



Request for Proposals
RFP- IT-2019-001
Title: Cabling Project (Surratts-Clinton Branch)

ISSUE DATE: January 18, 2019

SITE VISITS: There will be no site visits for this project. Floorplans are downloadable from the PGCMLS Procurement webpage.

PROJECT MANAGER: Carla Moore
Director of Information Technology

DEADLINE FOR QUESTIONS: February 04, 2019 by 3:00 PM

RESPONSES TO QUESTION: February 08, 2019

DEADLINE FOR PROPOSAL SUBMISSION: February 19, 2019 by 3:00 P.M. PROPOSAL

SUBMISSION FORMAT: PDF

EMAIL TO SUBMIT PROPOSAL: procurement@pgcmls.info

PRINCE GEORGE'S COUNTY MEMORIAL LIBRARY SYSTEM

Request for Proposals

Title: Cabling Project (Surratts-Clinton) RFP

#: IT-2019-001

Contents

<i>Background</i>	2
<i>Point of Contact</i>	2
<i>Acceptable Submissions</i>	3
<i>Scope of Work</i>	3
<i>Submittal Deadline</i>	10
<i>Vendor Inquiries</i>	10
<i>Basis of Award</i>	10
<i>Payment Terms</i>	11
<i>Agreement Required</i>	11
<i>Insurance Requirements</i>	11
<i>Vendor Rights</i>	11
<i>Reservation of Rights</i>	12
<i>Proposal Format</i>	12
<i>Late Proposals Not Considered</i>	14
<i>Inconsistency or Error in the RFP</i>	14
<i>Vendor Errors or Omissions</i>	14
<i>Addenda</i>	14
<i>Vendor incurred Costs</i>	14
<i>Modification or withdrawal of Proposal</i>	15
<i>Rejection of Solicitation Responses</i>	15
<i>Vendor Certification</i>	15
<i>Warranties</i>	16
<i>Service</i>	16
<i>Contract Period</i>	16
<i>Site Visits</i>	16
<i>Protest of Award</i>	16
<i>TERMINATION FOR CONVENIENCE</i>	17
<i>TERMINATION FOR DEFAULT</i>	17
<i>Proposal Evaluation</i>	18

PRINCE GEORGE'S COUNTY MEMORIAL LIBRARY SYSTEM

Request for Proposals
Title: Cabling Project (Surratts-Clinton)
RFP #: IT-2019-001

Background

Prince George's County is in the state of Maryland, immediately north, east, and south of Washington, D.C. As of 2009 U.S. Census Bureau estimates, it has a population of 834,560 and is the wealthiest county in the nation with an African-American majority. The county is a part of the Baltimore-Washington Metropolitan Area.

The mission of the Prince George's County Memorial Library System is to provide materials and information for study and personal enrichment. We offer strategies for lifelong learning through access to varied media and professional guidance by our staff. We focus all resources on the needs of our customers.

PGCMLS consist of 19 branch libraries, in addition a library inside of the County Correction Center and governed by a seven member Board of Trustees appointed by the County Executive, serving five-year terms. The CEO, who reports to the Board, oversees a staff of 466 employees and a budget of \$25M.

Point of Contact

All communication regarding this RFP or any matter relating thereto must be transmitted electronically by email to the single Point of Contact ("POC") as follows, phone calls and visits will not be accepted:

POC: Tee Bonés

Title: Procurement Technician

Email: procurement@pgcmls.info

PRINCE GEORGE'S COUNTY MEMORIAL LIBRARY SYSTEM

Request for Proposals
Title: Cabling Project (Surratts-Clinton)
RFP #: IT-2019-001

Acceptable Submissions

No submission shall be accepted in any format other than as a PDF format file attached to an email addressed to procurement@pgcmls.info. This provision shall override any other method or form of submission referenced in this RFP.

Vendor shall bear the responsibility of ensuring its submissions are received and acknowledged by PGCMLS.

Scope of Work

OBJECTIVE

PGCMLS is seeking proposals from qualified Vendors to replace and/or upgrade the existing cable wiring at the Surratts-Clinton Branch.

E-RATE REQUIREMENTS:

1. Vendor must be an E-Rate Eligible Contractor in order to participate in this RFP.

Any bidder responding to this RFP will be required to submit its assigned SPIN (Service Provider Identification Number) and FCC Registration Number, as part of its response.

