



## REQUEST FOR PROPOSAL “RFP 2016-06”

### *Summary of Important Dates*

### **2016**

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



## **REQUEST FOR PROPOSAL “RFP 2016-06”**

**for**

### **VoIP Wiring Project**

**Date Issued: August 19<sup>th</sup>, 2016**

**Date Due: September 2<sup>nd</sup>, 2016 by Noon**

## 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)

<b>Description</b>	<b>No. of Locations</b>	<b>Data Jacks</b>	<b>Jack Conversion from USOC to RJ45</b>	<b>Wire Management allocation</b>
Alpine Center 1 <sup>st</sup> Floor (District Court Wing) + Multipurpose Rm	15	15		
Alpine Center 1 <sup>st</sup> Floor (Juvenile offices)	3	3		
Alpine Center 1 <sup>st</sup> 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 4 <sup>th</sup> Floor (MSU)	3	3		
Alpine Center 4 <sup>th</sup> Floor (Conservation District)	8	8		
OCCH Main Level	14	12	8	(1) - 24 Port Hubbell (2) – 2U Hubbell Wire Management
OCCH Main 2 <sup>nd</sup> 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		
<b>Totals</b>		<b>107</b>	<b>22</b>	

- 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 14<sup>th</sup>, 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 2<sup>nd</sup>, 2016.** Bids will be opened and read aloud at **2pm on September 2<sup>nd</sup>, 2016** in Room 212 of 225 West Main Gaylord, MI 49735.

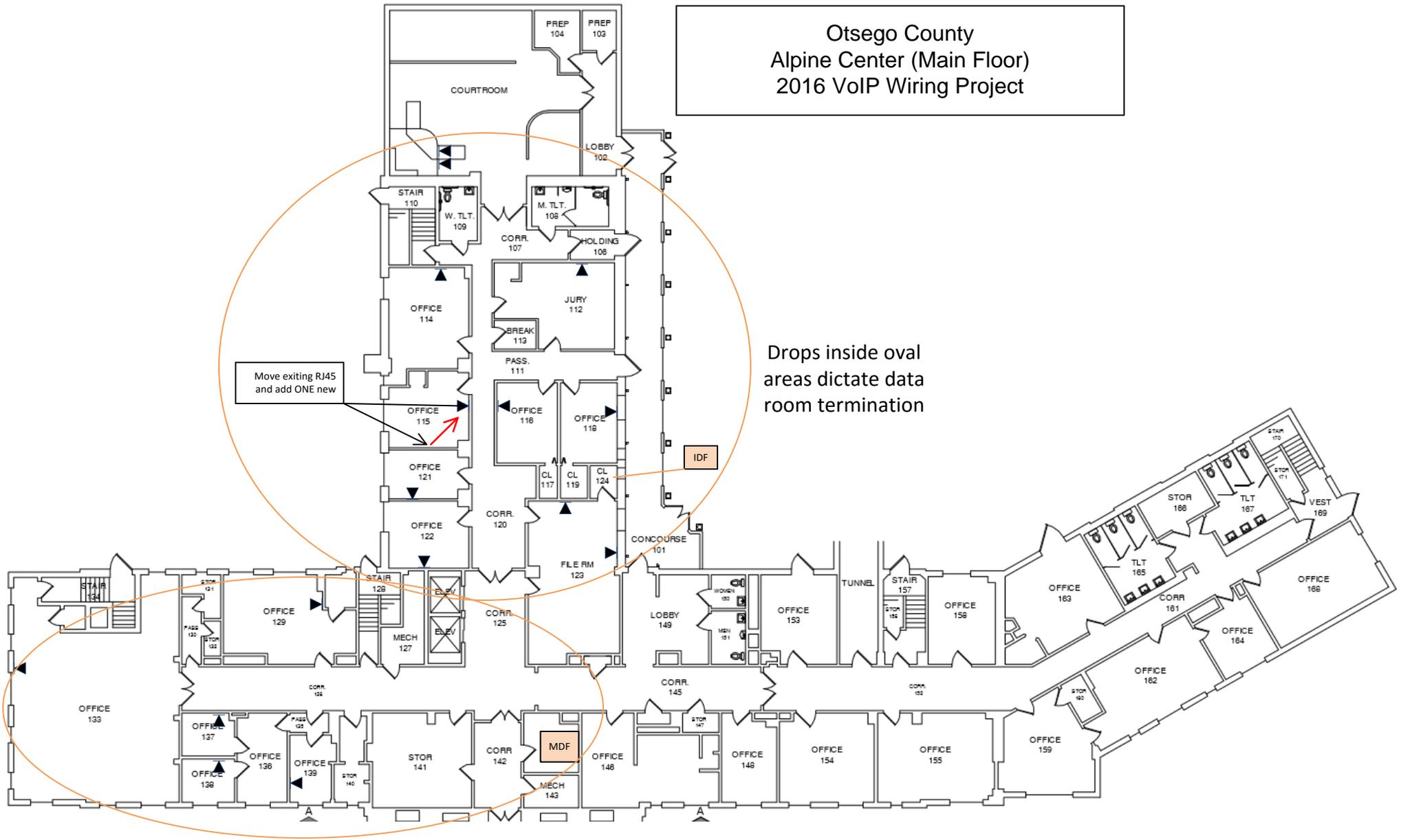
10. Evaluation and Award: Bids/proposals shall be evaluated and awarded by the County following the Board meeting held on **September 13<sup>th</sup>, 2016**. Award of the bid will be based on quality, service, completion date, experience and price. Information on each of these categories shall be included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

