



Colby Community College

Request for Proposal

May 22, 2019

Proposals Due July 1, 2019

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1. Objective

Colby Community College is currently soliciting quotes in response to this Request for Proposal (RFP) for the installation and build out of campus fiber optic infrastructure. This work will include but is not limited to, the physical installation of fiber optic pathways; schedule 40 2" minimum, fiber optic cables, cable management, cable organizer, cable trays, splicing, termination, and enclosures to support the campus network infrastructure. **The duration of the project should not exceed 4 months after bid is awarded and contract is signed. Anticipation completion date is October 31, 2019.**

2. RFP Overview

Introduction

Colby Community College "College", invite you (the "SUPPLIER") to submit a quote in accordance with the requirements, terms, and conditions in this Request for Proposal (RFP) for the purpose of this Request for Proposal (RFP) is to solicit proposals from low voltage contractors ("Supplier") for the **Big Blue Barn** Fiber optic infrastructure cabling project. It will be the responsibility of the selected Supplier to install the fiber optic cables from the designated IDF. The fiber optic system will be installed to connect to the core switch located in the MDF H.F. Davis Memorial Library building across existing tunnel system, conduits, and floors.

This RFP process is your opportunity to demonstrate your strong commitment to partnering with the College and ensures highly competitive pricing with quality customer support services.

This RFP solicits a detailed offering that includes line item pricing as well as a detailed response regarding your services, initiatives and Contract/Payment Terms compliance. We encourage you to submit a Quote that is aggressively priced which will exceed our expectations and influence the consolidation of our supplies and market share.

3. Milestone Calendar

Milestones	Date	Time
RFP Release Date	5/21/2019	
Site Tour & Bidders Conference	6/5/2019	1:30 PM CST
Additional Questions due	6/14/2019	12:00 PM CST
Answers to Suppliers due	6/19/2019	12:00 PM CST
Proposal due	7/1/2019	5:00 PM CST
Bid Awarded	07/15/2019	6:00 PM CST

Upon completion of the build out, cable maps and as-built drawings will be documented by the Supplier and provided no later than two weeks after the cabling is 100% complete. As-built drawings are to be provided for the entire project to the Information Technology Department along with kWare test results for each cable run.

4. Required RFP Response Format

Suppliers are required to submit their Proposal in the specified electronic format. Supplier will submit their entire RFP response and all completed forms electronically via e-mail to carolyn.kasdorf@colbycc.edu with Supplier's information and responses provided in the appropriate places therein. The required electronic applications formats are **PDF or Microsoft Word and Microsoft Excel**. Any supporting graphic or presentation-based slides may be submitted in a separate PowerPoint file.

5. Proposal Due Date, Delivery Instruction and Communication

All Proposals are due by July 1, 2019 no later than **5:00 P.M. CST**
Send your complete electronic response via email to:

carolyn.kasdorf@colbycc.edu

Bidders Note: All questions regarding interpretation or specifications must be submitted in writing to carolyn.kasdorf@colbycc.edu only. Under no circumstances shall Supplier contact any employee of Colby Community College. Any dialogue initiated by the bidder not addressed to contacts above will result in an immediate disqualification. Discussions on other business matters and not related to this RFP are permitted.

6. Proprietary Information, Non-Disclosure

Supplier shall have no rights in this document or the information contained therein and shall not duplicate or disseminate said document or information outside the Supplier's organization without the prior written consent of Colby Community College.

7. Costs Incurred

All costs incurred in the preparation and presentation of the Proposal shall be borne by Supplier. By submitting a Proposal, Supplier agrees that the rejection of any Proposal in whole or in part will not render Colby Community College liable for incurred costs and damages.

8. Colby Community College Reserves Right to Reject Any and All Bids

Nothing in this RFP shall create any binding obligation upon Colby Community College. Moreover, Colby Community College, at its sole discretion, reserves the right to reject any and all bids as well as the right not to award any contract under this bid process. Colby Community College reserves the right to award portion of this bid. All bids should be governed by Colby Community College standard Policy and Procedure and Terms and Conditions.

9. Effective Period of Prices

All pricing Proposals by Supplier will remain fixed and firm until October 31, 2019.

10. Request for Proposal Scope

Vendor's responsibilities must include the following:

To install a total of one IDF in the Big Blue Barn– 24 pair 48 strand single mode OS2 G.625 armored fiber or equivalent from MDF to the IDF terminated into a OS2 single mode straight SC rack enclosure. All terminations will need test post terminals at both ends.