Bidders without a SLD SPIN number or FCC Registration Number MUST provide documentation demonstrating they have begun the process of obtaining the aforementioned before responding to this RFP. (<http://www.usac.org/sl/service-providers/step01/default.aspx>).

Bidders must also disclose in their response if they have been "red-lighted" by the FCC during the two-year period prior to the issuance of this RFP. Bidders must also disclose whether they have been the subject of audits or investigations by USAC, the FCC, DOJ or any other investigator associated with the E-Rate program during the five years prior to the issuance of this RFP.

PRINCE GEORGE'S COUNTY MEMORIAL LIBRARY SYSTEM

Request for Proposals

Title: Cabling Project (Surratts-Clinton)

RFP #: IT-2019-001

2. Vendor shall agree to participate in the E-Rate program and cooperate in all respects with PGCMLS, the Universal Service Administrative Company (USAC) and any agents acting on its behalf, and the Federal Communications Commission (FCC) to ensure PGCMLS receives all E-Rate funding for which it has applied and to which it is entitled pertaining to the Proposer's products and/or services.
3. Vendor shall provide to PGCMLS staff and/or E-Rate consultant within a reasonable amount of time, all documentation and information that the Proposer has or that Proposer can reasonably acquire that PGCMLS may need to prepare its E-Rate applications, respond to inquiries from the USAC or FCC, and to document transactions eligible for E-Rate support.
4. Vendor shall provide to PGCMLS staff and/or E-Rate consultant within a reasonable amount of time, all documentation and information that the Proposer has or that Proposer can reasonably acquire that PGCMLS may need to prepare its E-Rate applications, respond to inquiries from the USAC or FCC, and to document transactions eligible for E-Rate support.
5. Vendor shall maintain all quotes, bids, correspondence, records, delivery information, bills, invoices, memoranda and other information and data pertaining to Proposer's services to PGCMLS. All such records shall be retained for ten (10) years after the last date to receive services related to this RFP. Such information and data shall be subject to audit and inspection by PGCMLS. Proposer shall include in all Sub-Proposer/Sub-Contractor agreements for services, provisions requiring Sub-Proposers/Sub-Contractors to maintain the same records and allowing PGCMLS the same right to audit and inspect those records.
6. Pursuant to 47 C.F.R. § 54.511(b) service provider submitting bids in response to this Request for Proposals must certify that the offered pricing is in compliance with the FCC's rule regarding Lowest Corresponding Price.

PRINCE GEORGE'S COUNTY MEMORIAL LIBRARY SYSTEM

Request for Proposals
Title: Cabling Project (Surratts-Clinton)
RFP #: IT-2019-001

SCOPE REQUIREMENTS:

- 1) Install Cat6e data drops at the locations indicated in the Floor plan for the Surratts-Clinton library branch. It is possible that the Library may request additional drops or that the Library may reduce the drop count depending on the cost per drop. Please factor these two possibilities into your response.
- 2) The floor plans are accessible for download from the PGCMLS Procurement webpage.
- 3) Plenum rated cable is required. List plenum cable as outlined below. Pricing should include installed, terminated, tested and labeled including wall plate, jack, and certification report.

CAT6e Plenum Cable:

0-150 feet – Pulls, include pricing for:	(0-10)
	(11-50)
	(51-100)
	(101-200)
151 – 300 feet – Pulls, include pricing for:	(0-10)
	(11-50)
	(51-100)
	(101-200)

- 4) Each data drop shall be terminated in Vendor provided patch panels mounted in a Vendor provided open relay rack installed on the same floor in the communications room. The Vendor shall comply with industry best practices for securing cables through walls, above drop ceilings and routing of cable bundles.