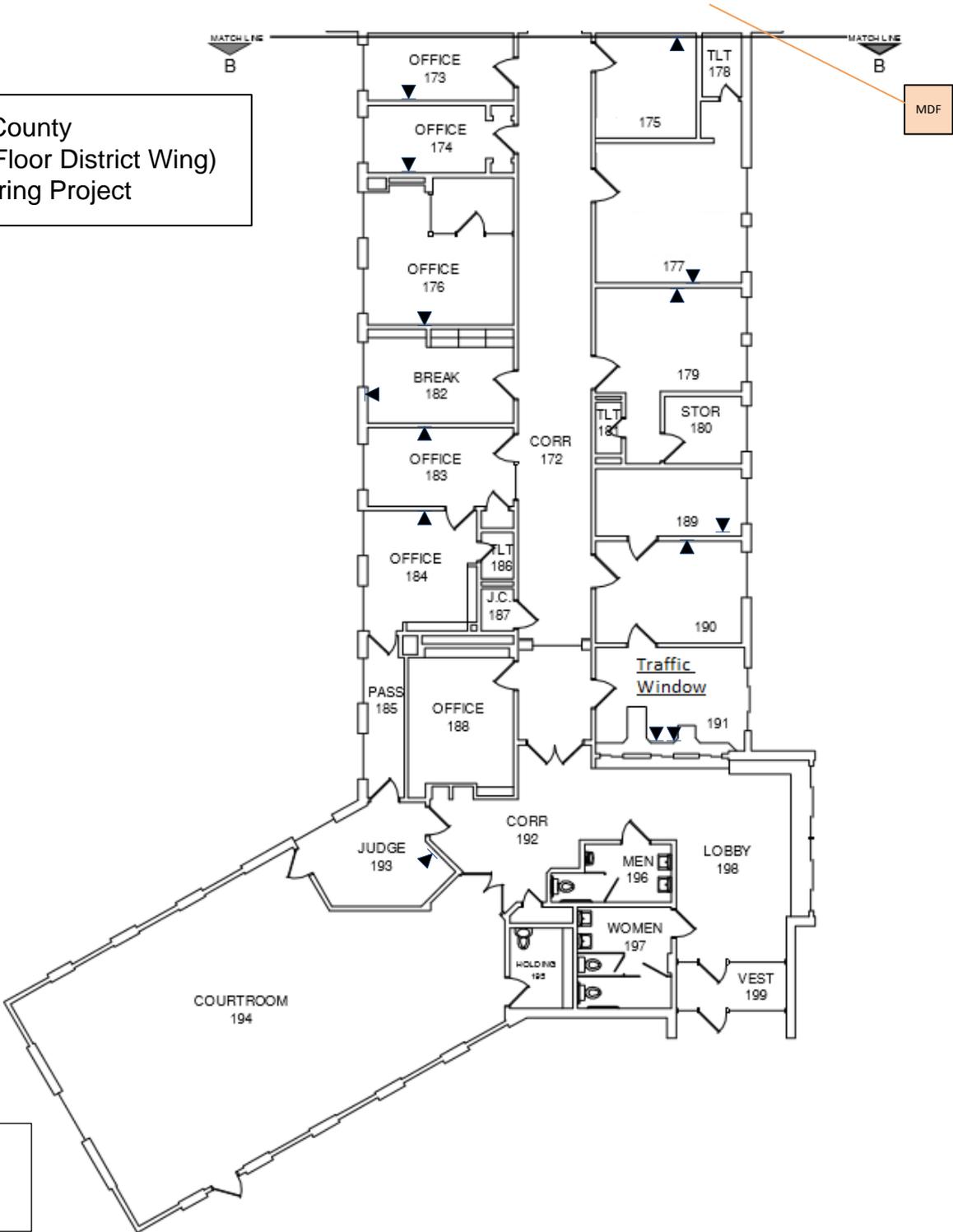


Move exiting RJ45 and add ONE new

Drops inside oval areas dictate data room termination

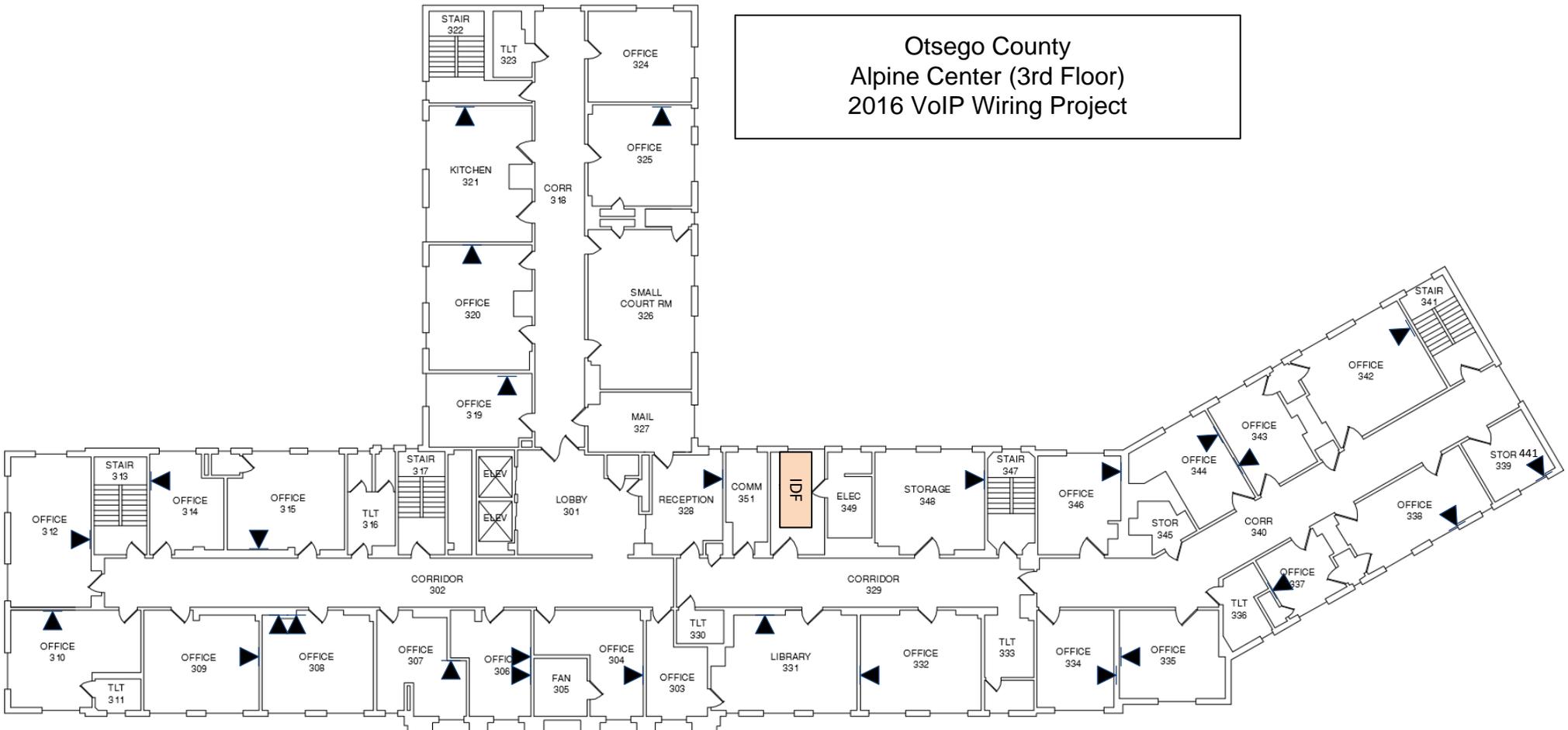
