

Request for Proposal

**Talbot County Public Schools
12 Magnolia St.
Easton, Maryland 21601
Phone 410-822-0330
Fax 410-820-4260**

Structured Cabling For Tilghman Elementary School

**Proposal Posting Date: January 9, 2020
Proposal Due Date: February 10, 2020 1:00 p.m.**

**CONTACT: Steve Wilson
PHONE: 410-822-0330, EXT 128
Email: swilson@talbotschools.org**

Minority Business Enterprises (MBE's) are encouraged to participate.

The Talbot County Public Schools reserves the right to waive any informality in, or to reject, any or all proposals.

The Talbot County Public Schools does not discriminate in admissions, access, treatment, or employment in its programs and activities on the basis of race, sex, age, color, national origin, religion, disability, sexual orientation or other basis prohibited by law. Appropriate accommodations for individuals with disabilities will be provided upon request.

By order of Talbot County Public Schools

Dr. Kelly Griffith
Superintendent of Schools

1. INTRODUCTION

This document is issued as a request for proposal for the supply and installation of a structured Local Area Network cabling system for Talbot County Public Schools. The structured cabling system will support all data applications within facilities located on the campus of Tilghman Elementary School, 21374 Foster Avenue, Tilghman, MD 21671 This document describes the system requirements to be met in the proposals of the telecommunications cabling vendors to secure under contract all materials, design, installation, and supervision for the structured cabling system that is a turn-key solution.

2. TERMS AND CONDITIONS OF BIDS

This is an invitation to submit a bid based on the materials, systems and equipment described in this document. All bids must be submitted in accordance with the specifications and information contained herein, as well as with any addenda, if required, issued by the purchaser. The bid package shall be accompanied by a presale warranty commitment binding the awarded contractor and manufacturer to the customer selected, extended warranty package not less than 20 years in length.

It is the intent of the drawings and specifications to provide a complete workable Local Area Network cabling system ready for the owner's use. Any item not specifically shown on the drawings or called for in the specification, but normally required for a complete system, are to be considered a part of the contract. Consideration other than cost alone will be used in making the determination of the successful contractor. These factors will include financial stability, availability, design support, project management and field supervision. The manufacturers and products specified in the document are to be used.

3. GENERAL INFORMATION

Structured Cabling – Tilghman Elementary School	
RFP Number	20-0112
RFP Contact Information	Stephen Wilson, Information Technology Director swilson@talbotschools.org
RFP Release Date	January 9, 2020
RFP Documents	Maryland e-Market place https://emaryland.buyspeed.com/bs/ Talbot County Public Schools http://www.tcps.k12.md.us/departments/Technology
RFP pre-Conference meeting Date – Time and building tour	January 16, 2020: 10:30 PM, Talbot County Education Center 12 Magnolia St. Easton MD 21601 – then moving to St Michaels Campus followed by Tilghman Elementary
Email Questions/Clarifications or Register to receive responses	Stephen Wilson, Information Technology Director swilson@talbotschools.org
Last date to email questions	February 4 th 2020
Final question response date	February 5 th 2020

RFP Delivery	Mail or Carrier with tracking number, requiring Signature- Talbot County Public Schools, 12 Magnolia Street, Easton MD 21601
RFP closing Date – Time and Opening	February 10, 2020 1:00 PM E.S.T No RFPs will be accepted after this time
RFP Selection and Recommendation	Made by TCPS IT department and prior to Prior to USAC form 471 filing date
Award of contract	Contingent upon 1) TCPS BOE RFP approval by March 18, 2020 2) Talbot County Budget funding approval May 30, 2020 3) USAC/SLD Funding approval June 2020 (approximately)
Contract Start date	July 1, 2020
Contract End Date	June 30, 2021
Delivery Day:	August 13, 2020

Sealed proposals shall be accepted by the TCPS at 12 Magnolia Street, Easton, Maryland 21601 until 1:00 PM local time on **Monday, February 10, 2020** at which time they shall be opened and available to the public. The proposal and a copy should be in a clearly marked envelope labeled, " **RFP: 20-0112 Structured Cabling, Tilghman Elementary School.**" All proposals shall be hard copy; electronic or facsimile proposals shall be rejected. Proposals received after the designated date and time will not be accepted.

During the evaluation process TCPS may at its discretion, request any one or all firms to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions the evaluators may have on a firm's proposal. Not all firms may be asked to make such oral presentations.