PRINCE GEORGE'S COUNTY MEMORIAL LIBRARY SYSTEM

Request for Proposals

Title: Cabling Project (Surratts-Clinton)

RFP #: IT-2019-001

- 5) The wall plate of each data drop shall be labeled identifying the jack position, patch panel and communications room ids (ex. 1-a-24, indicating room 1, panel a, jack position 24). Each patch panel shall be labeled starting at the letter "a" from the top of rack. The composition and color of wall plates and jacks must follow architect's specification.
- 6) Each data drop shall be tested and certified for Cat6e compliance. Vendor shall provide test results for all drops in an Excel formatted spreadsheet. Bidders shall provide a sample certification spreadsheet with their proposal.
- 7) Any additional network drops are usually near existing power outlets. If and when additional power is needed, PGCMLS will hire an electrician to add the additional power needed. The cabling Vendor is responsible for adding the network drops only.
- 8) Vendor shall warrant the performance of all drops and equipment for a period of five years after acceptance by PGCMLS.
- 9) Vendor shall coordinate all work with the General Contractor's Project Superintendent at the branch. The Vendor must supply all supervision, tools, equipment, hardware, material, transportation, and construction, and all other related services unless specific provisioning by the customer has been denoted. The Vendor is responsible for providing all necessary working/building permits required under this contract, which includes, local, state, or federal permits, as needed. Low voltage permits are required for new construction projects, but not for maintenance.
- 10) Vendor shall ensure that all work is performed in a good and workman-like manner. The bidder is responsible for providing evidence that all materials and installation practices will meet or exceed BICSI specifications for CAT6E (minimum) materials and installation.
- 11) There may be some instances where there is no acceptable space for an equipment rack. In those instances, use of wall space is an acceptable option.
- 12) There are no special product requirements.

PRINCE GEORGE'S COUNTY MEMORIAL LIBRARY SYSTEM

Request for Proposals
Title: Cabling Project (Surratts-Clinton)
RFP #: IT-2019-001

13) Additional cost should be noted for specific requirements. Submitted pricing charts must include a breakdown of all materials such as:

Rack and installation

Cable Ladder

Network patch cables

Network cables - installed, tested, terminated with wall plate, jack and certification report.
Patch Panel

Brackets J-hooks Raceway

Labor Rate

14) Include installed patch cables pricing based on the lengths and quantities listed below:

4ft. Patch Cable – include pricing for: 1-24 cables

25-99 cables

100-249 cables

250-499 cables

5ft. Patch Cable – include pricing for: 1-24 cables

25-99 cables

100-249 cables

250-499 cables

6ft. Patch Cable – include pricing for: 1-24 cables

25-99 cables

100-249 cables

250-499 cables

PRINCE GEORGE'S COUNTY MEMORIAL LIBRARY SYSTEM

Request for Proposals
Title: Cabling Project (Surratts-Clinton)
RFP #: IT-2019-001

7ft. Patch Cable – include pricing for: 1-24 cables

25-99 cables

100-249 cables

250-499 cables

10ft. Patch Cable – include pricing for: 1-24 cables

25-99 cables

100-249 cables

250-499 cables

14ft. Patch Cable – include pricing for: 1-24 cables

25-99 cables

100-249 cables

250-499 cables

- 15) Cableways must be utilized where available. If a sleeve does not exist in the existing corridor walls, a new (minimum size is 1”) conduit should be installed for penetrations through walls or floors and shall be sealed with intumescent firestop system in accordance with the UL testing detail. Grout mixture or firestop system should be used to seal the perimeter of the new conduit installed in the corridor walls.

PRINCE GEORGE'S COUNTY MEMORIAL LIBRARY SYSTEM

Request for Proposals
Title: Cabling Project (Surratts-Clinton)
RFP #: IT-2019-001

16) Cabling shall not be laid on ceiling grid structure, ceiling tiles or supported on any structure not specifically designed for supporting cables. If a cable tray is not present, provide cable supports at intervals of every 4-6 feet. Cable supports shall be "J" hooks other supporting devices with a minimum 1-inch cable-resting surface. Cable support devices shall be independently suspended from or attached to building structure or walls. Cable sag between supports shall not exceed 12 inches. All cables shall be neatly bundled and secured with appropriately rated fasteners. Some drops may require raceway, if so, the raceway must be plastic.

17) Cables should not be installed within 4-feet of transformers/motors, when running parallel of power conduits or fluorescent light fixtures maintain a 1-foot separation.

SAFETY

Safety is the foremost concern in any contract operation. Any Bidder performing an unsafe act or operation shall be notified to stop work until the unsafe act or operation is corrected. If unsafe acts or operations continue, it shall result in the termination of the Contract. This project encompasses areas that may include both public and private right-of-way. Therefore, in addition to the workmen, consideration must also be made for the general public and for private property.

