REQUEST FOR PROPOSAL "RFP 2016-06"

Summary of Important Dates

<u>2016</u>

- **August 19th - Release of RFP**
- **August 31st - Deadline for questions**
- **September 2nd - Sealed bid deadline at noon**
- **September 2nd -Bids opened and read aloud at 2pm**
- **September 13th - Bid review / award (Board Meeting)**
- **September 13th -Winning bidder notified**
- **October 14th - Project Completion Deadline**

REQUEST FOR PROPOSAL "RFP 2016-06"

for

VoIP Wiring Project

Date Issued: August 19th, 2016

Date Due: September 2nd, 2016 by Noon

Otsego County
2016 VoIP Wiring Project
Structured Wiring Specifications
Updated: August 19, 2016

1. Objective

The objective of this project is to upgrade / replace existing network drop locations to accommodate dedicated VoIP connections to each phone location and to move and re-terminate multimode fiber at Sheriff Workcamp. Scope of work depicted on drawings.

UTP Category 6 cabling infrastructure requirements: The cabling infrastructure will be an end-to-end Non-Plenum Category 6 (new cabling) UTP cabling system. The proposed cable infrastructure must also be housed in UTP rated cable trays, D-Ring, J-hooks or conduit for all horizontal cable runs and installed in accordance with BICSI/TIA/EIA 568B network cabling standards. Data cabling paths are NOT to be shared with high voltage wiring or any other non-voice/data low voltage cabling (e.g. Alarm cabling, LV Control wires, HVAC, etc…).

2. Instructions to the Cabling Contractor:
   - Contractor must be Hubbell certified. A copy of Hubbell certification must be provided with contractor's quote unless currently on file with the client and/or Empiric Solutions, Inc.
   - Data cable installation requires Hubbell warranty.
   - All UTP wiring closet terminations will be to Hubbell Category 6 Universal Patch Panels, either 24 or 48 ports as required. See materials list later in document.
   - All UTP wiring closet terminations will be preceded by approximately 15 foot service loops (NOT COILED).
   - All wall terminations will be preceded by appropriately sized service loop in the unfinished basement directly below the conduit stub to the wall location, or above in the ceiling for feeds from the attic, or in the box/wall cavity. These short service loops may be coiled.
   - All UTP wiring closet terminations will be performed in a logical sequential order corresponding to the layout of the building.
   - All installations will use Hubbell Xcelerator jacks rated according to the location to be installed.
     - 8 position Hubbell Category 6 Jacks Orange: Mfg Part # HXJ6OR
   - Cable runs will be in UTP rated conduit, cable trays, D-rings, or J-hooks as required
     - Tie wraps (Zip Ties) will **NOT** be accepted for use with UTP structured cabling
     - J-hooks/D-Rings shall be spaced no further than every five feet
     - Velcro straps will be used for cable bundling and all tie down requirements
   - Wiring pathways will be coordinated with the building owner to insure paths do not conflict with future building plans and future UTP wiring installations.
   - Wiring pathways are intended for voice/data UTP cable ONLY! All other uses are prohibited by the building owner's request.
   - New construction wall jacks will be in 4x4 deep boxes with conduit stubbed to the floor/ceiling cavity or in horizontal raceway as needed for each location. Faceplates colors are ☒ Electric Ivory □ Almond □ White.
   - Data jacks in offices will be in a mixture of in-wall and surface raceway. Whenever possible in-wall installations will be used. Surface mount raceway requires secure mounting with screws (adhesives will not be approved). Raceway color ☒ Electric Ivory □ Almond □ White.
   - Full certification reports for each data drop, RJ-45 jacks, and patch panel must be provided at the completion of the project. These reports must show each drop within conformance with BICSI/TIA/EIA-568B standards; 100Mbps for category 5e and 1000Mbps for category 6. Test reports are due in electronic form to building owner no later than 15 working days following job completion, with a courtesy copy provided to Empiric Solutions.

- Jacks shall be labeled as follows

  Label → XX-PPNN (example: A2-B03)

  XX = Wiring Closet (A1, A2, etc…, if needed)

  PP = Patch Panel Identifier

  NN = Jack Number
- Cabling Contractor is to provide all materials necessary to complete the project such as: UTP Category 6 cabling, conduit, cable trays, D-Rings, j-hooks, Hubbell faceplates, Hubbell Patch Panels, Hubbell jacks, screws, velcro, and labels.
- All wall penetrations will be properly sleeved and fire stopped according to NEC
- Federal/state construction codes adherence are the sole responsibility of the cabling contractor. Contractor is responsible for any/all necessary permits and/or inspections that may be required by local code.
- Permits/inspections must be coordinated with the building owner and/or general contractor.
- Instructions that create potential violations or concerns with required regulations must be brought to the attention of the building owner and ESI prior to execution of work.

3. Project specific instructions for Cabling Contractor
   - This project requires non-plenum rated Category 6 UTP cabling
   - Install a total of 124 data drops (Hubbell RJ45). Following is a list of drop locations (see associated drawings and for visual representation)

Description	No. of Locations	Data Jacks	Jack Conversion from USOC to RJ45	Wire Management allocation
Alpine Center 1st Floor (District Court Wing) + Multipurpose Rm	15	15		
Alpine Center 1st Floor (Juvenile offices)	3	3		
Alpine Center 1st Floor (FOC)	10	10		
Alpine Center 3rd Floor (Court)	15	15		(1)- 24 Port Hubbell (1)- Z Channel (3) – 2U Hubbell Wire Management
Alpine Center 3rd Floor (Prosecutor)	13	13		
Alpine Center 4th Floor (Court)				
Alpine Center 4th Floor (MSU)	3	3		
Alpine Center 4th Floor (Conservation District)	8	8		
OCCH Main Level	14	12	8	(1) - 24 Port Hubbell (2) – 2U Hubbell Wire Management
OCCH Main 2nd Floor	13	13		
Land Use Services	10	2	8	
OTC Sheriff Civil	6	0	6	
OTC Sheriff Jail / Admin	11	11		
OTC WorkCamp	2	2		
Totals		**107**	**22**	

- The data frame(s) are noted within attached drawings for each building / location
- Exact location of data drops are determined with IT contractor (ESI) and building owner as necessary
- Hubbell Face plate color is ☒ Electric Ivory □ Almond □ White
- Demo and remove unused existing CATx infrastructure cabling and terminations
- Coordination with IT personnel and building owner is required during demo to ensure required connectivity is maintained.
- Provide the following "new in-box" for IT installation
- Major equipment list/part numbers, provide new; coordinate all substitutions with ESI. This list is not necessarily all inclusive
    - 2 ea – Hubbell 24 port patch panel (P# - P6E24U)
    - 129 ea – RJ-45 jacks (P# - HXJ6OR)
    - 5 ea – Hubbell 2U x 3" horizontal cable management for relay rack (P# - HC219CE3N)
    - 1 ea – Z Channel (Alpine Center 3rd Floor IDF) (P# - HUBVS76H)
- Cabling contractor is required to coordinate schedule for access to all office space included to ensure interruption to daily operation is limited.
- Project completion required not later than: **October 14th, 2016**.
- All scheduled work must also be coordinated with the building owner representative **and** ESI
    - Building owner representative Joe Switalski (Maintenance): 989.370.3802
    - Empiric Solutions: 231.348.1035
    - Work performed by the contractor will be scheduled in a way to create minimal disruption to County staff.
- Project bid/quote will include:
    - Materials list (submittals)
    - Estimated time onsite to complete project
    - Specific certification equipment and method
    - Total cost to be billed and a breakdown between parts and labor
    - Hubbell certification copy (unless on file)
- Data drop certification reports, warranty and contractor markups required NLT 15 days following job completion. Submit original documents to building owner and electronic copies to ESI. Final payment will be made only after submission of these documents and sign off by County and ESI.