The ***Request for Proposals*** document may be obtained by contacting Stephen Wilson, Information Technology Director at the address noted above; telephone – 410-822-0330; email address – swilson@talbotschools.org. The TCPS reserves the right to reject any or all proposals or to accept any proposal or portion thereof, and enter into further negotiations with one or more vendor when, in their reasoned judgment, the citizens of Talbot County will be better served thereby.

4. Instructions to Vendors

All vendors shall be registered as a service provider with the Universal Service Administrative Company–School and Libraries Division (USAC-SLD) for the E-Rate Program. Bidders agree to comply with all requirements of the E-Rate Program for service providers. All bidders shall furnish their Service Provider Identification Number (SPIN) on their bid form. All bid forms are to be completed and signed by an authorized agent.

Questions concerning this RFP may be submitted via email to Steve Wilson. swilson@talbotschools.org Subject - All questions must be in writing using email with **RFP 19-0112** printed in the subject line. Verbal inquiries will not be accepted. Questions and submissions will be accepted until end of day on February 4, 2020. Please note that all written questions and responses are, by law, public information and will be shared with all interested parties and vendors. Responses to question will be made by February 5, 2020

The applicant intends that the Form 472 Billed Entity Applicant Reimbursement (BEAR) method for reimbursement of eligible Category 2 E-Rate funds. If the Form 472 BEAR method is selected the service provider will be notified when the purchase order is issued. If not specifically stated on the purchase order, the applicant shall utilize the Form 474 BEAR method.

Under some circumstances the applicant may elect to use the Form 474 Service Provider Invoice (SPI) method will be utilized for reimbursement of eligible Category 2 E-Rate funds. Service provider shall invoice the applicant for

only the non-discount portion of the cost as indicated on the Funding Commitment Decision Letter (FCDL). The service provider may then file a Form 474 for reimbursement from USAC for the discount portion of the cost as indicated on the FCDL.

Whichever reimbursement method is used, the service provider is responsible for stating the eligibility percentage of all products or services to be offered on the Bid Form. These eligibility percentages will be used by the applicant on the Form 471. This provision is a condition of your bid submission and cannot be modified, changed, or nullified by any statement or language in your bid, service agreement, or contract.

If the service provider intends for there to be a contract for the services being bid, then a copy of the contract signed by the bidder shall be submitted with the bid. The contract shall also include a signature line for approval by the bidding entity.

All awards and contracts shall be contingent upon approval of funding including E-Rate funding approval and local funding approval.

If the RFP requests pricing for any item for which either the manufacturer or USAC have determined E-Rate funding eligibility, then you must list the SKU of the item and its E-Rate eligibility percentage. This includes any bid item containing Advanced Parts Replacement or any other potentially ineligible components.

Contractors must send (2) paper copies of the response document to the above address by 1:00 PM on February 10, 2020. Labeled **RFP 20-0112 Structured cabling Tilghman Elementary School** to Talbot County Public Schools, 12 Magnolia Street, Easton, Maryland 21601

Respondents must use worksheets provided. Although these schools are under one roof and share 1 MDF, they must be represented and quoted as two (2) distinct entities: Tilghman Elementary School In order to qualify for USAC Funding.

5. Indemnification and Institution Requirements

The successful contractor shall agree to indemnify TCPS, its Board, its Officers, and employees against loss or damage (including reasonable attorney's fees and other costs of litigation) caused by the vendor's negligent acts or omissions and the negligent acts or omissions of the vendor's agents or employees. The successful vendor shall agree to defend any suit against The TCPS alleging injuries or damages arising out of the service provided; however, that nothing contained therein shall require the successful vendor to defend or indemnify TCPS for injuries or damages arising out of the negligence of TCPS, its agents, or employees. Contract Law: Any contract and /or purchase order(s) resulting from this RFP will be subject to the laws of the State of Maryland and all other applicable statutes. The total contract and / or purchase order(s) will include only the negotiated and executed contract and / or purchase order(s) and this request for proposal.

6. Contractor Expense

TCPS will not be responsible for any expenses incurred by any vendor in the development of a response to this request including any onsite (or otherwise) interviews and/ or presentations, and /or supplemental information provided, submitted, or given to the school or its representatives. Further, TCPS shall reserve the right to cancel the work described herein prior to issuance and acceptance of any contractual agreement/purchase order by the recommended vendor even if the district has formally accepted a recommendation.

