable Section and TSB-36 IEEE 802.3 and IEEE 802.5 ANSI X3T9.5 100 Mbps

NEC Section 800 for copper media UTP cable shall be composed of the following material:  
24 AWG Solid Bare Copper  
Extruded Thermoplastic Color Marking for Pair Identification  
Flexible Jacket Material with Required Specific UL Cable Markings  
Footage Marking on Jacket.

All patch panels and COs will be of the 568 B wiring configuration. All patch panels must meet the requirements of ANSI/EIA/TIA, for Category 5e and/or Category 6a specifications.

All Connectors (faceplates of COs) must meet the requirements of ANSI/EIA/TIA, for Category 5e and/or Category 6a Specifications. All connectors will be 568 B configurations.

All floor outlet Connectors must meet the requirements of ANSI/EIA/TIA, for Category 5e and/or Category 6a Specifications. All connectors will be 568 B configurations. Types of floor outlets are to be determined upon design, dependent upon area of installation.

## **Evaluation Criteria**

The RFP evaluation process will be conducted in the following order:

Step 1: Proposer Evaluation- This step evaluates the strengths of the proposers submitting the proposal. An evaluation team will score the proposals on the basis of Proposer Qualifications as specified and requested.

Step 2: Solution Evaluation- This step evaluates the strengths of the solutions submitted in the proposal. An evaluation team will score the proposals on the basis of Solution Qualifications as specified and requested and the quality, functionality and added value propositions included in the solutions that are proposed.

Step 3: Financial Evaluation- The evaluation team will assign point values to the cost and pricing strategy provided in the proposal. This step evaluates the prices submitted for required goods and services and the added value propositions for funding and pricing

## **Scoring Rubric**

### **Proposer Evaluation**

a. References	25 Points
b. Experience working with Schools	25 Points
c. Company history and longevity	10 Points
d. Personnel and Team Resources	25 Points

### **Solution Evaluation**

a. Clarity of Solution	30 Points
b. Quality of SOW and Project Plan	40 Points

### **Financial Evaluation**

a. Price	75 Points
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## **Responders Proposal Formatting**

The proposal should be separated by Tabs identifying each Section. Sections include, and are clarified within.

Tab 1 Executive Summary

Tab 2 Table of Contents

Tab 3 Proposer Qualifications

Tab 4 Solutions Qualifications

Tab 5 Financial Qualifications

Tab 6 Example School Pricing Proposal and Project Timeline

## **Proposer Qualifications**

### *Company information*

Include the following proposer Information (and for each sub-proposer):

Company name, parent company name

Address, city, state and zip of business offices

Accounts receivable contact name, title, phone, email, address, city, state and zip

Account executive name, title, phone, email, address, city, state and zip

Primary project contact name, title, phone, email, address, city, state and zip

Information on warehouse, stock inventory, or other relevant facilities owned/operated

Federal Tax ID number

E-Rate SPIN number - If available

Include Dun & Bradstreet's or similar Comprehensive Report on the company issued within the last 12 months.

### *Nature and scope of the business*

Length of time the company been licensed to do business in the state

Size of the organization

A brief organizational chart showing the positions that will be involved with this project

State the business philosophy and mission statement

State the approach to knowledge acquisition and evaluation of new technologies.

Indicate what procedures are in place to maintain the base of knowledge in the firm

State whether the organization pursues business on a national, regional or local scale

### *Three References*

Provide for each reference the customer name, contact name, title, telephone number, email address, and scope of experience /work performed for this reference.

### *Other Considerations*

Describe other qualifications that may be used to assess proposer's capabilities.

## **Solutions Qualifications**

In order for APA to assess the technical competencies of the Proposer and develop a comparative assessment of the proposer pricing the proposer shall review and present a complete proposal to cable a sample school that detailed plans will be provided during the walkthrough and vendor conference. .

Technical Standards district wide :

All patch panels and communications COs shall be 8-pin modular jack output, wired to the EIA/TIA 568 B wiring convention

Racks, patch panels, wire management, and Communication Outlet faceplates are to be manufactured by ICC or equal quality .

APA requires that all patch panels, and faceplates are “EZ” compatible in order to allow easy color coding of various cabling, jacks, and modules. All cabling must be a CAT6 standard or higher unless otherwise specified.

