Request for Proposal

Operational Building Cabling
and General Services

August 7, 2014

A VASCUPP Member Institution
Issued by
Procurement and Supplier Diversity Services
Charlottesville, Virginia
A. GENERAL INFORMATION

Request for Proposal (RFP) Name: Operational Building Cabling and General Services

RFP Number: HH080714

Issue Date: August 7, 2014

Brief Description: The University of Virginia (the “University”) seeks a qualified firm or firms to provide qualified labor and expertise for the installation of network cabling and other miscellaneous related operational telecommunications tasks.

Preproposal Conference: An optional Preproposal Conference will be held on Thursday, August 21, 2014 at 1:00 p.m. at John Paul Jones Arena, The Courtside Club, Charlottesville, Virginia (map may be viewed at this web site: http://www.virginia.edu/Map/). Parking is available at the back of John Paul Jones Arena’s service road. Enter through the security area which is the same floor as The Courtside Club. The purpose of the Preproposal Conference is to allow potential interested parties an opportunity to present questions and obtain clarification relative to any facet of this RFP. While attendance at this conference will not be a prerequisite to submitting a proposal, interested parties who intend to submit a proposal are strongly encouraged to attend. Bring a copy of the solicitation with you.

Firms planning to attend the Preproposal Conference should notify Heather Hite by email (hch3h@virginia.edu) no later than 3:00 p.m. on Tuesday, August 19, 2014 of the names, titles, and phone numbers of the individuals who will attend. Firms traveling to Charlottesville can go to the following website for travel arrangement assistance: http://www.virginia.edu/placestostay/

Proposal Due Date: 3:00 p.m., Thursday, September 4, 2014. Firms must submit an electronic original proposal that will be received by the University by the proposal deadline. The electronic original proposal must be submitted via email to hch3h@virginia.edu. In addition to the original proposal, firms must provide one hard copy of the original proposal in individual, bound volumes. All electronic proposal documents, whether originals or copies, should be formatted as Microsoft Word documents.

Any trade secrets or proprietary information submitted with a proposal (original or copy) for which the firm seeks protection from public disclosure must be clearly identified by the specific page and section number in the proposal and accompanied by a suitable justification requesting non-disclosure.

Negotiations: Negotiations are tentatively scheduled for the week of September 23, 2014 and the week of September 30, 2014.

Expected Award Date: November 20, 2014

Term of Agreement: The term of a resulting Agreement or Purchase Order will be for three years, with the ability to renew on the same or similar terms and conditions, for two additional two-year periods if mutually agreeable to the University and the Selected Firm. The Selected Firm and the University will mutually agree at least 180 days prior to each renewal period whether to renew the terms of the Agreement.
This Request for Proposal (RFP) has been posted on Procurement and Supplier Diversity Services web site for your convenience. Addenda and attachments are posted if issued. The RFP can be downloaded at this web site: http://www.procurement.virginia.edu/pagerfp. It is the firm’s responsibility to ensure that the latest version of the entire RFP and related links are reviewed prior to submission of a proposal. We encourage you to check the web site frequently for any changes prior to the due date. Call (434) 924-1346 if you have trouble accessing the RFP from the web. For questions about the content of the RFP, contact the buyer listed above. Additional information can be found on Procurement and Supplier Diversity Services web site: http://www.procurement.virginia.edu.

For ease of reference, each firm or individual receiving this RFP is referred to as a “firm” and the firm or individual selected to provide services for the University is referred to as the “Selected Firm.” This RFP states the instructions for submitting proposals and the procedure and criteria by which a firm may be selected.