4. The County reserves the right to accept, reject or negotiate any or all bids, to waive or not waive informalities or irregularities in bids or bidding procedures, to rebid the project/purchase, and to accept any bid determined by the County to be in the best interest of the County, regardless of price. The reason for rejection may include past performance issues, and compatibility with existing equipment or software. Vendors located in Otsego County are hereby granted a 5% cost variance for low bid determination.

5. Official Signature: An authorized official/person acknowledging full understanding of the information contained in this RFP must sign the Bid/Proposal Form.

6. Insurance Requirements: Contractor shall furnish a Certificate of Insurance from an insurance company licensed to do business in the State of Michigan and acceptable to the County for the following:
    a. Commercial General Liability Insurance in the amount of $1,000,000.
    b. Worker's Disability Compensation Insurance including employer's liability coverage, in accordance with applicable statutes of the State of Michigan.
    c. Motor Vehicle Liability Insurance, including Michigan no-fault coverage.
    d. Any other Insurance that may be needed by the Contractor in order to fulfill contractual obligations.
    e. Copies of subcontractor worker's disability compensation insurance will be required prior to commencement of work.

7. Licenses: The winning bidder hold any licenses necessary to work in the State of Michigan.

8. References: Bidder shall provide the names of three (3) commercial accounts for similar work performed. References are also required for any subcontractors.

9. Submission of Bid: **Sealed** bids/proposals must be received by Otsego County Administration at 225 West Main Suite 203 Gaylord, MI 49735, no later than **Noon on September 2nd, 2016**. Bids will be opened and read aloud at **2pm on September 2nd, 2016** in Room 212 of 225 West Main Gaylord, MI 49735.

10. Evaluation and Award: Bids/proposals shall be evaluated and awarded by the County following the Board meeting held on **September 13th, 2016**. Award of the bid will be based on quality, service, completion date, experience and price. Information on each of these categories shall be included in bid responses.
    a. Winning bidder will be notified before 4:30pm **September 13th, 2016**.

11. Compliance with the Law: Contractor shall comply with all applicable federal, State and local laws and ordinances, rules and regulations, as well as any applicable County policies.

12. Furnish and provide all materials, supplies, tools, equipment, labor, supervision, and expertise to properly and professionally perform all required services described in this RFP.

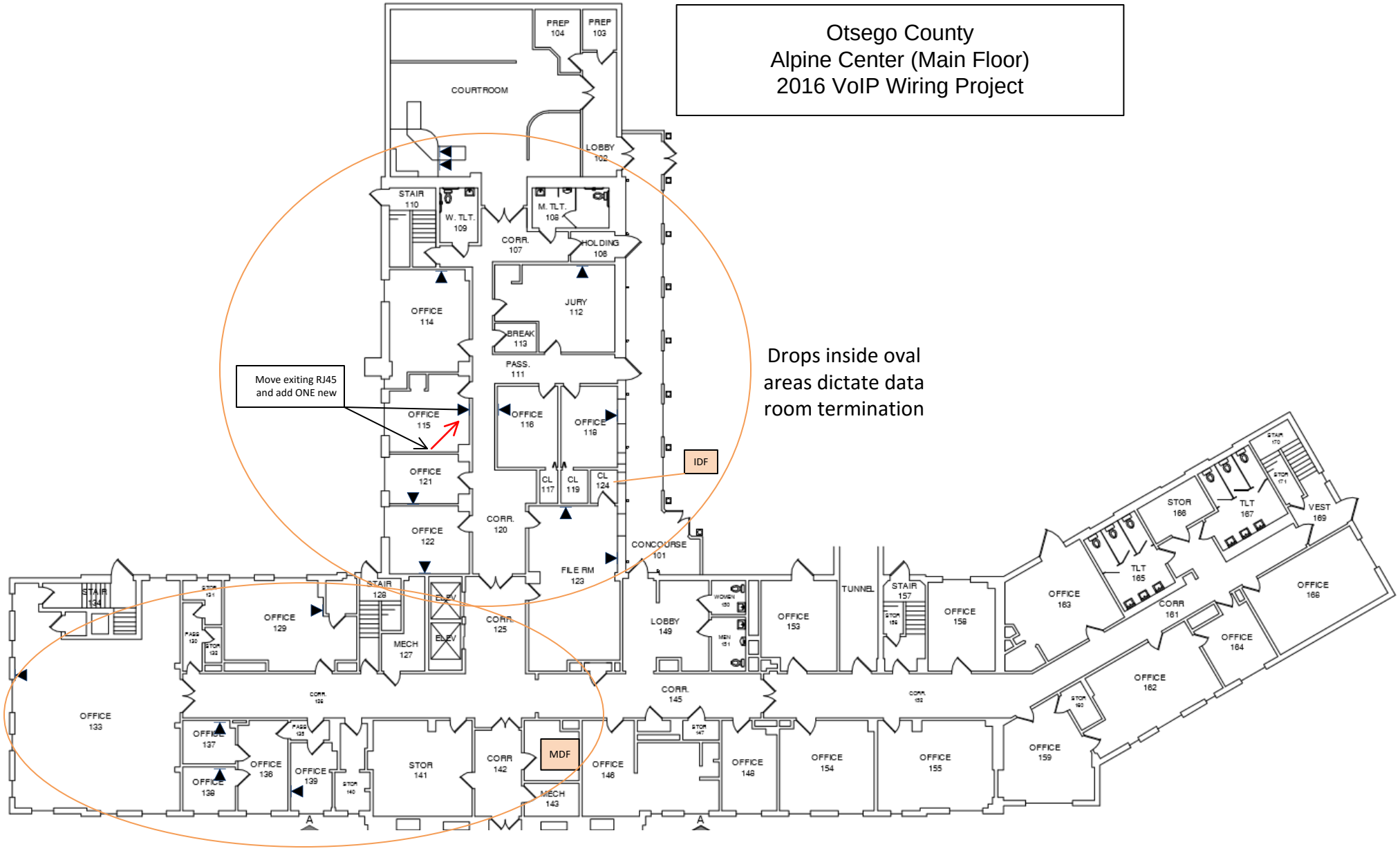
13. Please direct all questions regarding these instructions to the following point of contact.