Guidelines for health, safety and traffic control standards have been established by various agencies. Bidder shall comply with all Health, Safety and Traffic Control standards and procedures as required by the jurisdictional agencies and regulations as applicable.

EXPERIENCE

Five years or more experience is required by Vendor.

PRINCE GEORGE'S COUNTY MEMORIAL LIBRARY SYSTEM

Request for Proposals
Title: Cabling Project (Surratts-Clinton)
RFP #: IT-2019-001

Submittal Deadline

In order for Proposal to be considered for this RFP, please submit a Proposal as described below no later than 3:00 p.m. on February 19, 2019.

Vendor Inquiries

Any questions relating to this RFP shall be directed via e-mail no later than 3:00 p.m. on February 04, 2019 to:

Procurement Technician

procurement@pgcmls.info

Please complete attached RFP response form and forward with your bid.

Standard/Licensure Requirements — the selected Contractor shall provide documentation to the Library evidencing all necessary licenses/documents to perform the Services prior to the awarding of the contract.

Basis of Award

All submittals will not only be reviewed based on cost, but will also receive a technical analysis, which will analyze the following:

Product/Pricing

Qualifications and Credentials

Performance Capabilities

Company Longevity

PRINCE GEORGE'S COUNTY MEMORIAL LIBRARY SYSTEM

Request for Proposals
Title: Cabling Project (Surratts-Clinton)
RFP #: IT-2019-001

Proposal Presentation

Quality Control Procedures

Project Management

Liability Insurance

Adequate Support Staff

The Library reserves the right to reject all proposals.

Payment Terms

The Library makes monthly payment at work completion, during the next 30 days after the invoice date. Please include in your proposal any payment terms that deviate from monthly payment at work completion.

Agreement Required

We will issue a Purchase Order to the successful Vendor. The Vendor shall be required to sign an Agreement for Services for this engagement. No work shall begin under this contract until a Purchase Order has been issued and the Agreement for Services has been signed by both parties. The Vendor should ensure that the contract is completed within the specified time.

Insurance Requirements

The Vendor shall be required to comply with the insurance requirements set forth in Section 5 of the sample Agreement for Services. In addition, the Vendor shall purchase and maintain during the term of any resulting Contract Professional Liability Insurance with limits of at least \$1,000,000 each occurrence and \$3,000,000 aggregate.

Vendor Rights

All materials submitted in response to this RFP become the property of the Library upon delivery and shall be appended to any formal documentation, which would further define or

PRINCE GEORGE'S COUNTY MEMORIAL LIBRARY SYSTEM

Request for Proposals

Title: Cabling Project (Surratts-
Clinton) RFP #: IT-2019-001

expand the contractual relationship between the Library and the Vendor. Each Vendor, as an express condition for the Library's consideration of such Vendor Proposal, agrees that the contents of every other proposal is confidential, proprietary and trade secret information in all technical areas and waives any right to access to such proposals. No submissions for supporting documentation will be returned to Vendor.

Vendors submitting proposal should recognize that the Library is a public body and, as a public body, the Library is subject to disclosure requirements and must abide by public record laws. Neither party shall be liable for disclosures required by law.

Reservation of Rights

This RFP does not commit the Library to award a Services Agreement, to pay any costs incurred in the preparation of a proposal to this request, or to otherwise contract for any services.

The Library reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified sources, or to cancel in part or in its entirety this RFP, if it is in the best interest of the Library to do so.

The Library will evaluate proposal based upon the effectiveness of the perceived performance as it relates to the Library's specific requirements. The lowest fee proposal shall not necessarily be selected. The Library specifically reserves the right to reject any or all proposals or any part thereof; or to waive any defects or informalities in a proposal when it is determined by the Library to be in the Library's best interest.

Proposal Format

The Proposal shall be signed by an Individual authorized to bind the Vendor and shall contain a statement to the effect that the Proposal is a firm offer for a one hundred eighty (180) calendar day period from the date of the opening. The Proposal shall provide the name, title, address and telephone number of individuals with authority to contractually bind

PRINCE GEORGE'S COUNTY MEMORIAL LIBRARY SYSTEM

Request for Proposals

Title: Cabling Project (Surratts-Clinton) RFP #: IT-2019-001

the Contractor and who may be contacted during the period of the Services Agreement. All fees quoted shall be firm and fixed for the full contract period and any extension.

