

REQUEST FOR PROPOSAL FOR CABLING SERVICES

January 2011

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Project Summary

Scope of the Cabling Project

WDG Architecture is a progressive architectural design firm that thrives on providing its clients with the most professional results-oriented services. Along with providing its clients with the modern architectural designs, WDG Architecture hires the most qualified individuals to assist with providing professional services to its clients. In an industry that has become so dependent on technology, corporations must make every effort possible to establish an efficient communication network that fosters productivity among all end-users. As a result, WDG Architecture has decided to upgrade the core components of its communication network; in particular, the cabling system (both data and voice). The present cabling system consists of Category 3, 5 and 5e cables. Therefore, WDG Architecture is interested in obtaining separate proposals that reference the cost for the removal of Cat 3 cables and upgrading the remaining Category 5 cables to 5e cables, and the cost for upgrading the entire cabling system to Category 6 cables including the Cat 3 cabling.

Proposed Submission Procedures

WDG Architecture invites qualified network cabling installers to submit proposals to install cabling that will support data and voice services at its main office in Washington, DC.

Any inquiries regarding this invitation should be directed to:

Donald Ragland
IT Director
1025 Connecticut Avenue, NW
Suite 300
Washington, DC 20036
dragland@wdgarch.com
www.wdgarch.com

All inquiries must be submitted in writing. All responses will be returned in writing. Any deviation from this inquiry procedure will result in disqualification of bid response.



Submission Schedule

All proposals must be received at the above address no later than:

5:00 PM, Friday, February 18, 2011

Separate proposals per category type must be in separately sealed envelopes clearly marked Cabling Proposal – Cat 5e and Cabling Proposal – Cat 6. Two (2) copies of the complete proposal are required. The Cabling Proposal must conform to the presentation format outlined in this packet.

Notice:

WDG Architecture is requesting proposals for cabling services in an effort to establish a budget for such services. Upon establishing a budget, the cabling firm that best meets WDG Architecture's requirements will be contacted for further pursuit of services.



WDG Architecture Background

WDG Architecture, PLLC (WDG) provides architectural planning services to clients nationally from its offices in Washington, DC, and Dallas, Texas. WDG is recognized for design excellence and has been the recipient of numerous design awards. Under the direction of its six principals, WDG's practice areas include commercial, corporate, hospitality, multifamily residential, retail, educational and institutional design.

With experience in all phases of project development and design, WDG is able to offer comprehensive pre-design, design and construction phase services from planning and feasibility studies through project close out and occupancy. Excellence in these services and the building of long-term relationships are our primary goals. We strive to understand and anticipate our clients' needs and work to exceed their expectations. This commitment to quality and service has resulted in awards of recognition throughout our history and will continue to exemplify WDG's business strategy.

Services and Deliverables Required

General Requirements

1. The Contractor acknowledges that WDG Architecture will rely on Contractor's ability, expertise and knowledge. Contractor shall be obligated to exercise the highest standard of care in performing its obligation.
2. The Contractor shall provide WDG Architecture a complete rewired data\voice cabling system of Category 5e or 6 specification and all cabling peripherals required to ensure a functional wired network by the end of project.
3. The Contractor is to remove all Category 3 cabling and replace with Category 5e or 6 (to be determined by WDG Architecture).
4. All existing parts, equipment, connectors and other materials that are salvageable shall be reused during the implementation of the new cabling system (if and when possible).
5. The Contractor is to provide WDG Architecture with an accurate wire map reflective of the final cabling typology.

Standards, Constraints and Assumptions

1. The Contractor must be appropriately licensed or registered with governmental entities.
2. All cables will be installed in compliance with local codes.
3. The Contractor's staff shall adhere to all federal, state, local laws and ordinances, and Contractor will be responsible for fines or other penalties resulting from any violation thereof.

