

HRCSB REQUEST FOR PROPOSAL: STRUCTURED CABLING

HARRISONBURG-ROCKINGHAM  
COMMUNITY SERVICES BOARD



HARRISONBURG-ROCKINGHAM COMMUNITY SERVICES BOARD

REQUEST FOR PROPOSAL

FOR

STRUCTURED CABLING

Issue Date: Friday, March 20 2020

The Harrisonburg-Rockingham Community Services Board (HRCSB) requests qualified firms to submit proposals for implementation of structured cabling (SC) (including but not limited to; installation, termination, and testing of CAT6 network cable and audio/visual cabling) at a new structure that will be serving as the HRCSB's primary office location at 1241 North Main Street located in Harrisonburg Virginia.

Proposals will be received until 3:00 PM on Friday, April 03 2020.

Questions concerning this Request For Proposal (RFP) should be directed to:

Andrew Hahn, IT Manager  
[ahahn@hrcb.org](mailto:ahahn@hrcb.org)  
540-434-1941

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**Offer and Agreement:**

In compliance with this Request For Proposal (RFP) and to all the conditions imposed herein, the undersigned offers and agrees to furnish the goods/services in accordance with the attached signed proposal or as mutually agreed upon subsequent negotiation.

Virginia Contractor License #: \_\_\_\_\_

Class: \_\_\_\_\_ Specialty Codes: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

FAX Number: \_\_\_\_\_

FEI/EIN Number: \_\_\_\_\_

Completed By (Print): \_\_\_\_\_

Date: \_\_\_\_\_

Signature In Ink: \_\_\_\_\_

\* Contractor \_\_\_\_\_ **DOES** \_\_\_\_\_ **DOES NOT** consider the firm to be a minority owned business.

\* Contractor \_\_\_\_\_ **IS** \_\_\_\_\_ **IS NOT** certified as a minority business by the Virginia Department of Minority Business Enterprise.

\* Contractor \_\_\_\_\_ **DOES** \_\_\_\_\_ **DOES NOT** consider the firm to be a woman owned business.

\* Contractor \_\_\_\_\_ **IS** \_\_\_\_\_ **IS NOT** certified as a woman owned business by the Virginia Department of Minority Business Enterprise.

\*Optional Information: Minority contractors are encouraged to submit proposals; however, minority or woman-owned status does not influence award.

HRCBSB does not discriminate against small and minority businesses or faith-based organizations in accordance with the Code of Virginia 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

## HRCBSB REQUEST FOR PROPOSAL: STRUCTURED CABLING

### I. PURPOSE

Harrisonburg-Rockingham Community Services Board (CSB) is seeking proposals and intends to award one contract to a qualified vendor for installing, terminating and testing of CAT6 network cables and audio/visual cabling in the soon to be constructed primary office building for the CSB located at 1241 North Main Street located in Harrisonburg, Virginia.

### II. BACKGROUND

The Harrisonburg-Rockingham Community Services Board is a public agency providing community-based mental health, developmental, and substance use services to local residents since 1972. The HRCBSB currently has offices located at 1241 North Main Street including a two story structure, Arbor House, added in 2011 to house a crisis residential program with a second floor build out in 2013. The CSB also provides services at the McNulty Center for Children and Families located at 463 E. Washington Street.

Continued significant growth in staff and services and completion of a feasibility study in 2017 led to a contract for construction of a new building at 1241 North Main Street of approximately 51,300sf. Arbor House is not adding additional space or being renovated. All other current Main Street structures, except for Arbor House, will be demolished at the completion of the construction project. Construction is underway with a targeted completion date in early summer of 2021.

HRCBSB desires to have a vendor install, terminate and test the structured cabling of CAT6 that will ultimately be the cabling network infrastructure of the new North Main Street building. Along with installing, terminating and testing audio/visual cabling in select conference rooms.

The selected vendor will need to be able to start discussions and work immediately upon award to coordinate with construction already in process.

### III. INQUIRY PERIOD

Vendors shall contact HRCBSB IT Manager, Andrew Hahn, with the subject line of email being "HRCBSB Structured Cabling RFP", in order to ensure timely receipt of all questions. The inquiry period opens upon release of the RFP, and closes at 3:00 PM on Friday, April 03, 2020. HRCBSB reserves the right to disregard any questions that are not properly or timely submitted. Any questions or answers deemed to be material to all vendors will be sent to all vendors at the email address the RFP was initially distributed to; any other questions or answers will not be distributed to all vendors. All questions need to be submitted by 3:00 PM on Friday, March 27, 2020. HRCBSB may conduct discussions with potential vendors who submit proposals for the purpose of clarifications or corrections regarding a proposal to ensure fully understanding of, and responsiveness to, the requirements specified in the RFP.