◀ New RJ45 Drops (16)

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



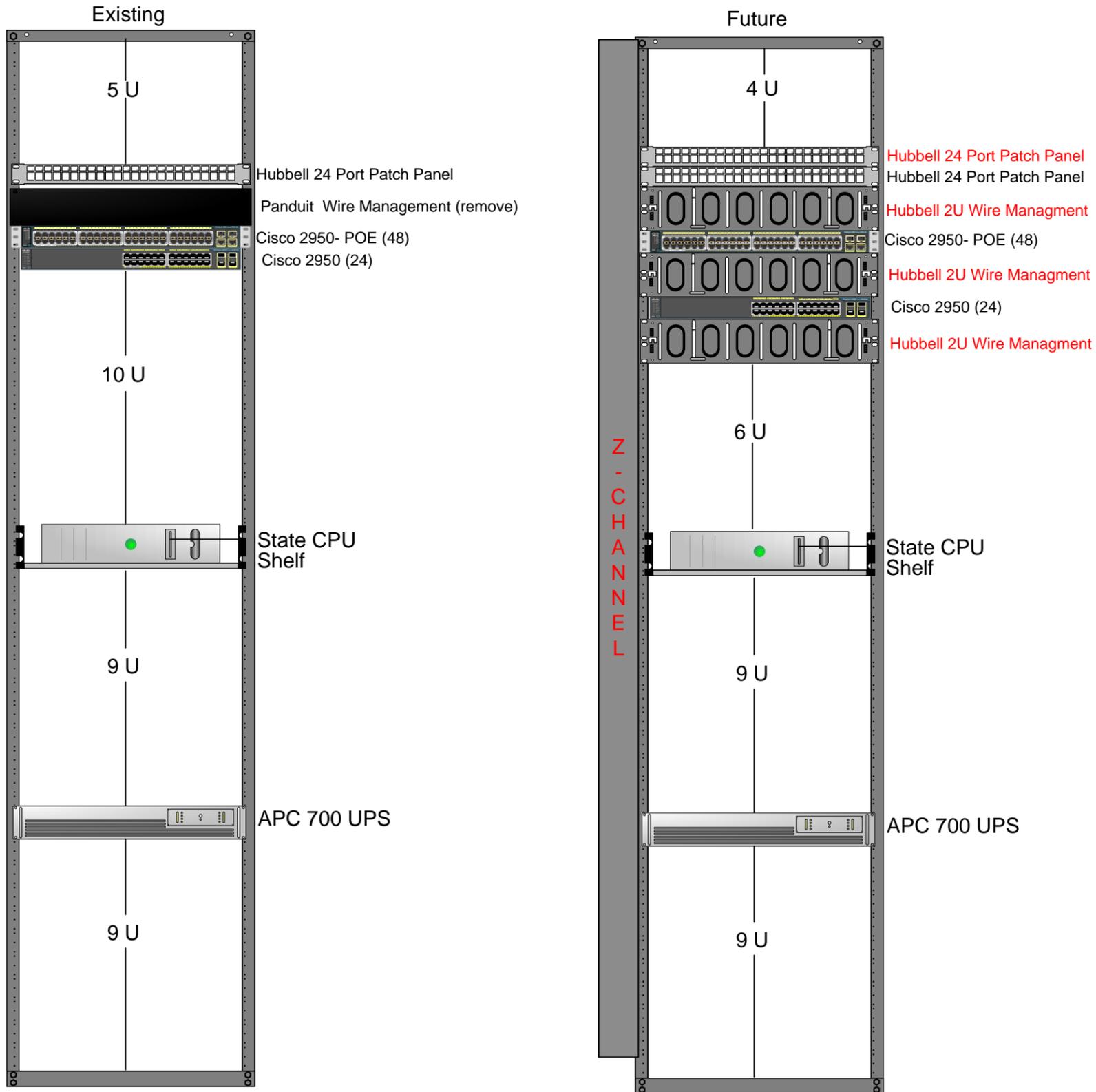
◀ New RJ45 Drops (14)

