

# EL RIO COMMUNITY HEALTH CENTER

**Request for Proposal:**

**Network Cabling Installation for a**

**Multiphase 2 story building**

**34,100 SF**

**March 2019**

**A. INSTRUCTIONS AND CONDITIONS**

**1. EXPLANATION TO BIDDERS**

- a) If a Bidder desires an explanation regarding general pricing of this RFP, the Bidder may e-mail [CodyD@elrio.org](mailto:CodyD@elrio.org). If a Bidder desires an explanation regarding design and implementation of this RFP, the Bidder may e-mail [DanE@elrio.org](mailto:DanE@elrio.org).
- b) Any questions must be submitted by **March 20, 2019**, allowing sufficient time for a reply to reach all Bidders before the submission of their Proposals. El Rio Community Health Center ("ERCHC") will post answers to all questions to our website at [www.elrio.org](http://www.elrio.org).

**2. AMENDMENTS**

- a) Bidders are advised that ERCHC reserves the right to amend the requirements of this RFP prior to the date set for opening of bids. Such revisions will be posted to our website at [www.elrio.org](http://www.elrio.org). If in the judgment of ERCHC, the change is of such nature that additional time is required for Bidders to prepare their Proposals, ERCHC will change the date of the Proposal opening and post to our website.

**3. SUBMISSION OF PROPOSALS**

- a) **Please submit five (5) copies of your proposal.**
- b) Mailed or Third-party Delivered Proposals and amendments of Proposals shall be enclosed in sealed envelopes and addressed to:

El Rio Community Health Center  
Attn: [DanE@elrio.org](mailto:DanE@elrio.org)  
450 W. Paseo Redondo  
Tucson, Arizona 85701

Proposals and/or amendments may be hand carried to the above address during business hours, but please ensure the receptionist stamps your delivery with the date and time and provides you a receipt of delivery.

Furthermore,

- c) Telegraphic (faxed) proposals and amendments will NOT be considered.
- d) E-mail or other electronic submissions will NOT be considered.
- e) Alternate Proposals are NOT authorized and will not be considered.
- f) All Proposals must be received by ERCHC no later than **March 22, 2019 by 4pm.**

**Late Proposals will not be accepted nor considered.**

**4. AWARD OF CONTRACT**

- a) Award will be made, in whole or in part, to the responsive, responsible Bidder whose Proposal is determined by ERCHC to be most advantageous to ERCHC in terms of price, delivery, and other factors considered.
- b) ERCHC may reject any or all bids, and may waive informalities and minor irregularities in bids received.

**5. EVALUATION PROCESS**

The determination and final selection of the successful Bidder will be based upon

evaluation by ERCHC considering all factors and such other criteria (subjective and otherwise) as ERCHC may, at its sole discretion, deem relevant. In no event will ERCHC be limited to selecting a Bidder based solely upon total cost submitted.

Including the Total Price, the following overall factors will be considered:

- Corporate capabilities
- Responsiveness to RFP
- Relevant experience with services offered
- Value-added services
- Timeliness of service
- Trade reference and/or referrals
- History of compliance with government contracts and laws

**6. COST OF PREPARATION OF BIDS**

Costs for developing responses to this Proposal are entirely the responsibility of the Bidder.

**7. WITHDRAWAL OF BIDS**

- a) Proposals may be withdrawn by certified letter or in person by a Bidder or an authorized representative possessing proper identification and written proof of his authority to act on behalf of the Bidder. If withdrawn in person by a Bidder or a representative of the Bidder, the person withdrawing the Proposal will be required to sign a receipt for the Proposal.
- b) Withdrawal action of any type must be done before the date and time specified for opening of bids in this RFP.

**8. PAYMENT**

- a) Invoices for services rendered shall be directed to:

El Rio Community Health Center  
Accounts Payable  
450 W. Paseo Redondo  
Tucson, Arizona 85701  
520-670-3909

- b) Payment will be made upon receipt of an appropriate invoice and determination by ERCHC where products and/or services have been determined by ERCHC to be satisfactorily provided, and subject to the terms of the contract. Payment terms are Net 30 after receipt of a valid invoice. ERCHC is not responsible for misdirected invoices.

**9. TERMS AND CONDITIONS**

- a) The successful Bidder may not assign the contract or any part of its obligations without the prior written consent of ERCHC, which may be withheld in its sole discretion.
- b) ERCHC is not obligated to accept the lowest priced proposal. Although critical, price is only one of the determining factors for the successful award.
- c) ERCHC reserves the right to enter into contractual negotiations and if necessary, modify any terms and conditions of a final contract with the respondent whose proposal offers the best value to ERCHC.