    Doug Kassuba <dkassuba@empiricsolutions.com>
    Eric Seelye <seelye@empiricsolutions.com>
    Empiric Solutions, Inc.
    PO Box 58
    Petoskey, MI 49770
    Tel: +1.231.348.1035

    Questions must be submitted by August 31st, 2016

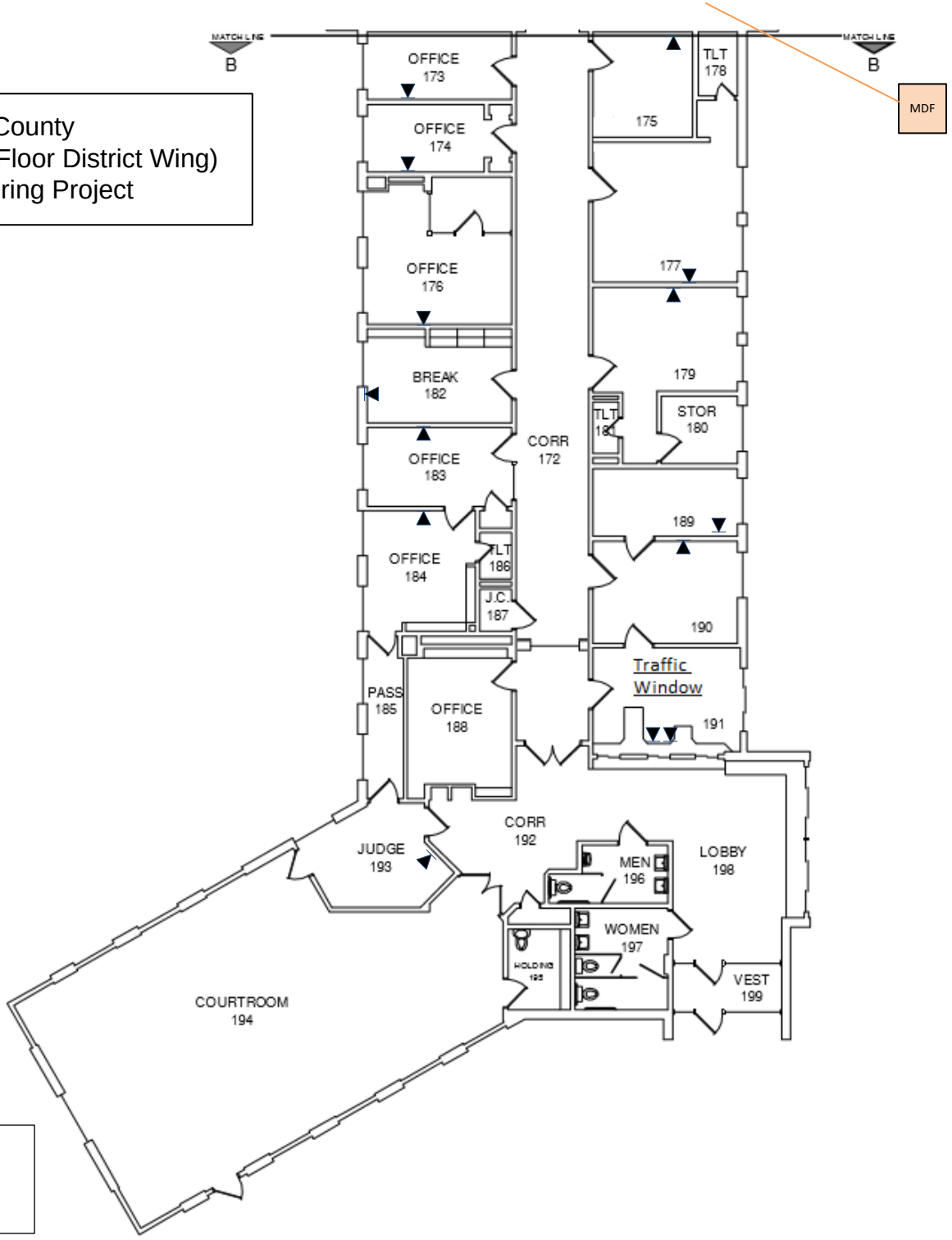
Please reference "2016 VoIP Wiring Project" on all correspondence.

Otsego County
Alpine Center (Main Floor)
2016 VoIP Wiring Project



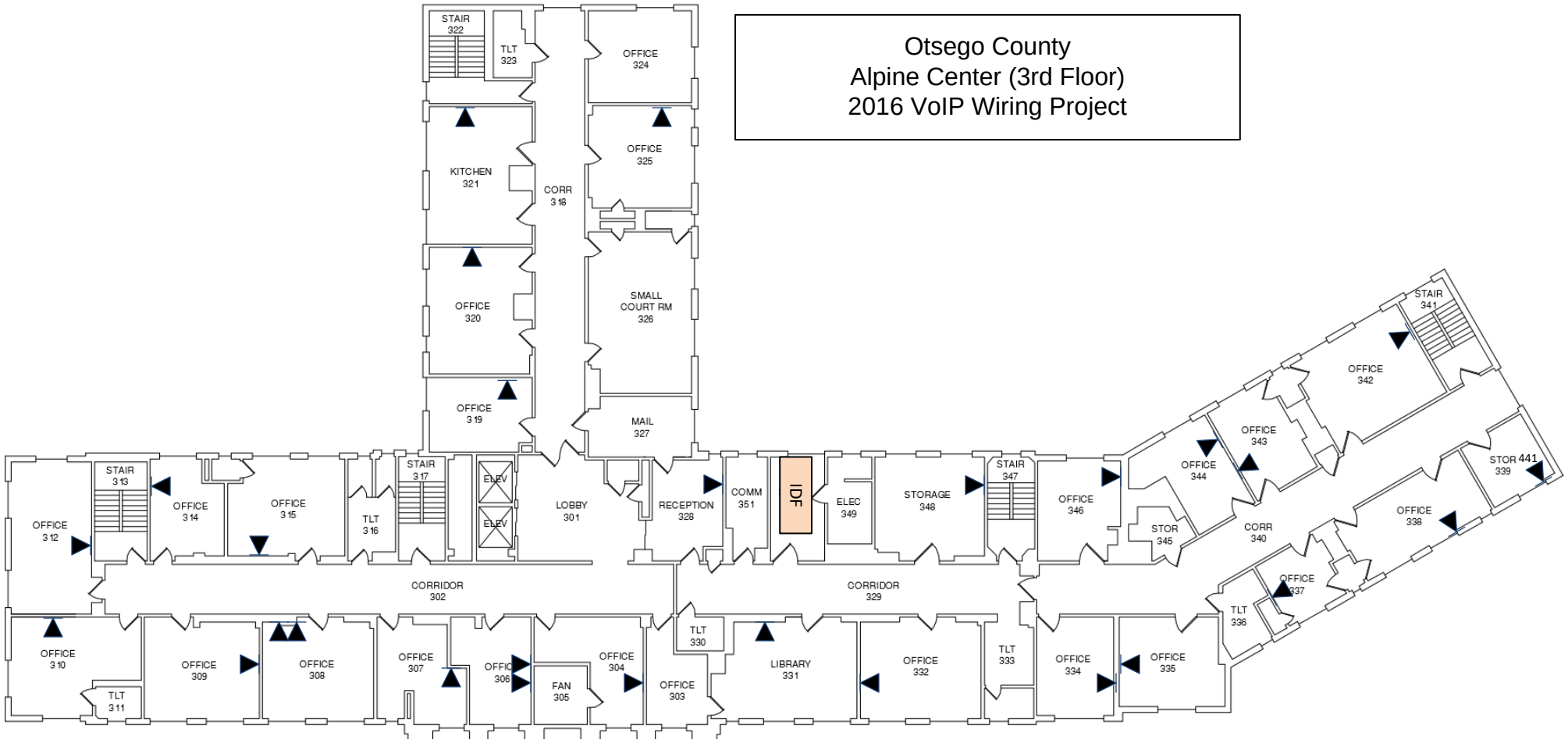
New RJ45 Drops (16)