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



◀ New RJ45 Drops (28)

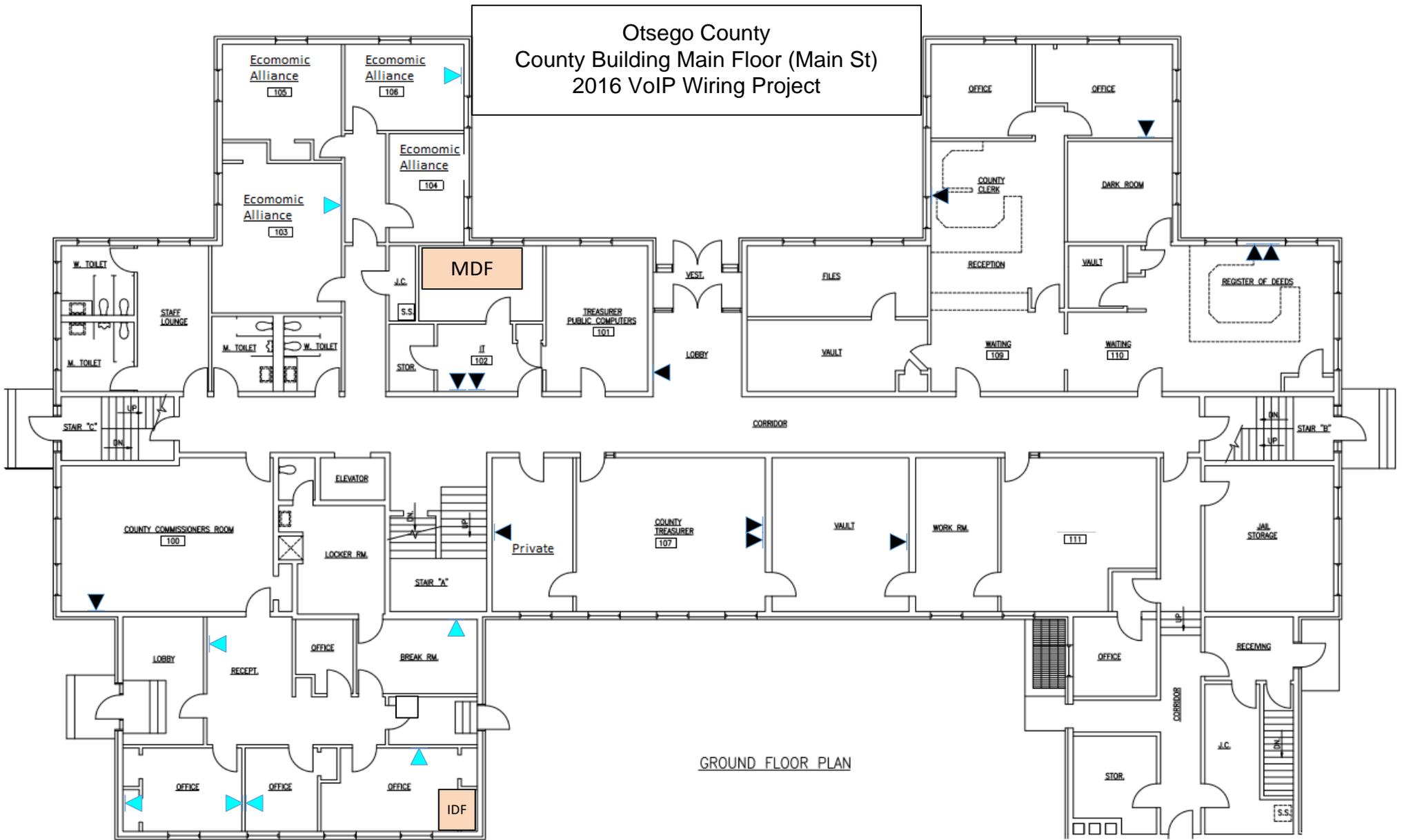
Alpine Center 3<sup>rd</sup> Floor IDF





◀ New RJ45 Drops (14)