B. SCOPE OF GOODS & SERVICES

The University and its Department of Information Technology Services – Enterprise Infrastructure seeks to enter into an Agreement with the Selected Firm(s) for those services (“Services”) necessary to help the University achieve its goal as outlined in this RFP. The University seeks qualified firms to provide experienced and trained labor and expertise for the installation of network cabling and other miscellaneous, related operational telecommunications tasks. The University intends to make use of the Selected Firm’s services in meeting ongoing daily operational needs, such as, but not limited to: physical installation, maintenance and changes for building communication closet infrastructure, copper and fiber cable plant, network wall outlets, wireless access points, and VoIP telephones and analog telephone lines. This is a continuous and ongoing need that fluctuates throughout the year. On average, the University’s work keeps four contractors fully engaged. The University also desires to use the Selected Firm to quote on a bid-based installation of network cabling into new or refurbished facilities,
again with work fluctuating but remaining relatively continuous. The Selected Firm(s) will provide the tools, personnel, and supervision required to complete and test work in a timely matter.

Special Work Performance Requirements:

Uniform Requirements:
Selected Firm’s personnel must come to work in clean clothes and wear uniforms at all times to designate their affiliation with the Selected Firm. Uniforms must remain consistent for proper identification purposes, and the Selected Firm’s personnel must wear these uniforms at all times, while on University Grounds.

Background Checks:
The Selected Firm will maintain a mandatory background check and drug and alcohol-testing program for all employees. A Criminal History Records Check must be completed through the Virginia State Police for each employee. If the check reveals any of the following, the Selected Firm will not assign that individual to perform services for the University:

a. Any felony
b. Any of the following misdemeanor offenses, regardless of when the conviction occurred:
   • Burglary
   • Breaking and entering
   • Robbery
   • Theft
   • Larceny
   • Any sexual offenses
c. Any of the following misdemeanor offenses if convicted within the previous five years:
   • Forgery
   • Fraud
   • Assault and battery
   • Weapons violations
   • Possession, distribution, sale or delivery of a controlled substance

C. BASIS OF SELECTION

Proposals will be evaluated based upon the overall merits/value of the proposal including, but not limited to, price. The University will evaluate proposals, and if a firm is to be selected, select the firm on the basis of:

1. The firm's plan to provide the University with the services as described in the Scope of Goods and Services section;
2. The firm’s experience in providing Goods and Services similar to those described in this RFP, to include the firm’s references from clients;
3. The ease of contracting and RFP compliance;
4. The firm’s price proposal, including fully loaded labor rates for the different trade level of staff; and
5. The firm’s Small, Woman-owned and Minority-owned (SWAM) business status and/or the firm’s plan for utilization of SWAM businesses. For more information about SWAM and the
University’s SWAM plan, please see the letter in Attachment 1 and refer to the following site: 

Note 1: A 10% minimum weight will be given to this criterion in evaluating proposals.  
Note 2: Any questions related to SWAM business and SWAM subcontracting opportunities 
can be directed to Les Haughton, Director Supplier Diversity, at 
(434) 924-7174 or lh7sn@virginia.edu.

D. CONTENTS OF PROPOSAL

Proposals will be prepared simply and economically, providing a straightforward, concise description of 
capabilities to satisfy the requirements of the RFP. Emphasis will be on completeness and clarity of content, 
and will be organized in the order in which the requirements are presented in the RFP.

Unnecessarily elaborate brochures and other presentations beyond that sufficient to present a complete and 
effective proposal are not desired and may be construed as an indication of the firms’ lack of cost 
consciousness. Elaborate artwork, expensive paper and bindings, and expensive visual and other 
presentation aids are neither necessary nor desired.

Firms will provide the following information:

1. A detailed description and the full specifications of the services your firm can provide. Each firm will indicate in its proposal the firm’s ability to achieve/comply with each the Building Wiring Standards (Attachment 4). In the event that the firm wishes to propose an alternate standard that, in any way differs, the firm will detail the proposed change(s) and how it would compare to the listed specification.

2. A brief history of the firm and its experience, qualifications and success in providing the types of services requested. Include information on employee certifications and qualifications.

3. Information on the warranty associated with the installation and any extended warranty (include the price) that might be available. Please note, all Systimax and Corning installations must be conducted by technicians certified to complete such work and pass full vendor warranty to the University.