Otsego County
Alpine Center (Main Floor District Wing)
2016 VoIP Wiring Project



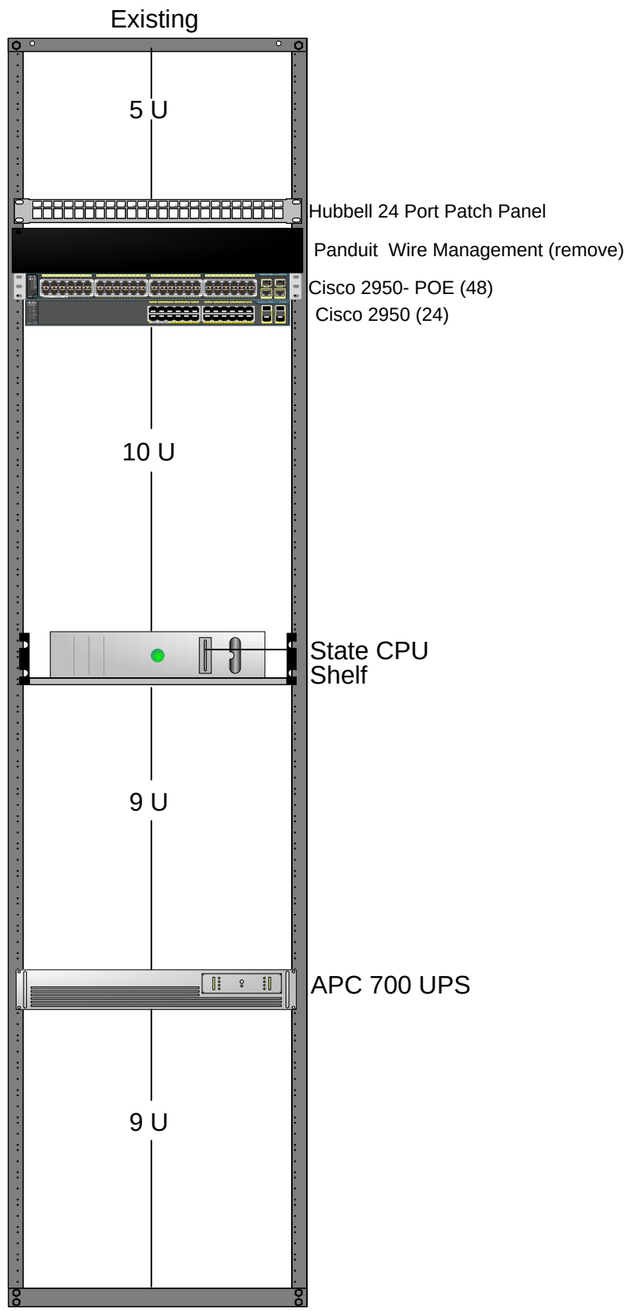
New RJ45 Drops (14)

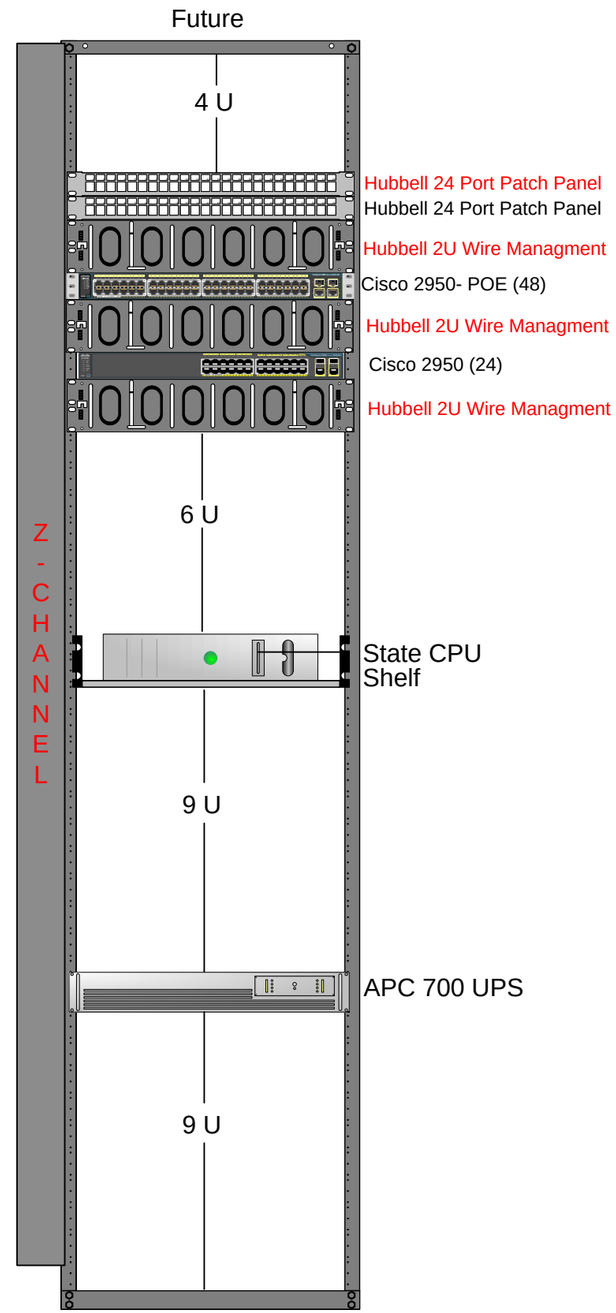
Otsego County
Alpine Center (3rd Floor)
2016 VoIP Wiring Project



New RJ45 Drops (28)