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

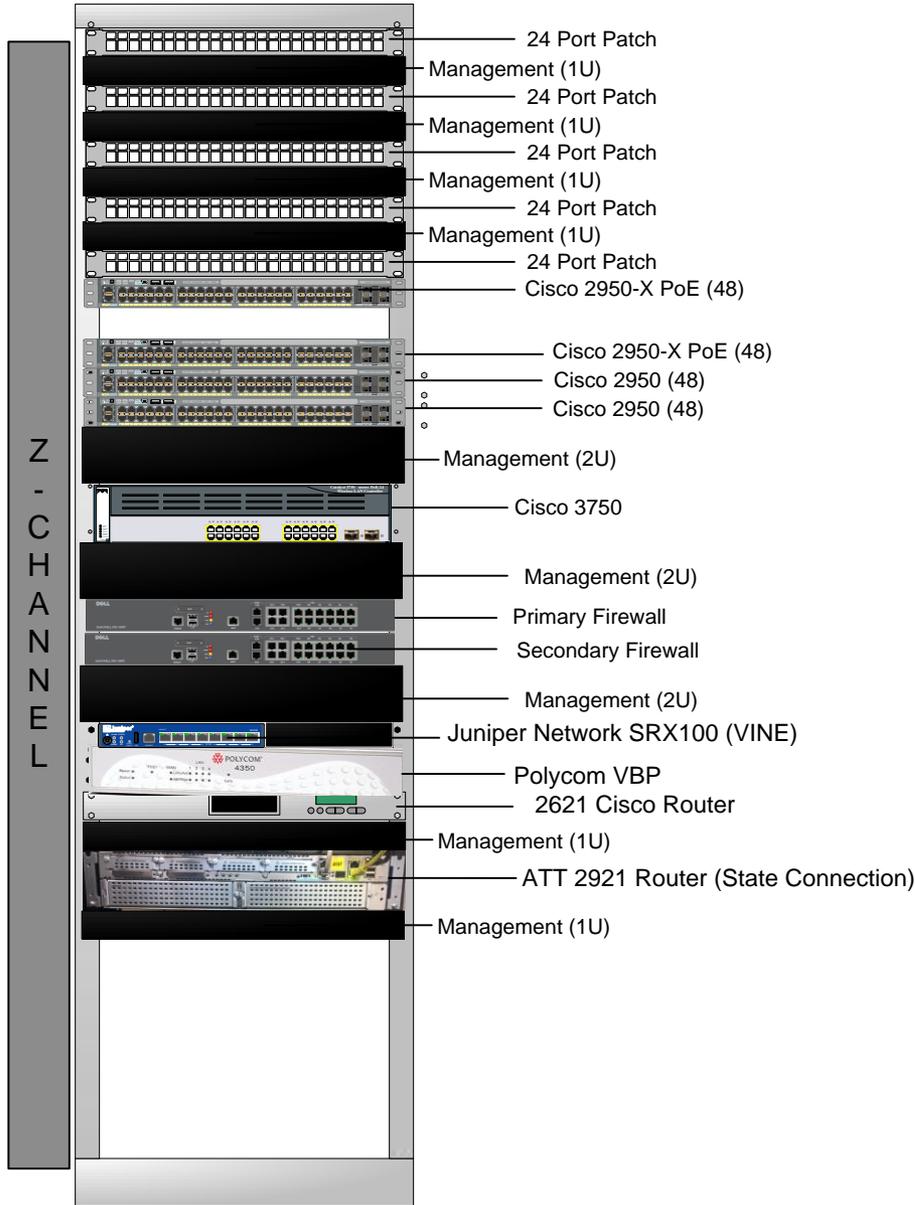


GROUND FLOOR PLAN

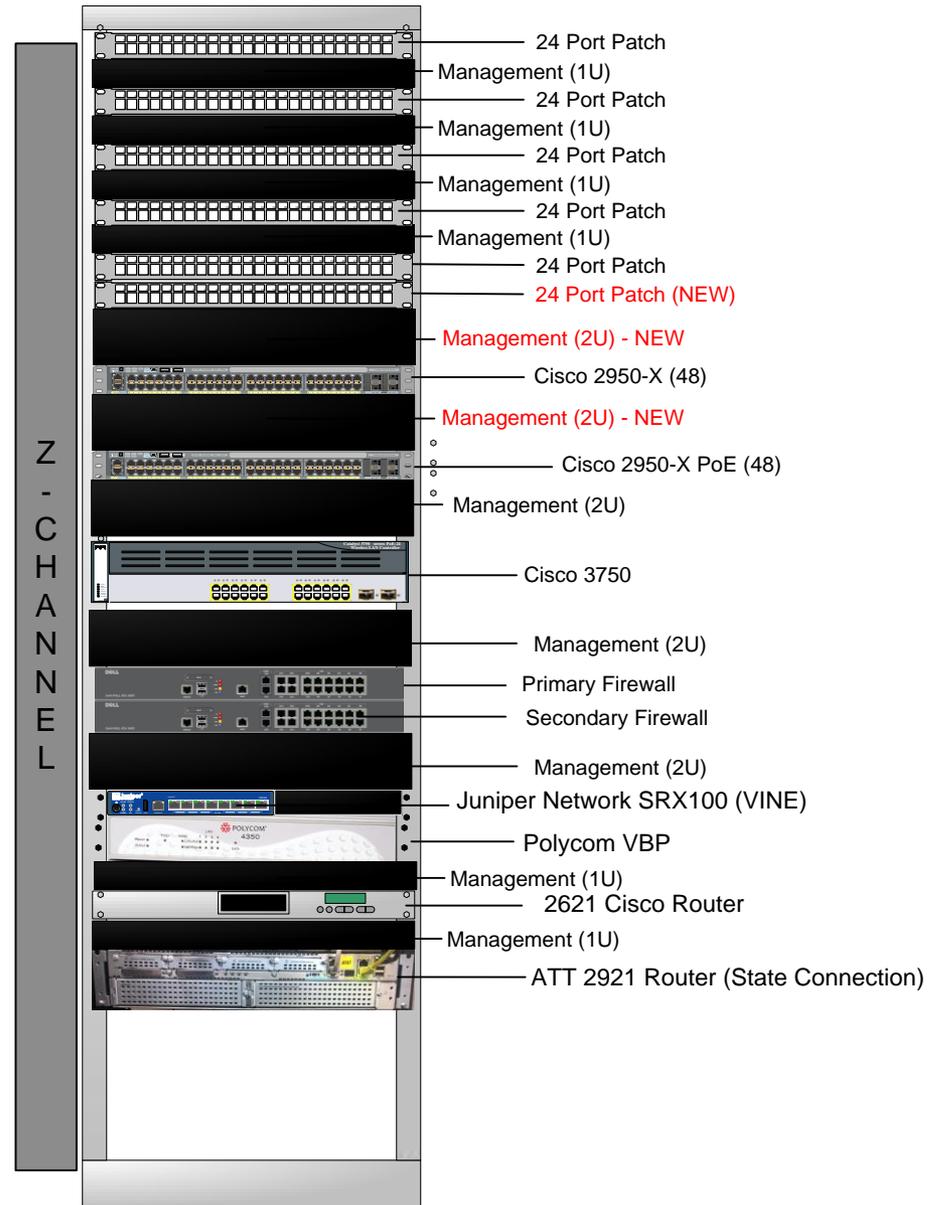
- ◀ Convert USOC to RJ45 (8)
- ◀ New RJ45 Drops (12)