- d) All submitted proposals including any supporting materials or documentation will become the property of ERCHC. If respondent's proposal contains and proprietary information that should not be disclosed or used by ERCHC other than for the purposes of evaluating the proposal, that information should be marked with the appropriate confidentiality markings.
- e) This RFP shall not be construed in any manner to create an obligation on the part of ERCHC to enter into any contract, or to serve as a basis for any claim whatsoever for reimbursement of costs for efforts expended in responding to this RFP. The scope of this RFP may be revised at the sole option of ERCHC at any time. ERCHC shall not be obligated by any proposals or by any statements or representations, whether oral or written, that may be made by ERCHC, except as provided for in a final approved signed agreement. ERCHC shall be held free from any liability resulting from the use or implied use of the information submitted in any proposal.
- f) All terms and conditions, including price and discount schedules submitted by Bidders will be valid for a period of not fewer than 60 days following the date of submission of their proposal. **Bidders are required to state this guarantee or better terms in their proposal.**
- g) Bidders must represent that its proposal, including any and all work, materials, equipment, and network services, comply with governmental and telecommunications regulatory law, ordinances, and regulations within their respective jurisdictions.

**10. TIMELINE**

The following timeline is based on ERCHC requirements and represents some of the activities planned as part of the due diligence process in making an award. ERCHC provides this timeline merely as a guideline and provides no assurance the timeline will be adhered to as any Amendments issued will inevitably extend the process.

Activity	Targeted Date
RFP Release	3/15/2019
Cutoff Date for Questions	3/20/2019
Date ERCHC will respond to Questions	3/21/2019
Due Date for RFP Response / Proposal	3/22/2019
Response Evaluation Completed	3/25/2019
Due Diligence Completed	3/29/2019
Award Announcement	3/29/2019
Project Start	ASAP
Phase 1 Completion	6/7/2019
Phase 2 Completion	10/15/2019

## 11. STATEMENT OF PURPOSE

ERCHC is soliciting responses from qualified vendors to address the stated requirements of this RFP. A qualified vendor, for the purpose of this RFP, is one that can reliably provide the required services to ERCHC and perform to the satisfaction of ERCHC and its regulators for the entire term of the agreement. Upon receipt of this RFP, recipients are expected to read and understand the service priorities and requirements that have been defined by ERCHC. Ample opportunity will be given to ask questions and receive clarification. The final proposal submitted should include all appropriate goods and services required to satisfy the identified priorities and requirements. ERCHC will look to the selected vendor for technical compatibility of components and application requirements satisfaction during the entire term of the agreement.

ERCHC management would prefer to have an ongoing relationship with the chosen Vendor. The character and operating principles of the successful Vendor are important to ERCHC management. The following sections ask questions about the history and purpose of the Vendor's company. Please answer the specific questions. If additional information would be informative to ERCHC management please add it to the last question in each section. Bidders should number all responses with the section letter and section number.

## 12. SCOPE OF SERVICES AND SERVICE DESCRIPTION

### A. Contractor's Qualifications – Respond with “Yes” or “No” and attach supporting documentation to your “Yes” response

1. Will you have a Registered Communication Distribution Designer (RCDD) assigned to this job?
2. Have you been in business installing structured cabling system continuously for at least five (5) years?
3. Please list staff and if any are BICSI trained and/or registered (or similar training/certification).
4. Provide references for at least two (2) similar jobs completed in the past three (3) years.

### B. Conditions of Delivery

- a) The Bidders shall make all arrangements for transportation and liability insurance and is financially responsible for all costs related to these activities. All materials must be delivered to the Owner at installation. The contractor shall be responsible for delivery of all components and manpower to and from the facility. The cost of delivery shall be included in both the bidders' total bid price.
- b) The contractor shall take all steps necessary to insure that the facility and its' contents are not damaged in any way as a result of the contractors' activities.
- c) Contractor shall be wholly financially responsible for damages realized by ERCHC as a result of the contractors' activities.

### C. Submittals

- a) "As-built" documentation of the contractor's cable installation shall be presented to ERCHC upon completion of project.
  - i. Location of all communications outlets with identifying numbers.
  - ii. Location and dimensions of all communications raceways.