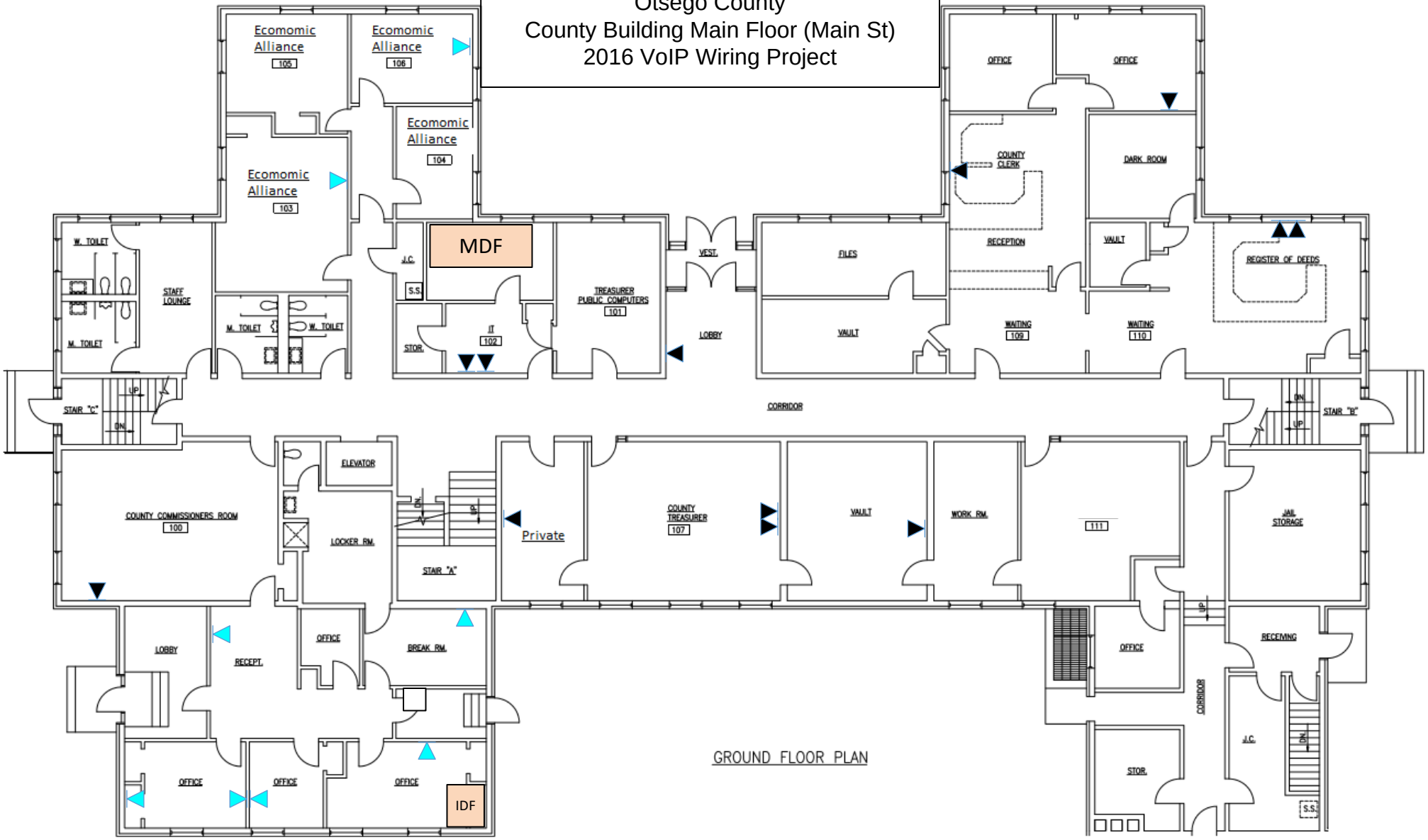
Alpine Center 3rd Floor IDF





New RJ45 Drops (14)

Otsego County
County Building Main Floor (Main St)
2016 VoIP Wiring Project

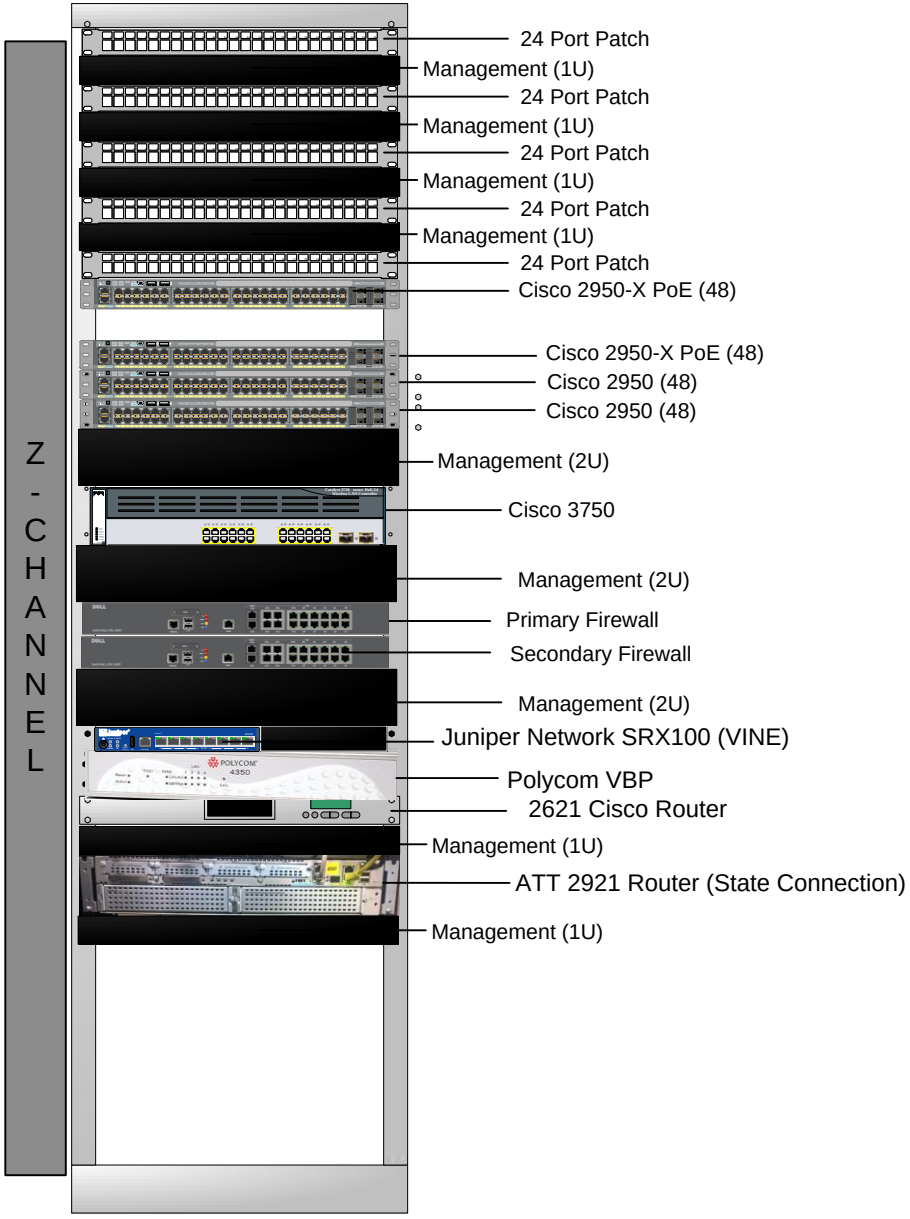


Convert USOC to RJ45 (8)

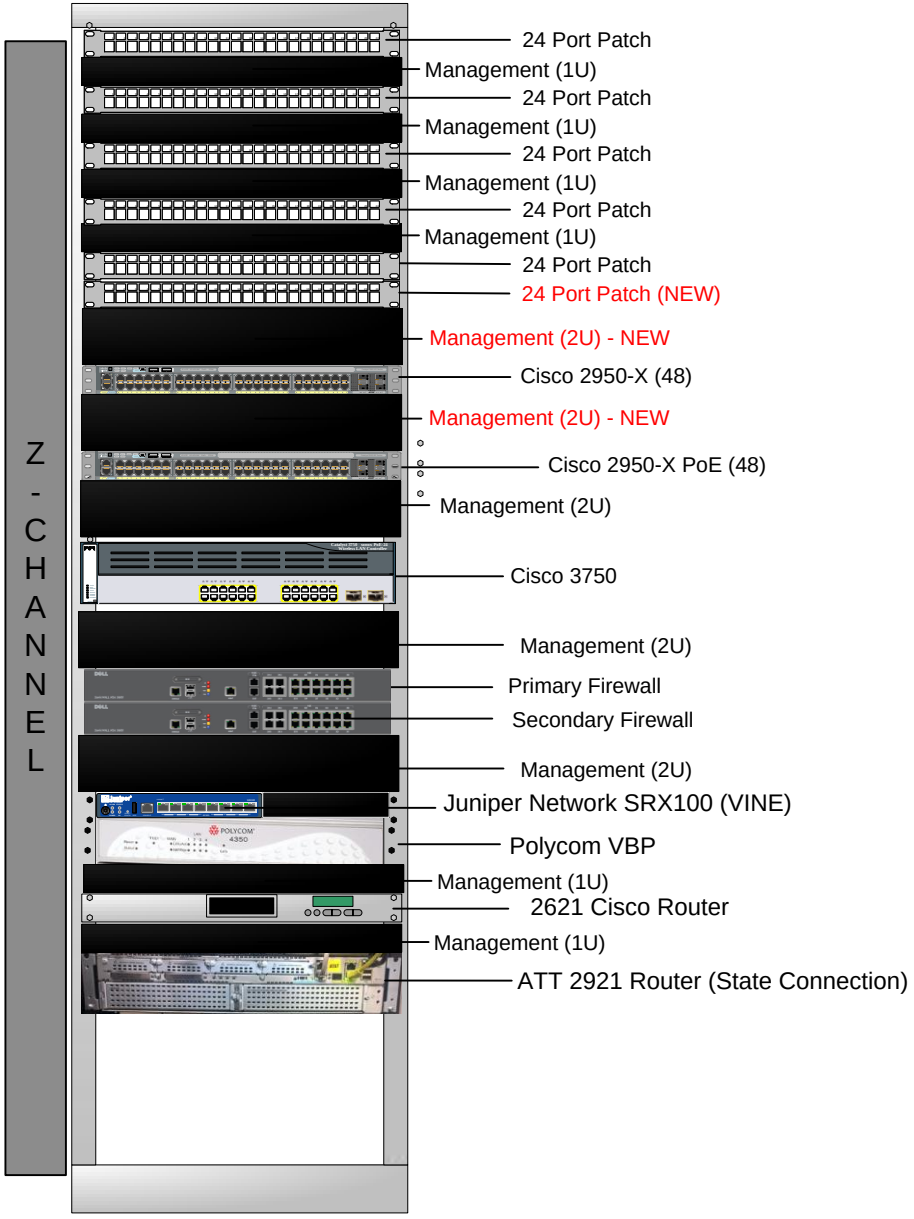
New RJ45 Drops (12)