### IV. BUSINESS REFERENCES

Interested vendors' proposals shall include a list of at least three (3) companies or organizations with which it has completed structured cabling installation, terminating and testing within the

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past two (2) years. The contracts must not have been terminated due to poor performance and/or acts of negligence. This list shall include the name, phone number and email of a contact person who is familiar with the vendor's job performance. HRCSB may not be used as a reference. HRCSB may verify the vendor's experience based upon the list of business references submitted and any other sources which HRCSB deems appropriate.

### V. DEMONSTRATION OF EXPERIENCE

Interested vendors shall submit with its proposal demonstration of previous experience in delivering this, or similar, services. Vendor shall include descriptions and examples of at least two (2) projects or contracts completed in the past five (5) years that demonstrate appropriate experience – do not simply provide the name of the project or customer. Examples can be from the same projects for which business references are provided.

### VI. HOW TO SUBMIT A PROPOSAL

Vendor shall prepare a written proposal statement that addresses how all parts of the Scope of Work section below will be provided, and completely fill in a copy of the three (3) page response sheet and forms included below. The forms can be completed electronically and printed for signature or printed and completed by hand. Original signatures shall appear on pages 3 of the response forms in vendor's submitted proposal. Vendor may attach additional sheets if necessary to fully provide information regarding quote and scope of work.

Return an electronic copy via email to [ahahn@hrcsb.org](mailto:ahahn@hrcsb.org) – AND one (1) original hard-copy of the written statement of work and pricing proposal, all three (3) required forms, and any other documentation necessary to fully respond to this RFP, to:

Harrisonburg-Rockingham Community Services Board  
ATTN: IT Manager  
1241 N Main St, Harrisonburg, VA 22802

on or before 3:00 PM on Friday, April 03, 2020. Proposals can be mailed or hand delivered to the receptionist at 1241 North Main Street building. Mailed proposals must be received by the stated deadline. Proposals shall be clearly marked on the outside of the envelope in the lower left hand corner as follows: "HRCSB SC RFP". The name and address of the vendor submitting the proposal shall also appear on the outside of the envelope. Late proposals will NOT be accepted.

### VII. PRE-BID WALK-THROUGH

Due to the ongoing construction of the new building outlined in this RFP, a Pre-Bid Walk-Through will not take place. All drawings related to this RFP will be provided where the RFP is posted, along with being available by emailing the IT Manager ([ahahn@hrcsb.org](mailto:ahahn@hrcsb.org)), with the subject line "HRCSB SC Floor Plan Request".

### VIII. SCOPE OF WORK

**CONTRACT TERM:** This is a one-time project and not subject to long-term contracts.

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### SCOPE OF SERVICES SUMMARY:

- A) The Vendor shall provide all materials, installation, termination and testing in conformity with manufacturer's documentation, specifications contained herein, and ANSI/TIA/EIA standards for the project.
- B) Vendor shall participate in customer meetings, as required.
- C) Vendor shall conduct onsite survey with customer-designated personnel, as required.
- D) Vendor shall have at least five (5) years of experience in designing, selling, installing and testing the proposed structured and audio/visual cabling.
- E) Vendor shall collect customer data including cable containment information, outlet location, rack information and labeling requirements before delivering service onsite.
- F) Vendor shall deliver equipment to customer site. Equipment shall consist of, but not limited to;
  - 1. Vendor's equipment needed to install Category 6 and audio/visual cabling.
  - 2. 2; 42U 4-post open frame racks for server, switches, etc. for the 1<sup>st</sup> floor IT server room and 2<sup>nd</sup> floor IT closet.
  - 3. Category 6 patch panels for the 1<sup>st</sup> floor IT server room and 2<sup>nd</sup> floor IT closet.
  - 4. Network ladder racks for the 1<sup>st</sup> floor IT server room and 2<sup>nd</sup> floor IT closet.
  - 5. Network cable J-Hooks.
  - 6. Category 6 modular plugs for termination of cables, along with Category 6 wall plates with Category 6 modular jacks.
  - 7. Audio/Visual cables as specified herein for the identified rooms in the drawing.
  - 8. Ceiling braces, mounts for the wireless access points identified in the drawing.
- G) Vendor shall ensure all equipment and materials are new. Used, re-conditioned and refurbished equipment and materials are not acceptable.
- H) Vendor shall ensure all components and installation be ANSI/TIA/EIA 568 approved and conform to ANSI/TIA/EIA 569 practices and methods. The SC installed by the Vendor shall be capable of a minimum of 1 gigabyte network application.
- I) Vendor shall furnish and install all equipment, accessories, and materials necessary for a complete, functional SC in accordance with these specifications.
- J) Vendor 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. Vendor shall be wholly financially responsible for damages realized by HRCSB and/or LANTZ as a result of the Vendors' activities.
- K) Vendor shall ensure all items be quoted completely installed and functional as per specifications.
- L) Vendor shall ensure final cleanup, meaning upon completion of the work, the Vendor 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.
- M) Vendor shall be responsible for communicating and field coordinating conduit and power requirements for security devices directly with electrical contractor when necessary to complete installation.