4. The firm’s proposed price / fee for providing the Services, firms are only supplying labor. Be sure to detail roles or employee titles with labor rates for each designation. Provide emergency on-call rates and holiday rates. Include your firm’s response to Attachment 3 – Pricing Scenarios in your proposal.

5. At least three references where similar services have been provided. Include the name of the firm / organization, the complete mailing address, and the name of the contact person and telephone number.

6. The firm’s Small, Woman-owned and Minority-owned (SWAM) businesses status and/or how the firm intends to utilize SWAM firms in regards to this particular procurement.

7. Provide a list of institutions of higher education with which the firm has signed a term contract.

8. Provide the amount of annual sales the firm has with each VASCUPP Member Institution. A list of the VASCUPP Members can be found at https://vascupp.org

9. Complete and return the information requested in Attachment 2, Firm Information.
NOTE: Virginia Freedom of Information Act
Except as provided, once an award is announced, all proposals submitted in response to this
RFP will be open to inspection by any citizen, or interested person, firm or corporation, in
accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary
information submitted by a firm prior to or as part of its proposal will not be subject to public
disclosure under the Virginia Freedom of Information Act only under the following
circumstances: (1) the appropriate information is clearly identified by some distinct method
such as highlighting or underlining; (2) only the specific words, figures, or paragraphs that
constitute trade secrets or proprietary information are identified; and (3) a summary page is
supplied immediately following the proposal title page that includes (a) the information to be
protected, (b) the section(s)/page number(s) where this information is found in the proposal,
and (c) a statement why protection is necessary for each section listed. The firm must also
provide a separate electronic copy of the proposal (CD, etc.) with the trade secrets and/or
proprietary information redacted. If all of these requirements are not met, then the firm’s
entire proposal will be available for public inspection.

IMPORTANT: A firm may not request that its entire proposal be treated as a trade
secret or proprietary information, nor may a firm request that its pricing/fees be treated
as a trade secret or proprietary information, or otherwise be deemed confidential.

E. TERMS AND CONDITIONS
This solicitation and any subsequent award is subject to:

- The Selected Firm registering as a vendor with the University of Virginia.
  https://www.procurement.virginia.edu/pagevendorregistrationform

- Unless otherwise deemed appropriate by the University, the Selected Firm(s) will enroll in one
  of the University approved methods for receipt of electronic payments. Accordingly, the
  Selected Firm agrees to accept Bank of America’s (“BoA”) ePayables® method of electronic
  payment or BoA’s PayMode® method of electronic payment.

- The Selected Firm registering and accepting eVA Terms and Conditions prior to award.
  http://www.eva.virginia.gov/

- The University’s Mandatory Contractual Provisions:

- The University’s Preferred Contractual Provisions:

Note: Unless a firm expressly and specifically states its exception to any of the Preferred Provisions
in its written proposal, then the proposal from the firm will automatically be deemed to
include those Provisions.

- The University's Procedure for Resolution of Contractual Claims
F. OTHER INFORMATION

Insurance
Listed below is the insurance the Selected Firm must maintain under any Agreement resulting from this RFP. In no event should the Selected Firm construe these minimum required limits to be its limit of liability to the University. The Selected Firm will maintain insurance which meets or exceeds the requirements of the University with insurance companies that hold at least an A- financial rating with A.M. Best Company. No Agreement will be executed by the University until the Selected Firm satisfies the insurance requirements of the University. The Selected Firm may be required to provide the University with a valid Certificate of Insurance before providing any goods or services to the University. The University reserves the right to approve any insurance proposed by the Selected Firm.

Commercial General Liability:
The Selected Firm and any Subcontractor will provide a minimum combined single Limit of Liability for bodily injury and property damage of $1,000,000 per occurrence and a $2,000,000 aggregate with coverage for the following:

- Premises/Operations
- Products/Completed Operations
- Contractual
- Independent Contractors
- Additional Insured *

Automobile Insurance:
The Selected Firm and any Subcontractor will provide a minimum combined single Limit of Liability for bodily injury and property damage of $1,000,000 per occurrence with the following coverages for vehicles operated by their employees.