Otsego County
DP Room Relay Rack

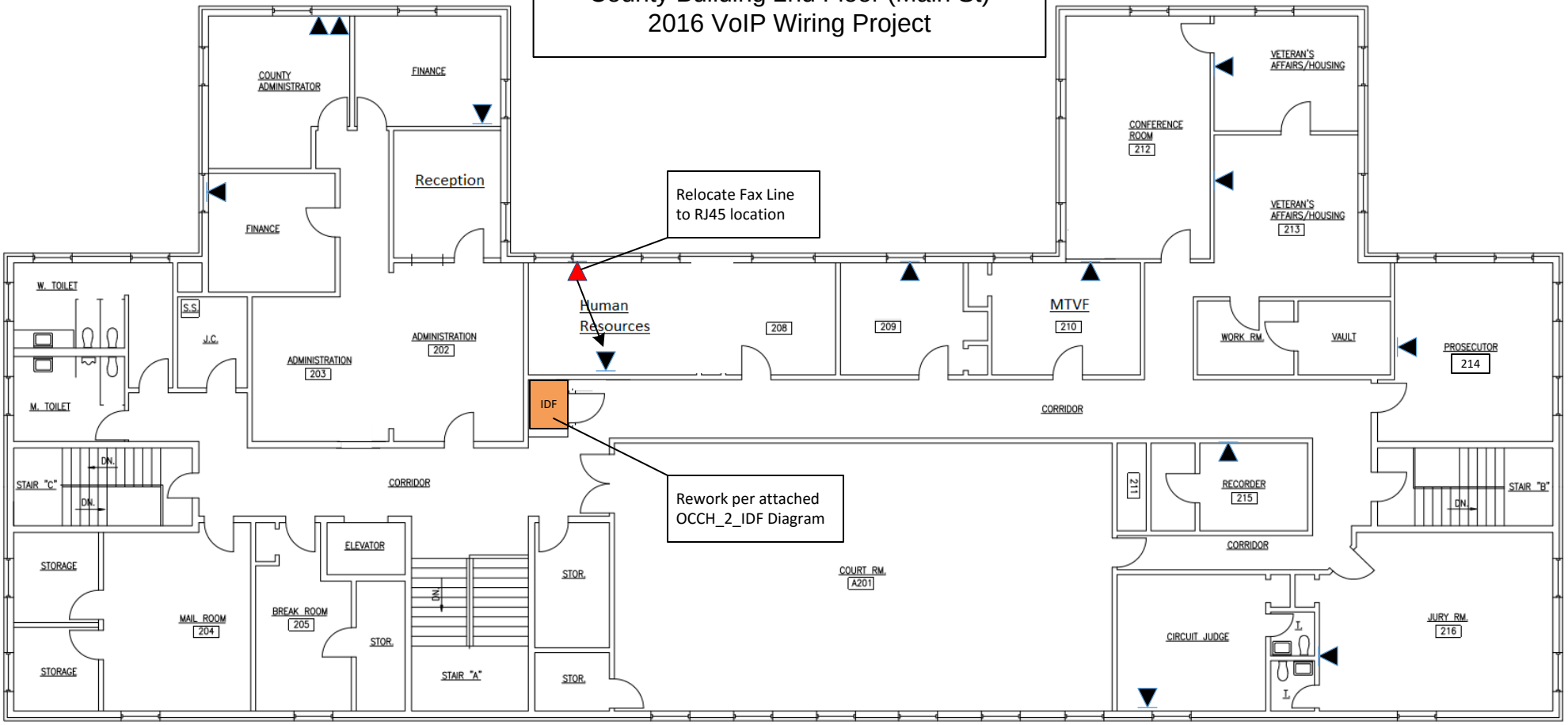
2015



2016 VoIP Wiring Project
October



Otsego County
County Building 2nd Floor (Main St)
2016 VoIP Wiring Project

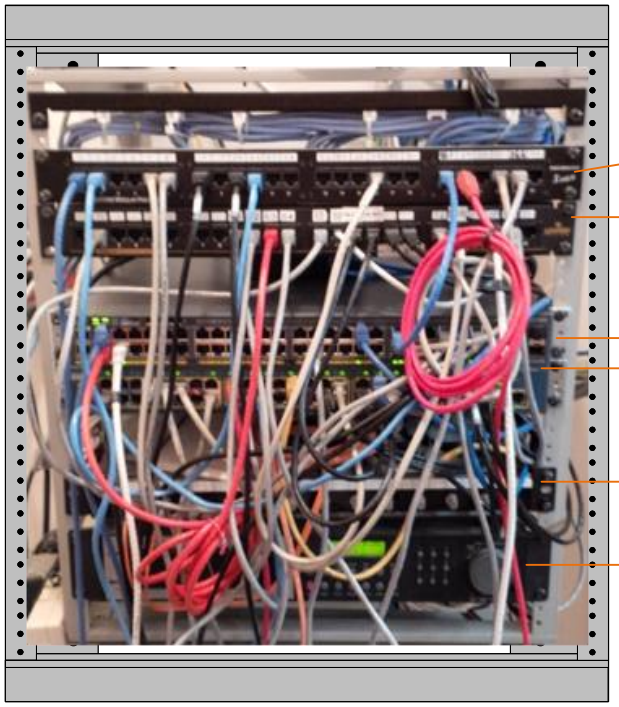


Existing Telco / Data Drops (1)

New RJ45 Drops (13)