Applicable Standards

The complete system material, equipment testing, installation and workmanship shall comply with requirements of:

1. ANSI/EIA/TIA-568 latest revision for Commercial and Industrial Building Wiring Systems when and where applicable.
2. ANSI/EIA/TIA-569.
3. National Electric Code.
4. The complete cabling system shall provide electronic data/network multi-channel communications for IEEE 802.3/ETHERNET, 10 MBPS, 100 MBPS and 1000 MBPS.
5. EIA RS-232.
6. Installation of all equipment, devices, spliced, terminations, cables, outlets, etc. shall comply with manufacturer's recommendations.

Qualifications

Proposals will be accepted from businesses with demonstrated experience and competency in the field of low voltage cabling. Responses should also include the following:

1. Statement indicating financial stability
2. References demonstrating customer service excellence
3. Quality control policy
4. Professional liability insurance

Inspection, Testing, Warranty

Inspection:

Final inspection and acceptance or rejection will be made at the time of delivery, but all products and workmanship shall be subject to inspection and test at all times and places.

Testing:

All cables must meet or exceed the guidelines set out in the ANSI/TIA/EIA T568 standards for basic link test and have at least the following test performed for each tested cable:

1. Cable Length
2. Near-end cross talk
3. Equal level far-end
4. Propagation delay

Warranty:

The Vendor shall provide a minimum 25 year parts and labor manufacturer's warranty. All proposals regarding the cable under this RFP shall reference coverage against defects in material and workmanship. All parts, equipment, cables, connectors and other materials and workmanship furnished by the Contractor shall include the manufacturer's warranty for replacement from the date of acceptance of Contractor's work by WDG Architecture.

(25) Year Warranty on patch panels and jacks (if such items are required).

Contractor further agrees to replace all components which fail or do not perform according to the manufacturer's specifications during the warranty period at no cost to WDG Architecture.

Proposal Overview

The submitted proposal must include:

1. Verification that the bidder did a physical site review prior to submitting bid
2. A 'not to exceed' amount in the price proposal
3. Process for work changes including authorization for additional charges
4. Penalty for work delay

Terms

1. The Contractor will charge no more than the agreed upon price unless the scope of work, schedule and/or price change is agreed to by the Contractor and WDG Architecture in writing.
2. A deposit may be requested to offset the cost of no more than 50% of the combined materials and labor proposed by Contractor.

Pricing

The Contractor will provide price estimates for the following components of work:

1. Total price for labor associated with the pulling, terminating and testing of cables, and the installation of parts (patch panels, jacks, etc.) to finalize the project.
2. A detailed bill of materials indicating the item, quantity, purpose and price of materials to be used.

Payment

The Contractor will be paid upon acceptance of work by WDG Architecture. Payment will be made after all work is completed and accepted by WDG Architecture unless sub-groupings of work are identified and agreed to by both parties prior to commencement of work.

Evaluation and Selection of Proposals

The evaluation of proposals will be performed in accordance with the criteria outlined below:

1. The Contractor has no conflict of interest with work being performed for WDG Architecture
2. The Contractor adheres to the instructions in this request for proposal on preparing and submitting the proposal
3. The Contractor's past experience and performance on comparable projects
4. Expertise with similar awards
5. Price of proposed cabling service

WDG Architecture reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether that proposal is selected.

Proposal Content and Format

1. Title Page
 - Include the firm's name and address; contact name, telephone number and email address.
2. Table of Contents
 - Include a table of contents identifying the sections and/or page numbers.
3. Letter of Transmittal
 - Include a statement of your understanding of the work to be done and briefly describe your audit approach to reach the objective.
4. Profile of the Firm
 - Provide an overview of your firm, size, experience and its principals.
 - Provide a list of five (5) current and former clients.
5. Service to be Provided
 - Set out the core services to be undertaken.
6. Project Management Plan
7. Fee Structure
8. Additional Information