The Proposal shall be presented in the following format and include, at a minimum, all the information specified. Responses should be specific and complete in every detail, prepared in a simple straightforward manner.

- A. A letter of proposal submission and introduction, including the name and address of the firm submitting the Proposal, and name of the contact person, shall be the first page of the Proposal. The Proposal shall be signed by an authorized representative of the Vendor and shall include the name(s), title, address, telephone number of the individual(s) authorized to negotiate a Services Agreement with the Library.
- B. An executive summary highlighting the Vendor's background, experience and variety of services, and any service enhancements unique to the Vendor shall immediately follow the letter of proposal submission and introduction.
- C. A brief statement of the Vendor understands of the Services required and the accounts to be serviced.
- D. A work plan detailing the approach the Vendor intends to follow in providing the Services required as outlined in this RFP.
- E. The Vendor's fees for Services performed (see priced proposal and enclosures). The price quoted shall include all materials, labor, supplies, equipment, insurance, travel expenses, taxes and all other charges related to the job. The Library will not make any allowance for errors made in job planning by the Contractor.
- F. The Vendor shall define the capability of its organization to meet the intended objectives of this RFP. Description of the Vendor's organization chart, names of staff members to be primarily assigned to this account, the role of each staff member, and resumes of principal officers showing education and experience relevant to this type of work.
- G. At least 3 references showing prior experience in the areas as outlined in this RFP preferably with libraries, government agencies and/or corporate clients. Each reference shall include the name and address of client as well as the name and telephone, e-mail address of individual who can be contacted for verification of services.
- H. Copy of the Service Agreement.

PRINCE GEORGE'S COUNTY MEMORIAL LIBRARY SYSTEM

Request for Proposals

Title: Cabling Project (Surratts-Clinton) RFP #: IT-2019-001

- I. Include any other information that is considered to be important by the Vendor.

Late Proposals Not Considered

Proposal received after the stipulated Proposal Submission Deadline will **not** be considered.

Inconsistency or Error in the RFP

Any Vendor believing that there is any ambiguity, inconsistency or error in the RFP shall promptly notify the Library in writing of such apparent discrepancy. Failure to so notify the Library by the Proposal Submission Deadline will constitute a waiver of claim of ambiguity, inconsistency or error.

Vendor Errors or Omissions

The Library is not responsible for any Vendor's errors or omissions.

Addenda

The Library shall not be responsible for any oral instructions given by any employees of the Library in regard to the Proposal instructions, specifications or proposal documents as described in this RFP. Any changes will be in the form of an addendum, which will be furnished to all Vendors who are listed with the Library as having received the RFP, or to any other Vendor who requests an addendum.

Vendors must routinely monitor RFP Notices of Updates and Addenda for changes. Please check website <http://www.pgcmlls.info/Procurement> and <https://emaryland.buyspeed.com/bsollogin.sdo> for updates and addenda.

Vendor incurred Costs

The Vendor shall be responsible for all costs incurred in preparing or responding to this RFP. All materials and documents submitted in response to this RFP become the property

PRINCE GEORGE'S COUNTY MEMORIAL LIBRARY SYSTEM

Request for Proposals

Title: Cabling Project (Surratts-
Clinton) RFP #: IT-2019-001

of the Library and will not be returned after the Proposal Submission Deadline.

Modification or withdrawal of Proposal

A Proposal may not be modified, withdrawn or cancelled by a Vendor for one hundred eighty (180) days following the Proposal Submission Deadline and each Vendor so agrees in submitting the Proposal.

Proposals may be withdrawn, altered and/or resubmitted at any time prior to the submission deadline.

Notice of pre-submittal date withdrawal must be in writing over the signature of the Vendor. Withdrawn Proposals may be resubmitted up to the Proposal Submission Deadline, provided that they are then fully in conformance with these general terms and conditions.

Rejection of Solicitation Responses

The Library reserves the right to reject any or all responses received, or any part thereof; to accept any response or any part thereof; or to waive any informality when it is deemed to be in the Library's best interest. Any Vendor objecting to the rejection of Proposal or portion thereof, must submit a written protest stating the reasons for the protest to the Library within five (5) calendar days from the date of the Library's Notification of Award letter.