- Contractors should understand that the issuance of this RFP does not create any obligation on the part of

TCPS to enter into any contract or undertake any financial obligations with respect to the system referred to herein. There will be no public opening for the quotations received, and there will no discussions with contractors until evaluation of the quotations has been completed. Any subsequent discussions shall be at the discretion of TCPS.

- Any information in the quotation of a proprietary nature should be clearly and specifically identified. Such identification should not limit TCPS's right to use such information if it is obtained from another source, or if it comes into the public domain.
- After evaluation of all bids received, TCPS will award individual contracts for each building to the lowest response and responsible bidder. TCPS reserves the right to reject any and all quotations and to waive any non-conformities, whenever such actions are in its best interest, as determined solely by TCPS.
- TCPS reserves the right to negotiate for and purchase separately, portions of the contractor quotations, e.g., engineering, material, labor, project management.
- The contract, if awarded, will be awarded to the responsible responsive contractor submitting the best bid for the system, plus any acceptable alternatives complying with the conditions and requirements of this RFP. (Considerations other than cost alone will be used in making the determination of the successful contractor; included in the considerations will be past performance in similar jobs completed for TCPS).
- Commencement of the work shall be subject to the discretion of TCPS, and TCPS reserves the right to make all decisions regarding this RFP.
- Estimated substantial date of completion will need to be negotiated on a site by site basis. Actual sequence and duration of the work activities requested will be coordinated and directed by the contractor. TCPS may advance, or delay the Substantial Date of Completion, if
 - TCPS deems necessary. However, all work must be completed by August 13, 2020
 - Contractor acknowledges that TCPS will rely on contractor's ability, expertise and knowledge of the system.
 - Contractor shall be obligated to exercise the highest standard of care in performing its obligations.
- Minority Business Enterprise participation is encouraged but not required for this project. MDOT Certified MBE firms shall be considered. Vendor must complete and submit to TCPS any requested documentation related to MBE participation.
- Nothing contained herein creates any contractual relationship between TCPS and the contractor, subcontractor, or supplier. However, vendor statements contained in the response of the successful vendor will become part of the contract for equipment and services.
- If additions, deletions, modifications or clarifications to the RFP become necessary, the changes to this RFP will be noted in writing to all contractors.
- All contractors will be notified as to whether their bid has been accepted or not accepted by TCPS.
- If, after award of the contract, the contractor becomes aware of possible problems which could result in delay in completion of the system on schedule, the contractor must immediately notify the Steve Wilson (failure to promptly notify will be basis for determining contractor negligence in an otherwise excusable delay).

- Contractor is expected to comply with TCPS terms and conditions and should consider these terms and conditions as part of the contract.
- TCPS will not be liable for any costs incurred in the preparation and presentation of the bid.

7. Bid Submission

- Each item presented in this RFP must be responded to as thoroughly as possible. Unclear, ambiguous statements such as “all reasonable effort to provide” should be avoided. Failure to address any of the requirements will subject the response to rejection and/or misrepresentation.
- Inability to meet any specified requirements must be so stated and thoroughly explained.

8. Financial Requirements

A. No bond is required

9. Responsibilities

A. Customer Responsibilities: TCPS is responsible for the following:

- We will allow the contractor’s employees free access to the premises and facilities at all reasonable hours during the installation.
- TCPS shall provide a floor plans for each building. Contractor shall consult with TCPS for locations of outlets as needed.
- We will provide access to 120-volt, 20 AMP, 60 Hz commercial power necessary for the installation and for future telecommunications equipment, or comparable 240-volt power.
- Making alterations and repairs to the building, equipment, or services if it is determined by the company to be desirable or necessary for safe operation.
- We will be available for inspections when notified by the contractor that the equipment or any part thereof is ready for acceptance.

B. Contractor Responsibilities & Qualifications:

○ After the award, the contractor is responsible for the following:

- Providing all supervision, labor, tools, equipment, materials, transportation, erection, construction, unloading, inspection and inventory housing. Must also return spare material as specified.
- Furnishing and installing materials for the expansion of structured cabling system unless specific provisioning or installation of materials is denoted in this RFP.
- Obtaining TCPS permission before proceeding with any work necessitating cutting into or through any part of the building structure such as girders, beams, concrete, tile floors or partition ceilings, exterior walls
- Promptly repairing all damage to the building due to carelessness of contractor employees and exercising reasonable care to avoid any damage to the building. Reporting to TCPS any damage to the building that may

exist or may occur during the contractor's occupancy of the building.