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- N) The Vendor shall be responsive to both the Owner (HRCSB) and General Contractor (LANTZ) during the project, and not cause undue burden or hindrance to the delay of the construction phases.
- O) Question and answer clarification discussions with one or more offerors may be scheduled if the CSB deems it advisable.

### IX. HORIZONTAL/VERTICAL UTP CABLING

1. All cabling will be installed and terminated in accordance with the ANSI/TIA/EIA 568 standards, unless otherwise requested before installation.
2. All cable should be a minimum of Category 6 UTP, unless otherwise requested before installation.
3. In the IT Server Room on the 1<sup>st</sup> Floor and IT Closet on the 2<sup>nd</sup> Floor, the cable will terminate on Category 6 patch panels, unless otherwise requested before installation. Vendor shall provide and install wire-management, mounting and labeling based on collaborative design between the Vendor and HRCSB.
4. All cable must be run inside the wall or with surface mount raceway. Cables need to be properly dressed and secured.
5. All cable must be supported by industry standards via network cable ladders or J-hooks every 4 to 5 feet, with cable sag no more than 12 inches at midspan.
6. All cables shall be secured using velcro styles ties, plastic zip-ties will not be accepted.

### X. BACKBONE CABLING

All cabling will be installed and terminated in accordance with the ANSI/TIA/EIA 568 standards, unless otherwise requested before installation. Unless otherwise requested before installation; all cabling will be a minimum of MMF Laser Optimized (50/125 microns) for runs up to 300 meters; for runs longer than 300 meters SMF (9/125) micron will be utilized. Common connectors will be utilized as required (LC, SC, ST, FJ, MPO).

### XI. AUDIO/VISUAL CABLING

Audio/Visual cabling will consist of industry standard audio and video cabling to include, but not limited to; HDMI, DVI, VGA, stereo audio cables, that would primary be used for a laptop to connect to an industry standard projector.

### XII. MODULAR FURNITURE AND OUTLETS

1. All outlets in modular furniture will be installed with the correct faceplate to match furniture manufacturer for the exact fitment. Outlets in walls will be matched to electrical trim plate colors.
2. Cables in modular furniture must be routed in internal pathways designed for and dedicated to data cables.

### XIII. LABELING

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Computer generated labeling will be provided by the Vendor. All labeling will be per ANSI/TIA/EIA 606A unless otherwise requested before installation. At such time, a jointly agreed upon labeling convention will be incorporated into the Vendors pre-installation plan.

- Items that will be labeled include:
  - Workstation jacks and faceplates.
  - Panels and shelves.
  - Closet hardware such as patch panels, blocks, shelves, racks, etc.
  - Other applicable telecommunications and audio/visual devices.
  - Workstation cable on both ends.

### XIV. TESTING

All cables will be tested and certified with an industry compliant tester (e.g., Fluke DTX-1800 tester or equivalent tester). The tester will be equipped with the latest Category 6 software available. The tester will measure the electrical characteristics of the cable using a true frequency sweep methods, similar to that of high-end laboratory style testing equipment. Each test will be conducted from the Horizontal or Cross-connect to the workstation outlet. All cable pairs and terminations will be tested for continuity including shorts, opens, crosses, splits, and wire mapping. In addition, each cable test will be documented with its actual performance results in the follow areas:

- Length (ft.)
- Impedance (ohms)
- Resistance (ohms)
- Capacitance (pF)
- Attenuation (dB)
- Near End Cross Talk (NEXT)
- Power Sum Near End Cross Talk (PS-NEXT)
- Power Sum Far End Cross Talk (PS-FEXT)
- Return Loss (RL)
- Delay Skew (DS)
- Pair to pair Power Sum Cross Talk (ELFEXT)
- Attenuation to Crosstalk Ratio (ACR)
- Power Sum Attenuation to Crosstalk ratio (PS-ACR) Hard-copy results of for each UTP Category 6, 4-pair cable will be submitted as part of the SC “as-built” project performance acceptance records. In addition to the above information, the documentation will also include a pass indication for the specified cable, the test date, and the serial number and software version of the scanner.