- Any Automobile
- Owned and Non-Owned Automobiles

*Additional Insured:
The University will be named as an Additional Insured, and the proper name is: "The Commonwealth of Virginia, and the Rector and Visitors of the University of Virginia, its officers, employees, and agents."

Formation of the Agreement with the Selected Firm

All proposals received will first be carefully evaluated by the University, and then the University intends to conduct negotiations with two or more firms. After negotiations have been conducted, if the University chooses to make award, the University will select the firm which, in its opinion, best meets the needs of the University. Alternately, if the University determines in writing and in its sole discretion that only one firm is fully qualified, or that one firm is clearly more highly qualified than the others under consideration, it may decide to negotiate and award an agreement to that single firm. In either event, the University intends to execute a mutually satisfactory written agreement which will reflect and largely incorporate this RFP as reconciled with any pertinent documents, such as the proposal submitted and relevant negotiation correspondence.

Because the University may choose to negotiate and award to a single firm as discussed above, each firm must include in its written proposal all requirements, terms or conditions it may have, and should not assume that an opportunity will exist to add such matters after the proposal is submitted.
Any firm(s) invited to negotiations should note that the University reserves the right to begin negotiations by combining the best aspects of submitted proposals from all responding firms as the basis for subsequent formation of any Agreement resulting from this RFP.

Firms should also note that, as described above, certain matters will automatically be deemed part of the proposal.
Greetings:

The quality of service the University of Virginia is able to deliver to its customers is directly related to the excellent support we receive from you and many other outstanding suppliers of goods and services. Without you, we would not be able to fulfill our educational, health care and research missions. An important part of our procurement program involves our commitment to doing business with small, women- and minority-owned (SWaM) businesses. As one of our most important vendors, we look to you to help us achieve this objective.

We conduct substantial business with small firms. We have a particular institutional focus on developing long-term business relationships with minority-and women-owned businesses. We count on our majority firms to help us achieve our goal.

I seek your assistance in two areas. First, to the extent practical, I ask that you involve small, women-and minority-owned businesses in the delivery of services you provide to UVA. The office of Procurement and Supplier Diversity Services is ready to assist you in identifying qualified diverse business partners. Second, I seek your help in reporting your results through our quarterly subcontracting reports. The terms and conditions previously provided to your organization outlined this process.

This effort is important to us. We depend on you in so many ways – this is another way that we can partner with your company to make things better.

Sincerely,

Colette Sheehy
Vice President for Management and Budget
**Full Legal Name** *(Company name as it appears with its Federal Taxpayer Number):*

Address:

**Telephone Number:** FAX Number:

Web Address:

Email Address:

**Contractor License Number and Class:**

**SWAM Information:**

Is the firm certified with the Commonwealth of Virginia’s Department of Small Business & Supplier Diversity (SBSD):  

- [ ] Yes  
- [x] No

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Is the firm registered as a vendor in the Commonwealth of Virginia’s e-procurement system (eVA)?

- [ ] Yes  
- [ ] No

**Point of Contact for this Proposal:**

*Name:*

*Address:*

Office No.  

- [ ] Mobile No.  
- [ ] FAX No.

*Email Address:*

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Attachment 3 – Pricing Scenarios

Provide installation labor costs on the following pricing scenarios:

1. **New Standard Wall Outlet Installation Category 5 or 6 cabling.** Includes travel to site, two (2) new cables punch-down in the closet, running of the new cables, installation of new wall plate, termination of the new cables in to the new wall plate, any required fire-stop, ITS documentation, labeling, testing facilities management permit, and delivery of test results to the University Project Manager.

What are the labor costs for one New Standard Wall Outlet Installation?