- Taking necessary steps to ensure that required firefighting apparatus is accessible at all times. Flammable materials shall be kept in suitable places outside the building.
- Installing the wire, cable and hardware in accordance with the specifications outlined herein.
- Conducting tests and inspections as specified post-installation.
- Promptly notifying TCPS at least two weeks prior to completion of work on equipment wherein such portions are ready for inspection.
- Promptly correcting all defects for which contractor is responsible as determined by TCPS.
- Coordinating all work with TCPS representative that may be designated at a future date before the commencement of the installation.
- Maintaining insurance and appropriate warranty bonds on the proposed distribution system until such time as it is accepted by TCPS.
- Removing all tools, equipment, rubbish and debris from the premises and leaving the premises clean and neat upon completion of the work each day and upon final completion of the project.
- Abiding by the safety and security rules in force on the work site per local and governmental regulation.

8. Scope of Work for Horizontal Cabling

Install 84 (21 quad box locations) new Category 6 cabling drops outside of each classroom, instructional, and administrative area. Install a minimum of 4 new cables in Single Gang Surface-Mount Back Box, with a 4-port faceplate 4 inches above the above the hallway ceiling tiles and outside of the classroom or office door of each location. Drawing attached.

A. Materials and Workmanship Requirements

- The contractor shall only provide new products.
- All cables' drop locations shall meet the requirements published in the specifications of Plenum rated ANSI/TIA/EIA 568B
 - Do not exceed the minimum bend of 4 x Outside Diameter (OD) for 4 pair UTP, 10 x OD for multi pair (more than 4 pair) UTP, 1.18 in.
 - Per TIA/EIA 568B never untwist the pairs of cable beyond the absolute minimum required for termination.
 - The cable jacket on UTP shall only be stripped back the minimum required to terminate to connecting hardware.
 - Cable management panels shall be used when terminating cable.
 - Maximum cable lengths shall not be exceeded.
 - All penetrations through fire rated building structures (walls and floors) shall have a metal stuffing

pipe that extends beyond each side of the building structure and sealed with an appropriate firestop system. This requirement applies to through penetrations (complete penetration) and membrane penetrations (through one side of a hollow fire rated structure). Any penetrating item (i.e., riser slots and sleeves, cables, conduit, cable tray, and raceways, etc.) shall be properly fire-stopped.

- Testing requirement: the contractor shall perform testing of all cabling permanent links (to include connectors and/or terminations to patch panels). Documentation shall be provided to certify that the installed cabling permanent link(s) meets or exceeds ISO Accuracy Level IV and/or TIA Level III requirements and demonstrates specification compliance with Plenum rated ANSI/TIA/EIA-568B.2-1 or better (results in dB preferred).
 - Installed Category 6 runs will be tested and documented to verify that they will maintain 250MHz rating required to support IEEE 802.3bz for 2.5GBASE-T and 5GBASE-T.
- All copper cable (will have a **green** jacket), patch panels, connectors, patch cables and all termination equipment shall be UL and Category 6 certified.
 - Contractor will provide and install the following in the MDF:
 - 2 – 19” Rackmount 48-Port Cat6 RJ45 Patch Panel – 2U
 - All surface raceway, boxes, and fittings will be off white and metal and if required shall be meet with TCPS specifications as to color and material. Any and all raceway products shall use 1-inch bend radius fittings for TIA/EIA compliance. Cable fill rates are to be determined by the contractor however may not exceed TIA/EIA MAX wire fill recommendations. Any surface raceway usage must be pre-approved by the TCPS before installation.
 - Unless where indicated, there will be 4 cable runs to each quad specified on the building statement of work (SOW) in space above the ceiling tile area above each door and terminated in a quad box. Cables will also be terminated and labeled on a patch panel, the in the MDF or IDF specified on the drawings.
 - The attached cabling schedule provides guidance for labeling.

Evaluation

Criteria for Structured Cabling	Points
Price of the eligible products and services	40
Prior experience with Reseller/or installer	35
Meets technical requirements	25
Failure to provide equivalent product or service specifications may disqualify proposal	100 total

9. Final Acceptance

Completion of installation, final inspection, receipt of test validation will constitute acceptance of the system.