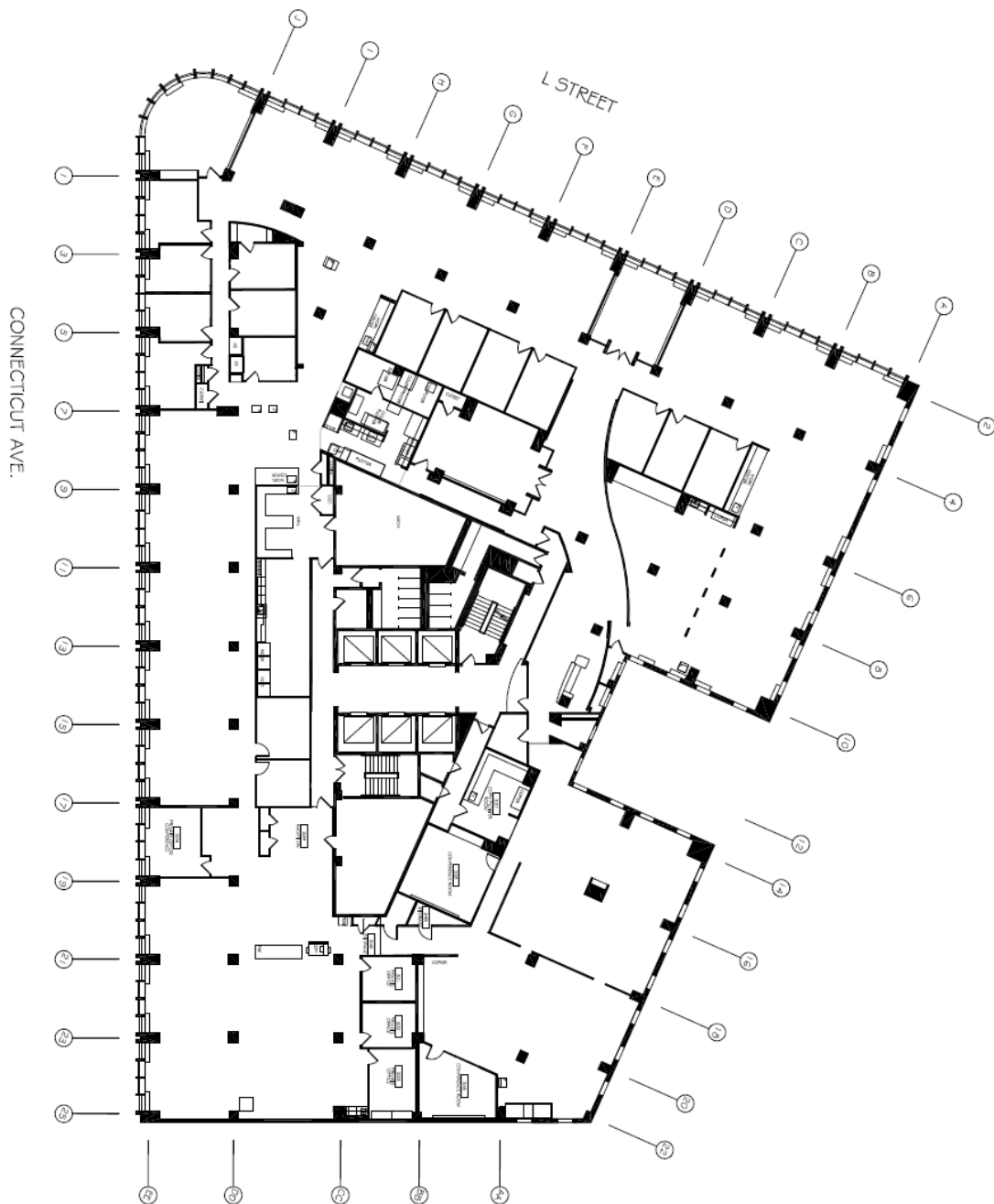
APPENDIX A – Evaluation Process

After determining that a proposal satisfies the mandatory requirements stated in the request for cabling services, the comparative assessment of the relative benefits and deficiencies of the proposal in relationship to published evaluation criteria shall be made. The award of a contract resulting from this request for cabling services shall be based on the best proposal received in accordance with the evaluation criteria below:

CABLE INSTALLER EVALUATION CRITERIA AND RATING

Criteria	Value
Presentation of Proposal	0 - 10
Qualification & Experience of cabling project Team	0 - 30
Price of Cabling services	0 – 25
Project Plan	0 - 10
Reference check	0 - 15

APPENDIX B – Existing Floor Plan



APPENDIX C – Existing Cabling Types