- iii. All cross-connect field layouts.
- iv. Documentation of cross-connects installed by the contractor between all distribution blocks.
- v. All documentation shall be consistent with the labeling used throughout the installation.
- vi. Contractor shall provide a total of three (3) copies of "as-built drawings". One (1) copy shall be left/sent on-site and two (2) copies shall be sent to Evan Hatchell of ERCHC.
- vii. Contractor shall deliver completed as-built documentation no later than ten (10) days following the completion of work. The job will not be accepted by ERCHC as complete prior to the possession of the as-built drawings.
  - i. Documentation must be completed prior to the Contractor receiving payment for any completed work. ERCHC will not conduct final inspection of the site until the as-built documentation has been received.
- viii. Contractor shall submit revisions to ERCHC, sent to the same parties as the original documentation, as moves, adds, or changes are affected by the Contractor. As-built revisions are to be in the same format as the original documentation and shall be received by ERCHC no later than fourteen (14) days following the change. The Contractor is obligated to provide revisions, at no additional charge to ERCHC, for the duration of the Warranty period.

**D. Warranty, Certification and Maintenance**

- a) Contractor shall warrant all materials, equipment and/or services delivered as a result of this document to be free from defect of material or workmanship and to conform strictly to the specifications.
- b) This warranty shall survive any inspection, delivery, acceptance, or payment by ERCHC for a minimum period of five (5) years from the date of System Acceptance.
- c) Based upon the accepted installation contract and Job Change Orders (JCO) to installation, The Contractor shall furnish all labor and replacement parts and materials provided under warranty at no additional cost to ERCHC.
- d) Services performed by the Contractor under warranty must conform to the requirements and work standards outlined within this document.
- e) Warranty costs shall be included in your total bid price. All unit pricing shall also include warranty costs.
- f) To the extent possible, the entire installation will be covered by a manufacturer's fifteen (15) year, or better, warranty on material, supplied to ERCHC prior to any acceptance of the system. ERCHC recognizes this varies by manufacturer, and will accept the manufacturer's warranty offered. Our intent is to ensure quality materials are supplied and to limit future system failures.
- g) If during the Warranty Period, ERCHC discovers that the Contractor has utilized improper materials or improper installation methods for the system, the Contractor shall remedy the situation to the satisfaction of ERCHC's inspectors, at the Contractor's expense.
- h) If after the warranty period, and during the life of the system, a flaw in the workmanship is discovered, that flaw will be repaired or replaced at no cost to ERCHC. Examples of a flaw in workmanship would be the discovery of a jack that was not wired according to ERCHC's standards, or the discovery of a cable that was not installed in accordance with ERCHC standards.

**E. General Specifications**

- a) All equipment and materials must be new. Used, re-conditioned, and refurbished equipment and materials are not acceptable.
- b) All equipment and materials must abide with FCC Regulations, be UL approved and stamped, and meet or exceed the current publication of the National Electric Code (as of the issuance date of this procurement document) and local fire and building codes.

- c) ERCHC's cable installations are based upon BICSI's Telecommunications Distribution Methods (TDM) Manual, and are designed with the intent to meet the Electronic Industries Association's and Telecommunications Industry Association's (EIA/TIA) standards. Contractors shall be thoroughly familiar with BICSI's TDM Manual and EIA/TIA components and standards.
- d) All components and installation methods shall be EIA/TIA 568A approved and conform to EIA/TIA 569 practices and methods. The Structured Cabling System installed by the Contractor shall be capable of a minimum of 1000 MBPS network application.
- e) Review of components or documentation of components by an ERCHC employee does not relieve the Contractor from meeting or exceeding the specifications outlined in this document.
- f) It will be the responsibility of the Contractor for the shipping, handling, and storage of all equipment and materials and to secure and protect it from theft.
- g) Contractor shall furnish and install all equipment, accessories, and materials necessary for a complete, functional Structured Cabling System in accordance with these specifications.
- h) ERCHC in no way desires to limit competition. Brand names specified are intended to identify a level of quality or a type. Quotations on alternative brands are permitted, but should be specifically identified in the quotation and must be approved in writing by ERCHC. Alternate brands must have at least the same features and performance characteristics as items listed in the specifications. Substitutions must be approved and may only be done if it is judged by ERCHC that the components are equal or better quality than those specified.
- i) Contractor shall assume all responsibility to repair or replace fixtures and materials it damages during its work on the site, including, but not exclusively: ceiling grid and tiles, gypsum boards, etc. Contractor shall be wholly financially responsible for damages realized by ERCHC as a result of the Contractors' activities.
- j) Upon completion of the work, the Contractor shall reconnect any utilities, equipment, system furniture panels or trim, or appliances removed in the course of work, and replace all furniture, etc., moved for the performance of the work. Debris and rubbish caused by the work shall be removed from the premises. Site will be left in a clean, neat, and orderly fashion.