No Bond Required

Bid Form, Talbot County Public Schools
RFP 20-0112, Structured Cabling Tilghman Elementary School

Authorized Signature _____ Date _____

_____ Email _____

Name Printed

_____ Phone _____ Ext _____

Name of Company

_____ Company Address

USAC Service Provider Identification Number (SPIN) _____

Cost of E-Rate ineligible items or services, if any (attach detailed list): _____

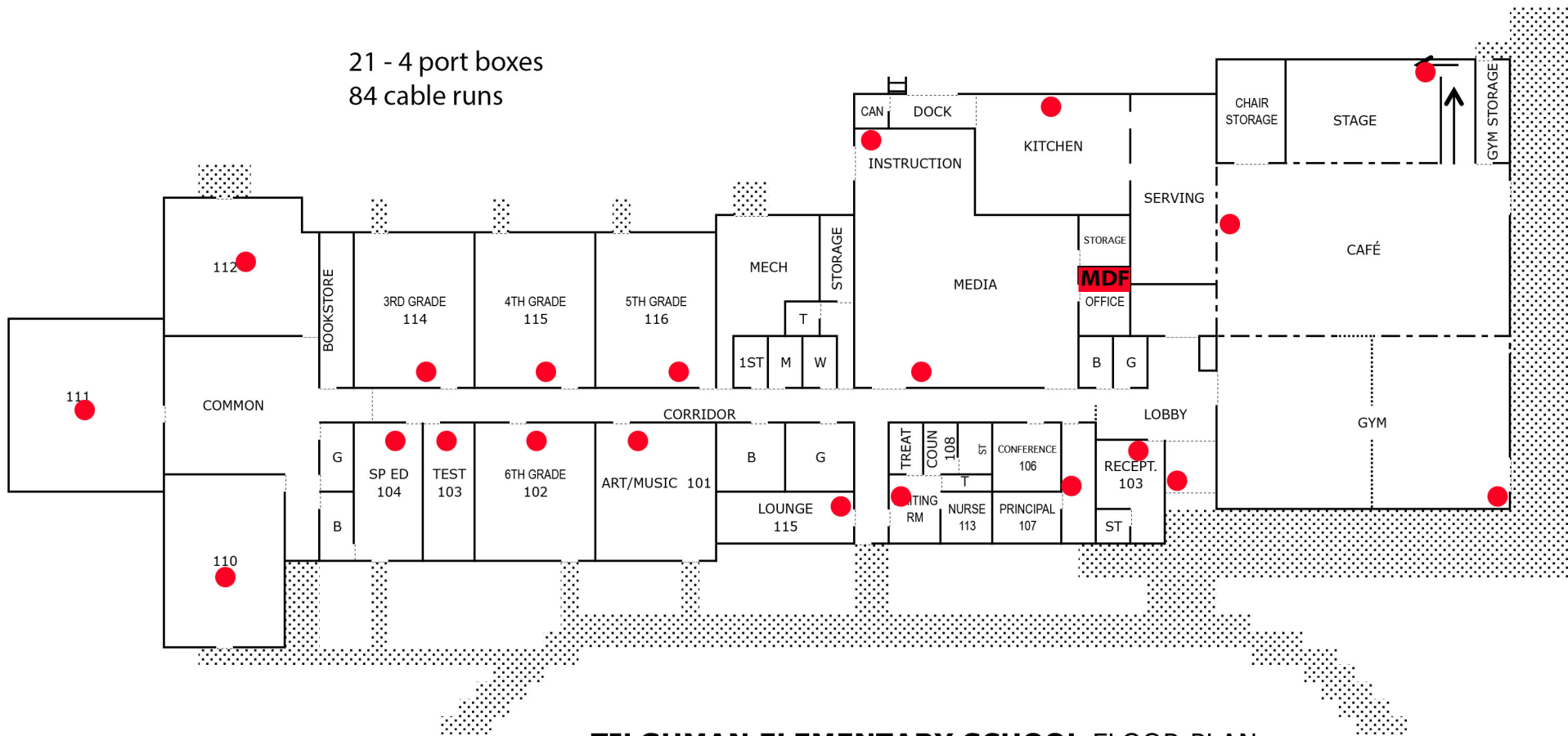
Total project cost for all labor, parts, materials, professional services \$ _____

Attach an itemized list of costs.

Attachments:

Floor plans – Drop Schedule

21 - 4 port boxes
84 cable runs



TILGHMAN ELEMENTARY SCHOOL FLOOR PLAN