2. What are the numbers of New Standard Wall Outlet Installations in the same location at which the University would receive price discounts? Provide the installation numbers and the associated new costs or discounts.

3. What are the numbers and associated pricing discounts if the New Standard Wall Outlets are not at the same location, but still on grounds?

4. **Wall and Floor Penetrations.** Executed during the time of New Outlet Installation or other like work and would include the coring of the wall or floor, installation of the appropriate sleeve material, installation of fire-stop, and installation of grout, any finish materials and facilities management permits.

What would the total price for the following core sizes through a drywall-based wall:
1 inch, 2 inch, 3 inch, 4 inch

What would be the total price for the following core sizes through a brick or center-block wall:
1 inch, 2 inch, 3 inch, 4 inch

What would be the total price for the following core sizes through a concrete wall:
1 inch, 2 inch, 3 inch, 4 inch

5. **Installation of VoIP New Phone.** Assumes horizontal infrastructure cabling and outlet already in place. The new VoIP Phone will plug into the first port in the outlet. If there is no device already connected to the first port in the outlet, a cross connect may need to be added in the closet. If there is a device already connected to the first port, install patch cable from the wall outlet to phone and reattach device to the back of the phone. Testing the phone and documentation to maintain E911.

What are the labor costs for the installation of one new phone?

6. What are the numbers of New VoIP Phone Installations in the same location at which the University would receive price discounts? Provide the installation numbers and the associated new costs or discounts.

7. What are the numbers and associated pricing discounts if the New VoIP Phone Installation are not at the same location, but on grounds?
8. **Installation of New Analog Port.** Assumes horizontal infrastructure cabling and outlet already in place. If it is not in place, a new Standard Wall Outlet will have to be added, but consider already completed for this scenario. Included would be the patch from the 110 block feeding the outlet to the building raiser (if needed, due to being on a different floor), the patch from the 110 block on the other side of the raiser in the MDF to the 110 block terminating the outside plant (OSP), and the patch from the 110 block on the other side of the OSP in the core site to the carrier B1 port or the 110 block feeding the Zhone Analog SIP Bridge, testing and documentation. Please see the attached standard, section “Analog Devices” for details.

What would the labor costs be for the installation of one new analog port?

What are the numbers of New Analog Ports in the same location at which the University would receive price discounts? Provide the installation numbers and the associated new costs or discounts.

What are the numbers and associated pricing discounts, if the New Analog Ports are not at the same location, but still on grounds?

9. **New Access Point Installation.** Assumes horizontal infrastructure cabling and outlet already in place. If it is not in place a new Standard Wall Outlet will have to be added, but for this question consider it already completed. Includes travel to site, new patch cable in the closet from 110 block or 48 port panel to LAN switch, new patch cable from outlet to the ceiling to the new access point, hanging the access point, any required fire-stop, documentation, labeling, facilities management permit, testing and delivery of test results to the University Project Manager.

What are the labor costs for one New Access Point Installation on a suspended ceiling?

What are the labor costs for one New Access Point Installation on a drywall ceiling?

What are the numbers of New Access Point Installations in the same location at which the University would receive prior discounts? Provide the installation numbers and the associated new costs or discounts.

What are the numbers and associated pricing discounts if the New Access Points are not at the same location, but still on grounds?

10. **Access Point Swap.** Assumes horizontal infrastructure cabling and outlet already in place. If it is not in place, a new Standard Wall Outlet will have to be added, but for this question, consider it already completed. Includes travel to site, removal of original access point, replacement of new access point, any required fire-stop, documentation, labeling, testing and delivery of test results to the University Project Manager.

What are the labor costs for swapping on Access Point on a suspended ceiling?

What are the labor costs for swapping on Access Point on a drywall ceiling?

11. **Fiber Installation.** Using the above sections as examples, answer the following:

Provide your cost models for installing fiber.
Provide your cost model for terminating fiber on a per strand basis.

Provide your model for installing building raiser cabling.

Provide cost models for installing coaxial cable.