#### **F. Variations**

Any variation to ERCHC's Structured Cabling System Standards must be submitted to ERCHC in writing for approval. Any variation submitted to ERCHC will be considered on a case-by-case basis and will be approved in writing by ERCHC.

#### **G. Payment Schedule**

- a) ERCHC reserves the right to make the payment on the installed System(s) only when acceptance of the System(s) has satisfactorily been accomplished.
- b) COMPLETION DELAY PENALTY CLAUSE: If the Contractor fails to deliver, install and cutover system by the completion date agreed upon by the Contractor and ERCHC, the Contractor will refund to ERCHC a penalty amount equal to ½% of the contract amount, per working day. Project completion date extensions can only be granted in writing by ERCHC.

#### **H. System Description**

Contractor will supply and install white overhead ladders with black joining hardware in MDF and ground ladders and racks. The MDF will be at least 8x12 and contain three (3) 19" racks. ERCHC will install busbar in the MDF. ERCHC will supply and install white 2 post racks and cable managers. Contractor will install patch panels and terminate cables into patch panels located in racks.

Patch panels: Leviton 1U 48 port patch panel #49255-D48 shall be used.

Wall plates: Standard Leviton white wall plates or Leviton white surface mount boxes shall be used.

Ethernet cable: Berk-Tek LANmark-1000 copper category 6 UTP.

Existing MDF to New MDF cabling: Install 12 purple Ethernet cables and terminate into a patch panel in the rack. Leviton white Cat6 keystone jacks shall be used. Please leave at least a 10' service loop in the system to allow for repositioning.

Station cabling: station cabling will be blue in color and certified up to 1G. White keystone jacks shall be used station side, blue keystone jacks shall be used in the patch panels. Please leave at least a 10' service loop in the system to allow for cable repositioning.

Spare cabling: cabling will be green in color and certified up to 1G. Blue keystone jacks shall be used in patch panels. Please leave a 10' service loop in the system to allow for cable repositioning.

Keystone jacks: Leviton Cat6 jacks shall be used.

Building distribution: j-hooks and cable waterfalls shall support the main cable pathways where appropriate to reduce strain, bend radius on the cabling, and ensure additional cable in the future can be added to the system with ease. Tertiary pathways shall be supported by proper cable supports where needed. The contractor will supply and install j-hooks, waterfalls, and cable supports as needed.

Certification: all cables shall be terminated and certified and printed results should be provided at the end of the effort.

ERCHC will supply pull strings and rings where needed. ERCHC will be responsible for all sleeving. ERCHC will supply conduits if absolutely necessary to maintain the integrity and performance of the cabling as needed.



**ATTACHMENT A**

**PROPOSAL SIGNATURE VERIFICATION**

All offers in response to this RFP must be received on or before **Mar. 22, 2019**, at El Rio Community Health Center. All offers are subject to the attached Instructions and Conditions, general provisions, special provisions, and Attachments. The undersigned agrees, if its offer is accepted (in whole or in part) to provide products, other materials, and services as set forth in the Attachments, it shall do so in accordance with the provisions of this RFP, the controlling contract between the parties, and contracts between ERCHC and the State of Arizona.

Offer Name:  
Address:  
Phone Number:  
FAX:

Typed or printed name and title of person authorized to sign offer:

\_\_\_\_\_  
Signature of Authorized Person:


Date of Offer: \_\_\_\_\_ Grand Total:\$ \_\_\_\_\_


**ATTACHMENT B**

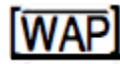
**PHASING PLAN**


**FLOOR MAPS**

Description of cables by Plan Symbol:

 Designates at least two terminated cables in a wall plate.

 Designates 12 terminated cables coiled in the ceiling for cubicles or a cable that will be dropped down and ERCHC staff at go-live when a more accurate position is known (use same color as station side cabling).

 Designates a terminated cable coiled in the ceiling for a wireless access point (use same color as station side cabling).

 Designates a terminated cable coiled in the ceiling for a spare.

Please add an additional 10' service loop at each end (total of 20') so that all cable might be repositioned at a later date.

All cables left coiled shall be clearly tagged within 6" of the termination so it can be identified to the patch panel when it is installed at a later date. (Note: the colors designated in the drawings have no correlation to the actual color of the cable)