Cabling colors

APA has adopted a cable coloring standard district wide and all new cabling must adhere to this standard. This includes the EZ keystone jacks for patch panel and wall faceplates.

Yellow - Video/CCTV

White - Phones/Communications

Blue - Data

Orange - PA/Announcement Systems.

Using the drawings and instructions provided, submit a descriptive cabling proposal and comprehensive materials list including software, hardware and services for a representative design. The network proposal must be a complete and totally functioning cable design solution based on Cat6.

Develop and include in the proposal an implementation plan that provides a seamless transition from the existing goods, services and systems to those proposed should the proposal be accepted. A successful implementation plan minimizes or eliminates disruption to staff, systems and existing business processes.

## Financial Qualifications

All cost must be inclusive of all out of pocket expenses and will be at no additional cost. Used, reconditioned, obsolete or discontinued products are not acceptable.

### Part Description

Price

Faceplate, Flat, 1-Gang, 1-Port,

Faceplate, Flat, 1-Gang, 2-Port,

Faceplate, Flat, 1-Gang, 4-Port

Patch Panel, Cat 6, 24-Port, 1 rms

Module, Cat 6, Ez, Blue

Module, Cat 6, Ez, Yellow

Module, Cat 6, Ez, White

Module, Cat 6, Ez, Orange

1-Port Keystone Jack Surface Mount Box "Biscuit Jack"

Rack, Wall Mount, 18" Deep, 30 Rms

Kit, Rack To Wall Ladder Runway, 5Ft

### Terminated to Patch or Biscuit New Cable Runs

Interior Run, Drop Ceiling, 150 ~ 300 ft, colored cable, terminated to patch and biscuit (biscuit & module billed separately based on above pricing )

Interior Run, Drop Ceiling, 1 ~ 150 Feet, colored cable, terminated to patch and biscuit (biscuit & module billed separately based on above pricing )

Exterior Run, Brick Drilling , 1 ~ 150 Feet, Colored Cable, Terminated to patch and Male CAT6 end (module billed separately based on above pricing )

Exterior Run, Brick Drilling , 150 ~ 300 Feet, Colored Cable, Terminated to patch and Male CAT6 end (module billed separately based on above pricing )

**Example School and Project #1 for this RFP.**

Our Draper 1 facility located at 12892 SOUTH PONY EXPRESS ROAD DRAPER, UT 84020 is currently with the exception of a few devices building wide run entirely utilizing old CAT3 standard.

It is the intention of APA to upgrade the cabling in this building during the month of February 2018.

The scope of this project is cabling to a single MDF in a centralized closet within the school building. There is an existing 4 post rack that all cabling will be terminated to.

The estimated count of cabling runs is 85 yellow video runs , and 43 white phone runs of the CAT6 standard.

This work will need to be completed by the 21st of February.

The 19th, 20th, 21st are school vacation days and such will be available as extra hours outside of the normal APA schedule.

In order to provide a simple evaluation pricing please base your proposal on the following numbers.

Interior Run, Drop Ceiling, 150 ~ 300 ft, colored cable, terminated to patch and biscuit Qty 53

Interior Run, Drop Ceiling, 1 ~ 150 Feet, colored cable, terminated to patch and biscuit Qty 50

Exterior Run, Brick Drilling , 1 ~ 150 Feet, Colored Cable, Terminated to patch and Male CAT6 end. Qty 10

Exterior Run, Brick Drilling , 150 ~ 300 Feet, Colored Cable, Terminated to patch and Male CAT6 end. Qty 15

Biscuit Jacks QTY 60

EZ Modules QTY 85 Yellow 43 White

Patch Panel, Cat 6, 24-Port, QTY 7

Faceplate, Flat, 1-Gang, 1-Port QTY 43

## **Proposal Submission Requirements**

Proposals must be submitted by Friday January 19th Noon MST with 3 hard copies to the district office. 12894 Pony Express Road STE 600 Draper, UT 84020. The evaluation committee will not be available during this time to discuss or accept your proposals.

The secretarial staff will provide you a certification form that your bid has been received by the district and by the required deadline.

It is also requested that a soft copy be provided via email to [dbowman@apamail.org](mailto:dbowman@apamail.org). In the event of differences between the printed and digital versions the printed version will be care the heavier weight.