# Otsego County DP Room Relay Rack

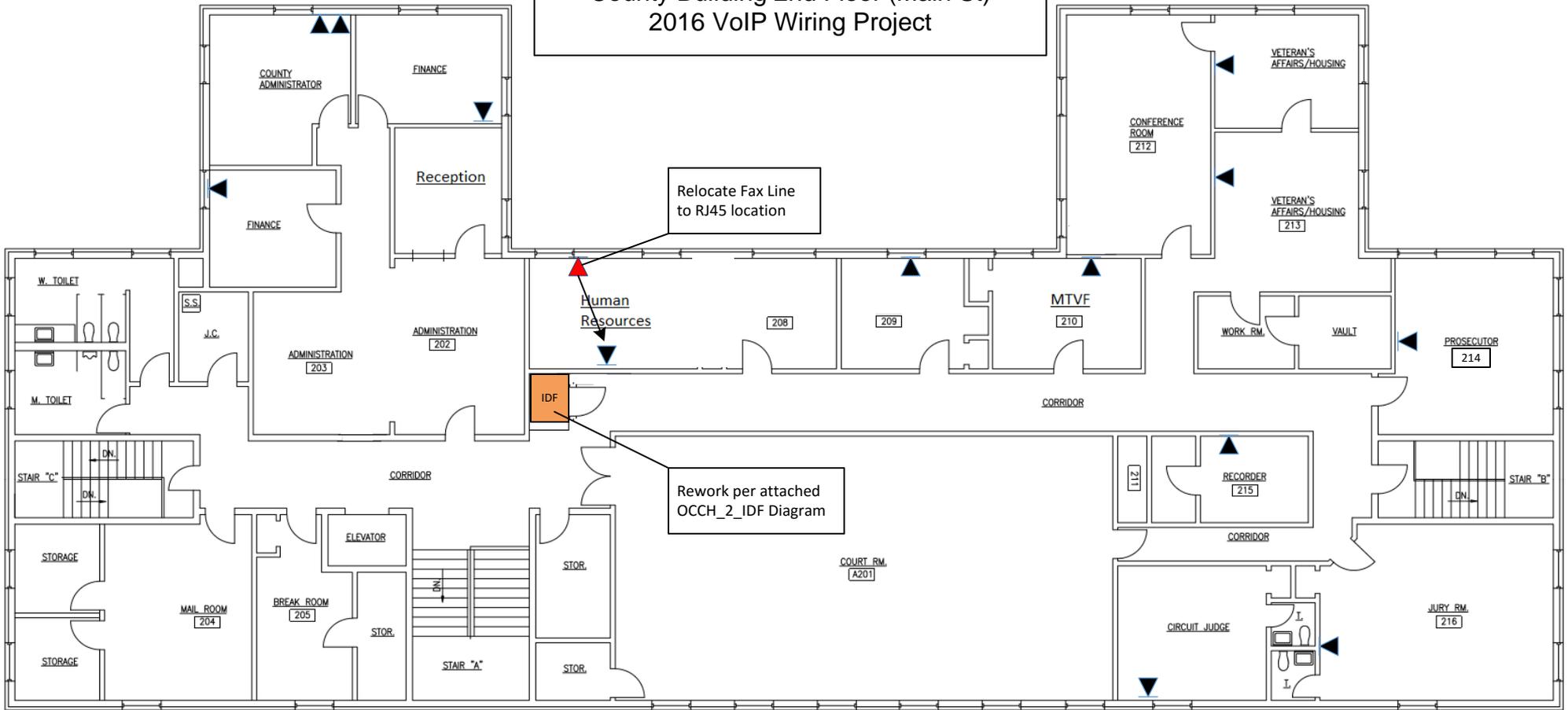
2015



2016 VoIP Wiring Project  
October



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

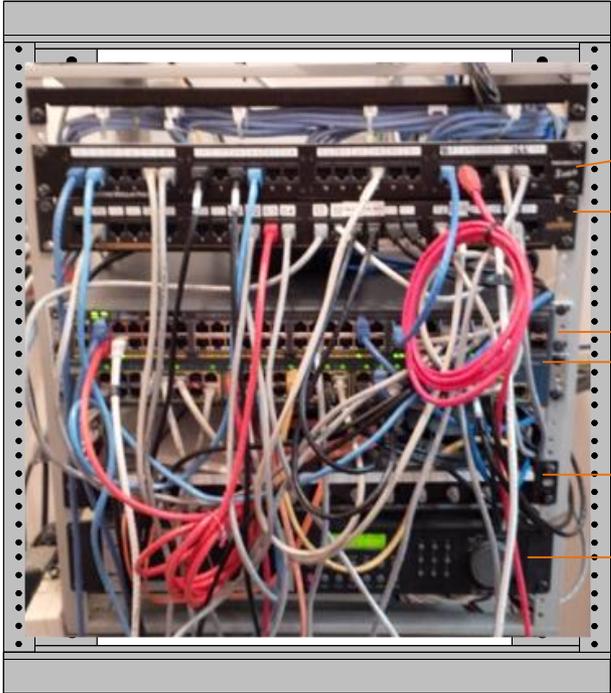


◀ Existing Telco / Data Drops (1)

◀ New RJ45 Drops (13)