### XV. PRICING

Vendor shall indicate pricing for all categories specified on Response Sheet page 3, below. No costs other than those specified in vendor’s proposal will be paid by HRCBSB unless agreed to in writing in advance of purchase or work being completed. All costs for each project, whether or not included below, must be approved by HRCBSB prior to the start of any work.

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### XVI. COST PLUS PERCENTAGE

Cost Plus Percentage is defined as the percentage offered by the Vendor's. Percentage shall be added to Vendor's material, equipment, and subcontractor cost incurred to complete a project to determine HRCSB's cost. Example: If Vendor's cost for material/equipment/subcontractors is \$1,000.00 and their percentage is 10% then they will bill HRCSB for \$1,100.00.

Note: Vendor's invoices (their cost) must be accompanied with Vendor's invoice to HRCSB. Vendor will apply their approved Vendor's Cost plus Percentage (%) to applicable line items in order to determine price Vendor shall bill HRCSB for material, equipment and subcontractors.

### XVII. INFORMATION SECURITY

Vendor represents and agrees that it has and will maintain in place commercially reasonable precautions to safeguard the confidentiality, security and integrity of Confidential Information. The precautions shall include, as applicable, 1) contractual restrictions on access to the information by vendors and other third parties, 2) intrusion detection systems on all information systems of HRCSB maintained or controlled by Vendor, and 3) notification procedures for notifying HRCSB promptly in the event a security or information breach or disclosure is detected or suspected, as well as other response programs when there is a suspected or detected unauthorized disclosure, access or attempted access of HRCSB's Information. These precautions shall include, as appropriate: a) access controls to HRCSB's Information systems, including controls to identify and permit access only to authorized individuals and controls to prevent access to HRCSB's information through fraudulent means, b) employee controls and training, c) physical access restrictions at locations where HRCSB Information is located, d) encryption of electronic HRCSB Information when appropriate or legally required and, e) a disaster recovery plan as appropriate to protect against loss or damage to HRCSB Information due to potential hazards such as fire or water damage or technological failures. Vendor agrees that it will a) monitor the foregoing measures such periodic audits or testing and b) provide copies (or excerpts) of the same to extent Vendor is not otherwise subject to a confidentiality requirement or that disclosure of such audit or testing does not present a security risk for Vendor to inform HRCSB that Vendor is implementing such provisions. "HRCSB Information" includes any personal identifying information or sensitive personal information including information on clients, patients, and/or employees of HRCSB or otherwise contains materials that, in either party's reasonable determination, are the subject of relevant privacy law, rule or regulation.

**VENDOR SELECTION:** After proposals are reviewed, a recommendation will be made to HRCSB Management to award to one vendor. HRCSB Management will make final selection, and may consider proposal quality, reasonableness and appropriateness of proposed budget, funding available, and past contract/subgrant performance. All vendors who submit a proposal will receive a Letter of Intent at the email address provided on the Response Sheet, regardless of vendor selected. The CSB expects to be able to make a vendor selection by Monday, April 13, 2020. This date may be adjusted by the CSB if deemed necessary during the selection process.



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**THE FOLLOWING THREE (3) PAGES MUST BE INCLUDED AS PART OF  
VENDOR'S RESPONSE.**

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RESPONSE SHEET 01 OF 03

VENDOR NAME & CONTACT INFORMATION

Vendor Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

VENDOR'S FEDERAL TAX ID NUMBER: \_\_\_\_\_

THREE PROFESSIONAL REFERENCES (include address, email address and phone):

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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RESPONSE SHEET 03 OF 03

**PRICING:** Vendor shall indicate pricing for all categories herein. No costs other than those specified in vendor's proposal will be paid by HRCBSB unless agreed to in writing in advance of purchase or work being completed. All costs for each project, whether or not included, must be approved by HRCBSB prior to the start of any work. *Attached additional sheets as necessary to provide accurate information about how your company will fully meet the specifications and provide all the services requested by HRCBSB.*

Provide the following information.

Number of years your company has been in business:

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Warranty provided for work completed, if any:

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**PLEASE INCLUDE A COPY OF ANY CURRENT LICENSES OR CERTIFICATIONS WITH YOUR PROPOSAL.**