- a. Contractor will need to be on-site for walk-through and measurements
- b. Contractor to install a complete and operational fiber optic system connecting all building designated IDF's to the MDF.
- c. Contractor shall be responsible for all associated fire stopping material due to work associated with this contract, labeling, testing and terminating.
- d. All fire rated sleeves required for installation of fiber optic system shall be furnished and installed by the Supplier.
- e. Contractor shall be responsible for supplying fiber optic mounting and fastening hardware throughout the distribution, and the installation of fiber can take place during normal working hours 8 am – 5 pm Monday through Friday.
- f. Conduits, Tubes, fiber panels, cables, etc shall be labeled as per location cabling standard.

- g. All suppliers must include a detailed warranty in the bid.

B. Deliverables

The Supplier shall provide a digital copy with the following deliverables for this project:

- As-built drawings in PDF format.
- Copies of any other relevant documentation created during this project, such as punch lists, meeting minutes, change orders, etc.
- Copies of the manufacturer's cable plant certification documentation.
- Optical fiber cable test results in PDF and manufacturer's test equipment native format.
- Contractor shall provide Shop Drawings.
- Contractor shall provide a material submittal of all cable and termination hardware components to be used on this project prior to ordering. Submittal must be reviewed and approved by the IT Department prior to contractor ordering.
- Contractor shall provide detailed installation schedule with milestones throughout the duration of the project. Contractor shall provide schedule in PDF weekly throughout duration of project to IT Department

C. Meetings and Site Visits

1. The Supplier is expected to attend up to 1 required coordination meetings as requested by Colby Community College.
2. The Supplier should budget time for weekly on site status meetings. The expected duration of this project is 4 months.

D. RFP Questions, Inquiries, Clarifications and Addenda

1. All inquiries regarding this RFP must be submitted via email to carolyn.kasdorf@colbycc.edu. Inquiries and questions will be accepted through **June 14, 2019**.
2. Colby Community College will issue responses to inquiries and any other corrections, amendments, and the like which it deems necessary in written addenda. Colby Community College will endeavor to email addenda to each person recorded as having been furnished a copy of the RFP to ensure they have obtained and acknowledged all addenda (if any).
3. Proposers must acknowledge receipt of addenda and include it with their submission.
4. Proposers should not rely on any representations or statements of clarifications not made in either this RFP or a formal addendum.

5. Colby Community College reserves the right to waive minor informalities in proposal submissions.

11. Pricing

Suppliers are required to provide a detailed price estimate. Failure to provide a detailed pricing sheet will result in the Vendor's bid being rejected without further consideration.

12. Past Performance and References

Please provide a list of three academic institutions who have received services on similar engagements as the one outlined by this RFP and include the information below.

- Client name and headquarter address
- Contact name
- Telephone number
- Email address
- Length of time using your services
- Brief description of the service provided

Failure to provide suitable references to Colby Community College will result in the Supplier's bid being rejected without further consideration.

13. Company Profile and Financial Stability

Please provide information that will enable us to evaluate your company's financial stability. We require that you include the following:

- Company description: including ownership, number of years in business, strategic direction, mission, history, acknowledgements or awards
- Recent financial results
- Number of W2 employees
- Partner relationships
- Description of selection criteria for contractor or co-implementation partners
- Work force distribution by country, city, state, etc.
- Total number of employees: include number of project managers, and RCDD employees.
- Average number of years of application and implementation experience and business process definition for consultants and managers.

14. Work Experience

Please provide information that will enable us to evaluate your company's track record and capabilities.

Provide detailed description of value added services that differentiate your company from your competitors.

Provide a list of designs and/or implementations of Advanced Scheduling, Timekeeper, Accruals, Leave, and Attendance Show that you are a CWA (Union) company in good standing

- Number of employees certified to install the Fiber.
- Number of certified technicians (OSHA 30 OSHA 10)

Provide a list of work previously completed at Colby Community College. Previous work, when, how many times and was it similar work.

Provide list of other Higher Education experience.

15. Technical Criteria

15.1. Inability to provide this information will not disqualify the vendor from consideration

- Number of W-2 Technicians
- Percentage of Technicians OSHA-10 Certified
- Percentage of Technicians Hilti Firestop Certified
- Number of RCDD on Staff
- Are the Lead Technician and Foreman assigned to project OSHA-30 Certified?
- Number of technicians and Foreman certified for installation and design of Fiber Systems.

16. Proposed Staffing Approach

- Provide an outline of a proposed staffing for this engagement and include the below information.
 - Resource skill set
 - Project role and responsibility
 - Number of years of experience relevant to this project
- CCC reserves the right to refuse proposed staff.