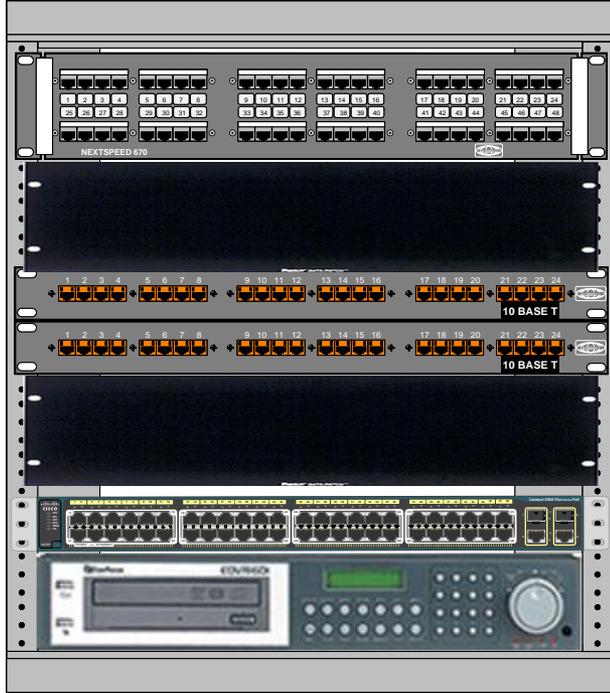
Otsego County  
2<sup>nd</sup> Floor IDF Relay Rack

Current



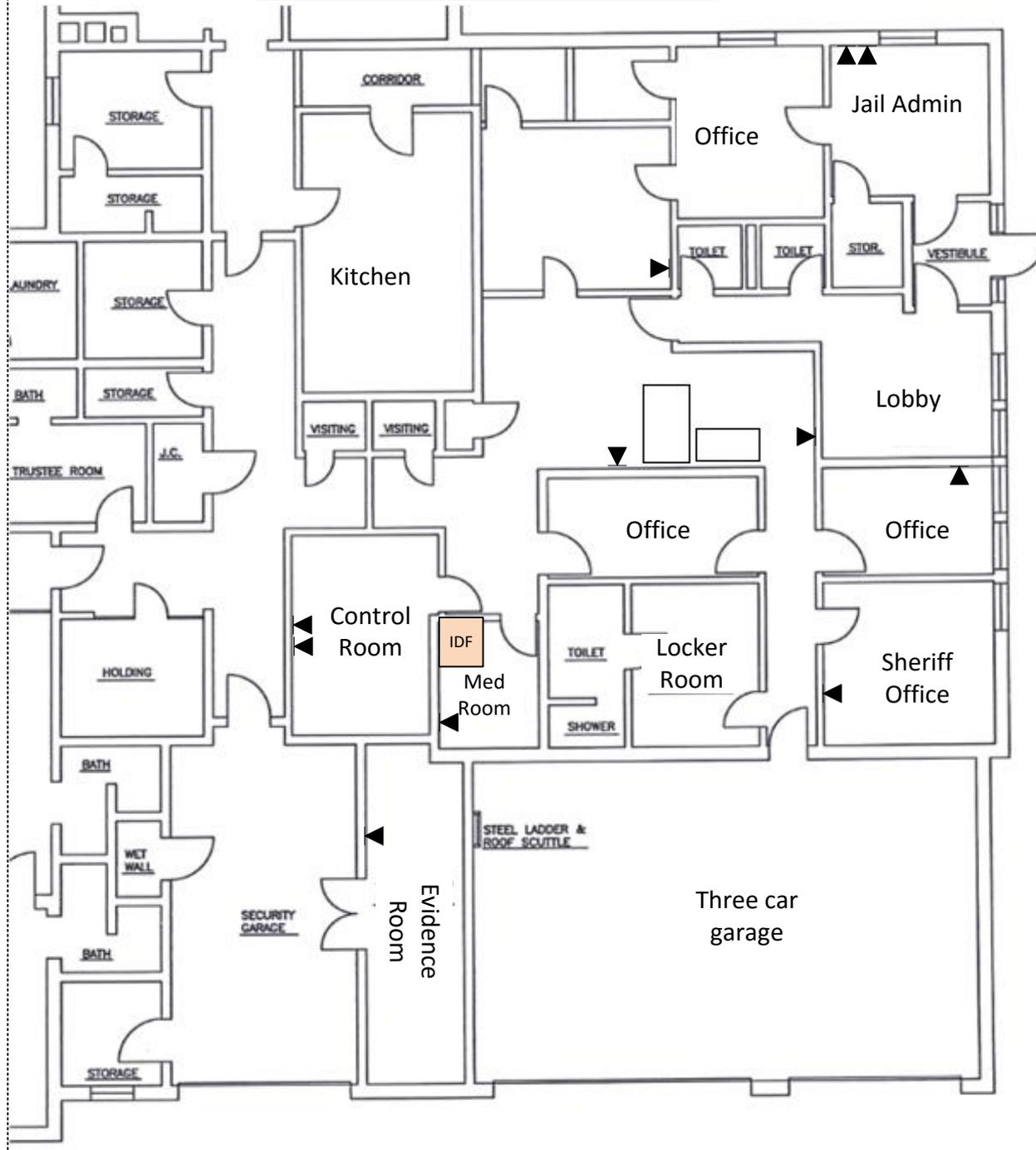
- 24 Port Patch Panel (relocate)
- 24 Port Patch Panel (relocate)
- Cisco 2950 (remove)
- Cisco 2960-X PoE
- Lucent Fiber Patch Panel (removed)
- EverFocus DVR