Otsego County
2nd Floor IDF Relay Rack

Current



24 Port Patch Panel (relocate)

24 Port Patch Panel (relocate)

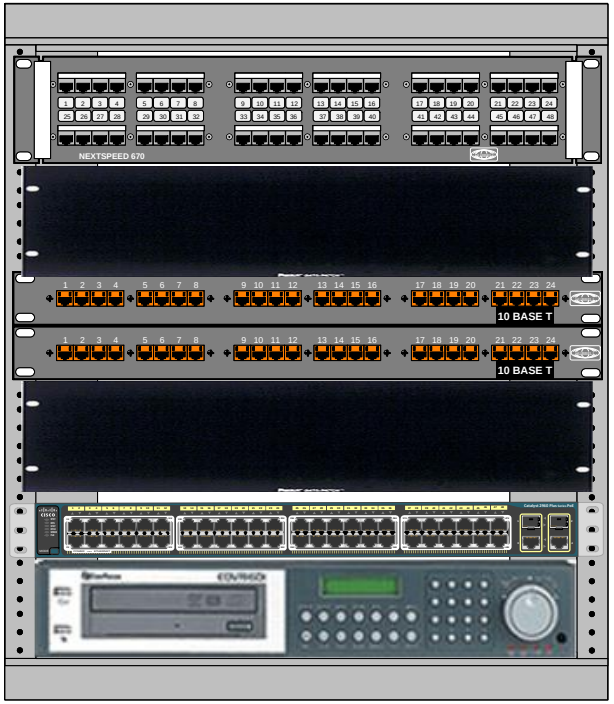
Cisco 2950 (remove)

Cisco 2960-X PoE

Lucent Fiber Patch Panel (removed)

EverFocus DVR

Future



New 48 Port Hubbell Patch Panel

Hubbell 2U Cable Management

24 Port Patch Panel

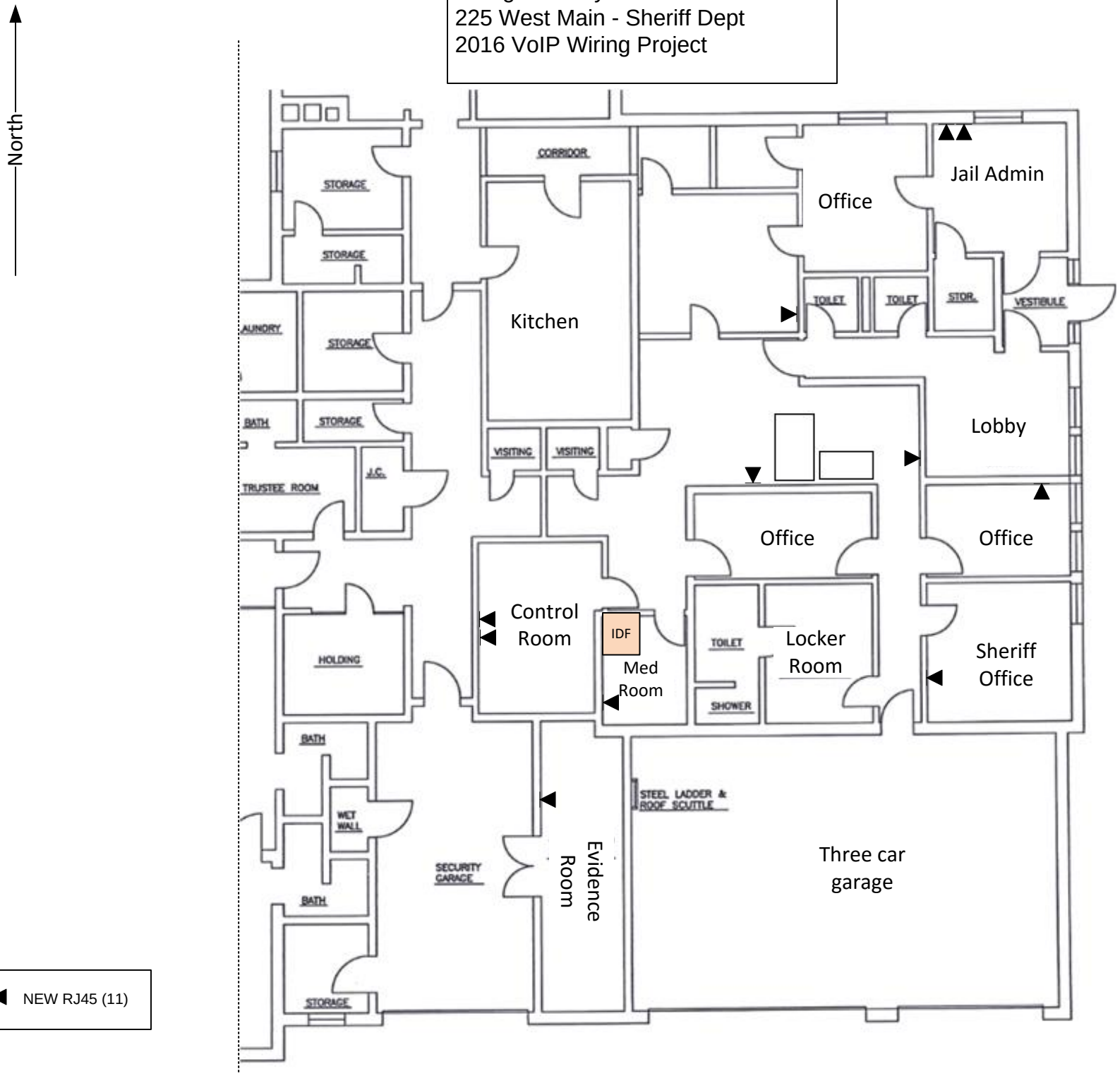
24 Port Patch Panel

Hubbell 2U Cable Management

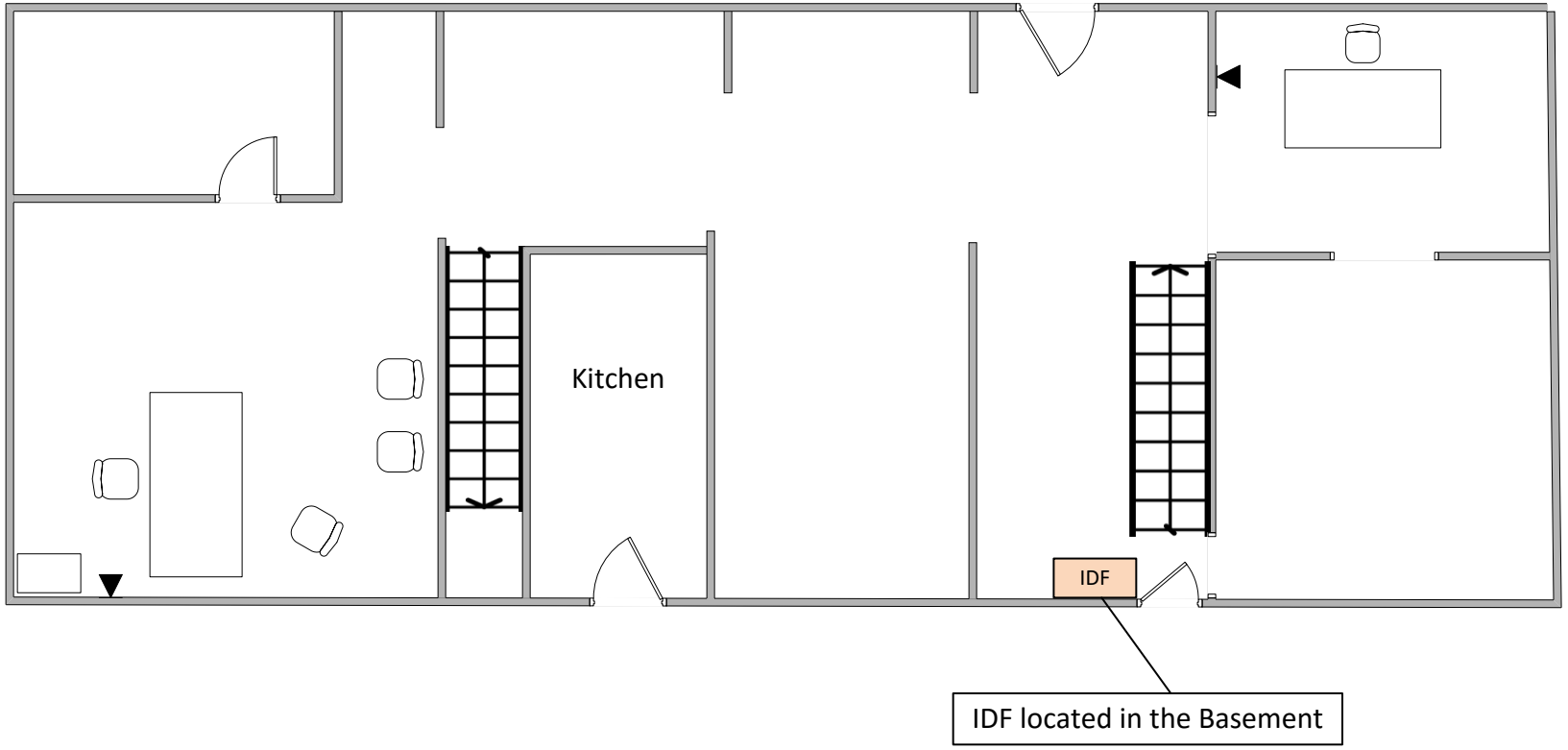
Cisco 2960-X PoE (48)