Vendor Certification

By submission of a proposal, the Vendor certifies that the Vendor has not paid or agreed to pay any fee or commission, or any other item of value contingent on the award of a contract to any employee, official or current contracting consultant of the Library.

PRINCE GEORGE'S COUNTY MEMORIAL LIBRARY SYSTEM

Request for Proposals

Title: Cabling Project (Surratts-Clinton) RFP #: IT-2019-001

Warranties

All warranties by Vendor and manufacturer on both products and labor must be specified in the proposal. The Vendor's warranties shall commence with acceptance of/or payment for the work in full. Minimum acceptable warranty on hardware, parts, and labor is 3 years.

Any Vendor submitting a proposal in response to this RFP warrants and guarantees that the Vendor is fully capable of performing every task set forth in the Proposal. No limitation or exception to this warranty provision will be acceptable to the Library; except, it is understood that the Vendor is not responsible for any problems in performance caused by improper acts or omissions by the Library.

Service

The Vendor must provide terms of service should repair become necessary and the work and materials needed that are not covered under warranty.

Contract Period

The service Agreement shall cover the period depending upon date of the Services Agreement is awarded. The agreement may be renewed at the expiration of its terms by mutual agreement of the parties. The renewal may be two additional one (1) year terms.

Site Visits

There will be no site visits for this project. Floorplans can be downloaded from the PGCMLS Procurement webpage.

Protest of Award

Any person, who has an objection to the awarding of the Services Agreement to any Vendor by the Library, shall lodge that protest, in writing, with the Library no later than 4:00 p.m. local time of the fifth (5th) calendar day, following release of the Library's Notification of Award letter. The Library retains the right to reject all protests not filed within this time, those found to be without merit, or those requesting confidential information regarding other bidders.

PRINCE GEORGE'S COUNTY MEMORIAL LIBRARY SYSTEM

Request for Proposals

Title: Cabling Project (Surratts-
Clinton) RFP #: IT-2019-001

PROTEST DEPOSIT: A deposit is required from the protester to compensate the library for the expenses of administering the protest. If the protest is decided in the protester's favor, the entire deposit shall be returned to the protester. If the protester is determined to be without merit, the deposit shall be forfeited to the library. The deposit shall be in the form of cash or a cashier's check and shall be in the amount of \$1,000.00 or 1% of the amount of the pending award, whichever is greater, up to the maximum of \$8,000.00.

TERMINATION FOR CONVENIENCE

The performance of work under the contract may be terminated by the Library within 30 days written notice, or such time as mutually agreeable to the parties not to exceed 30 days, in accordance with this clause in whole, or from time-to-time in part, whenever the Library shall determine that such termination is in the best interest of the Library. The Library shall pay all reasonable costs associated with this contract that the Contractor has incurred up to the date of termination and all reasonable costs associated with termination of the contract. However, the Contractor shall not be reimbursed for any anticipatory profits, which have not been earned up to the date of termination.

TERMINATION FOR DEFAULT

If the Contractor fails to fulfill its obligations under the contract properly and on time or otherwise violates any provision of the contract, the Library may terminate the contract by written notice to the Contractor. The written notice shall specify the acts or omissions relied on as cause for termination. All furnished services provided by the Contractor shall, at the Library's option, become the Library's property. The Library shall pay the contractor fair and equitable compensation for satisfactory performance prior to receipt of notice of termination, less the amount of damages caused by the Contractor's breach. If the damages are more than the compensation payable to the Contractor, the Contractor shall remain liable after termination and the Library can affirmatively collect damages or deduct from monies due the Contractor on this or other Library contracts. Damages may include excess re-procurement costs.

PRINCE GEORGE'S COUNTY MEMORIAL LIBRARY SYSTEM

Request for Proposals

Title: Cabling Project (Surratts-
Clinton) RFP #: IT-2019-001

Proposal Evaluation

Proposal will be evaluated by the Library and the highest ranking Vendors may be asked to make formal presentation to the Evaluation Committee. Evaluation of the Proposals will include but not limited to the following areas:

1. Proven service capabilities and overall quality and completeness of service
(based on recommendations by other customers, or otherwise)
2. Understanding of Library service needs
3. Cost of service (fees and charges)
4. Interview questions and answers with the top three Vendors (optional).