Future



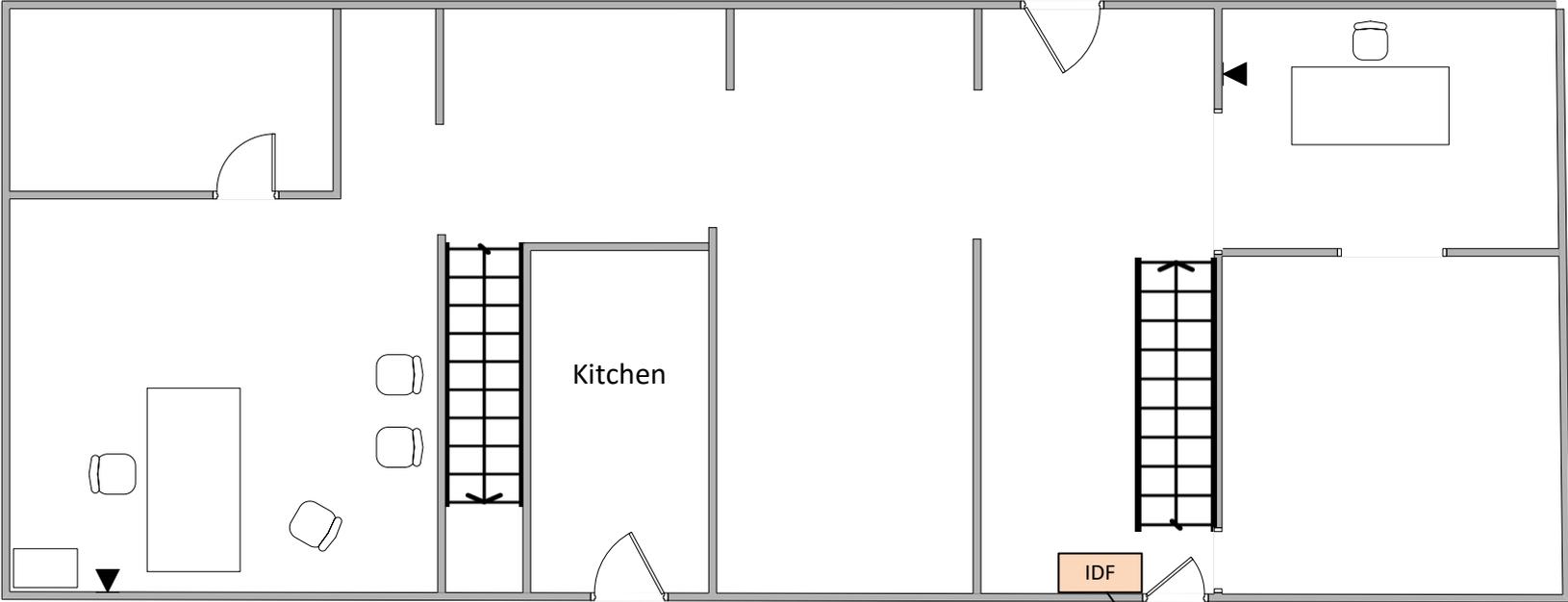
- New 48 Port Hubbell Patch Panel
- Hubbell 2U Cable Management
- 24 Port Patch Panel
- 24 Port Patch Panel
- Hubbell 2U Cable Management
- Cisco 2960-X PoE (48)
- EverFocus DVR (relocate)

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



◀ NEW RJ45 (11)

Otsego County  
WorkCamp  
2016 VoIP Wiring Project



IDF located in the Basement

◀ NEW RJ45 (2)

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