EverFocus DVR (relocate)

Otsego County
225 West Main - Sheriff Dept
2016 VoIP Wiring Project

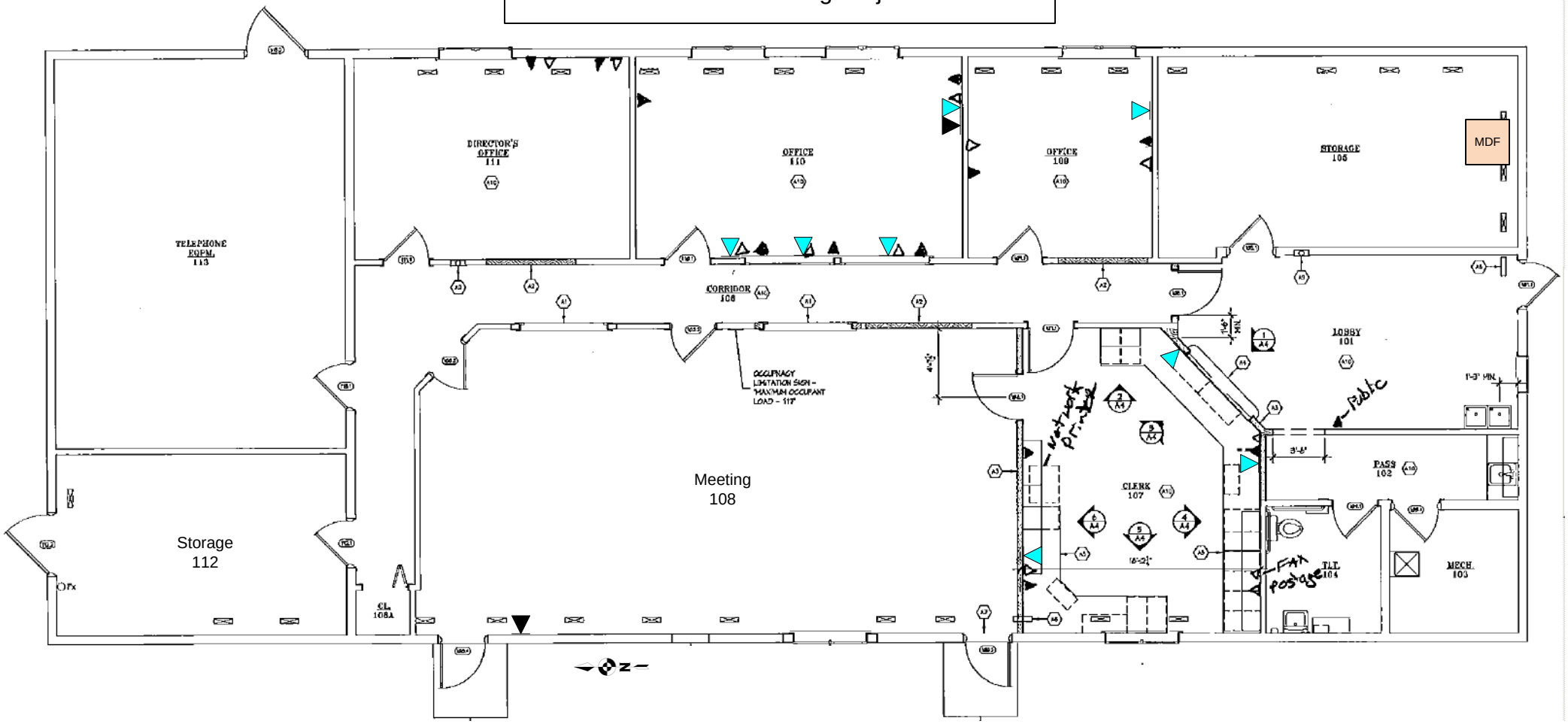


Otsego County
WorkCamp
2016 VoIP Wiring Project



NEW RJ45 (2)

Otsego County
Land Use Services Building Project (Hayes Rd)
2016 VoIP Wiring Project



Convert USOC to RJ45 (8)

NEW RJ45 (2)

Questions and answers to Otsego County 2016 VoIP Wiring Project:

Question: What's going on with the fiber in the work camp? Counts? Type? New Equipment needed?
Answer: The Workcamp has been removed from this project. No need to include with this bid.

Question: Regarding page 5 of the spec –
I'm reading the chart of counts as:

5 locations (buildings)
107 new Cat6 data drops
22 locations of reworking jacks and reusing the existing cabling
Misc telecom closet work

Does this seem correct?
Answer: Yes

The 22 locations where we will be reusing the existing cabling – Would you like testing / test results?
Answer: Yes, testing is required on all new and reused cabling.
The 22 locations where we will be reusing the existing cabling – Would you like unit pricing to run new cabling if these locations do not test out properly?
Answer: Yes, if the cabling does not meet requirements then new cable will be required. In all locations that the wiring will be re-used was tested and certified when it was installed.
The 22 locations where we will be reusing the existing cabling – (side note) these drops would not be warrantied.
Answer: Correct

Do all buildings have mostly all drop ceilings?
Answer: Yes, most locations and buildings do have drop ceilings.
If not, could you point out which areas have hard ceilings?
Answer: None known
Do any of these locations need raceways with standoff wall boxes?
Answer: Yes, please bid using cost associated with all drops, AND include a per drop molding allowance for locations that will require it.

Question: On page 3, near the bottom, the spec states "These reports must show each drop within conformance with BICSI/TIA/EIA-568B standards; 100Mbps for category 5e and 1000Mbps for category 6."
Answer: Certification reports after installation showing the capability of each cable will be required. Attached is an example of the reports Otsego County will require, please also include a submittal with your bid detailing the type/make of CAT6 cable

Question: Per the above project, is there an existing VoIP System in place for the proposed structured cabling and fiber upgrades/relocation, or will the VoIP System be bid under a separate contract? If existing, what is the system type; Mitel, ShoreTel, or Cisco, etc..
Answer: The County released a bid for their phone system in August 2015 and that project was completed earlier this year. This cable project is merely to address the desire to separate phone and computers.