

## **Caroline County Public Library Central Library Renovation Project**

### **Request for Proposal Interior Data Network Cabling Installation**

The Caroline County Public Library (CCPL) will be accepting a proposal for installation of interior data wiring at the Central Library site in Denton, Maryland. Detailed drawings are included.

Questions regarding the project should be submitted in writing and directed to Debby Bennett at [dbennett@carolib.org](mailto:dbennett@carolib.org). The deadline for questions is 5:00 pm local time on **Thursday, January 12, 2023**.

Sealed proposals must be delivered no later than **January 17, 2023 at 3PM** to:  
Debby Bennett, Caroline County Public Library 100 Market Street, Denton MD 21629

The Library has the right to reject any and all proposals.

#### **TO ALL BIDDERS:**

Bidders are required to use the enclosed bid forms and to provide all of the information requested.

Response to this **INVITATION TO BID** must be in a sealed envelope marked "**BID CCPL-IT**". For mailing purposes, please address the bid to Caroline County Public Library ATTN: Debby Bennett, 100 Market Street, Denton, MD 21629

**Bids are due on January 17, 2023 at 3 PM.** Bids will be officially opened on **January 19, 2023**. Those companies with valid bids will be notified after bids have been reviewed for inclusion of all aspects required by the scope of work. Initial notifications will be made by email and the hardcopy mailed to those who submitted valid bids.

Bids must be mailed in ample time to assure delivery prior to the bid response date and time. Bids received late will be handled as "NO BIDS", and returned to the vendor unopened. Caroline County Public Library does not accept EMAIL or FAX bids.

Minority business enterprises are encouraged to participate.

Caroline County Public Library reserves the right to accept or reject any and all bids, and to waive any formalities, and to award the entire bid to one (1) vendor, or not accept any bids, whichever is in the best interest of Caroline County Public Library.

## **General Terms and Conditions**

### **General**

This is part of a First Floor Renovation project located on 100 Market Street, Denton, Maryland. The Caroline County Public Library is accepting sealed bids for the installation of interior communications cabling. Exact specifications and diagrams are offered later in this document. Responses from all prospective vendors should address pricing, shipping (if applicable), and service descriptions.

### **Preparations of Bids**

Bids must be on Bid Forms furnished with this "Invitation to Bid". They must be submitted in a sealed envelope marked, as specified in our "Invitation to Bid". The bid must be mailed or delivered to Caroline County Public Library, 100 Market Street, Denton, MD 21629, ATTN: Debby Bennett no later than the date and time set forth in the "Invitation to Bid".

Bidders are instructed to carefully read all terms, conditions, and specifications set forth in the "Invitation to Bid". Bid forms must be completed in their entirety. Any correction made on the bid form (white out or strike through) must be initialed by an authorized representative of the company submitting the bid or the bid may be rejected by Caroline County Public Library. Each bidder is required to furnish all information requested in the "Invitation to Bid".

### **Specifications**

The expectation of the bid is for the exact cable specification listed. Any deviation from the specifications must be clearly noted on bid document. Caroline County Public Library shall determine in its sole discretion whether substitution or modifications of the requested specifications are comparable to those contained within the "Invitation to Bid". If Caroline County Public Library determines that the modifications or deviations from the specifications are not in compliance, they may reject the bid.

A vendor's failure to deliver any items according to specifications set forth in their bid may result in cancellation of the purchase and permanent removal from future "Invitations to Bid". If any items do not meet these specifications, the items will be picked up at vendor's expense and removed from the premises of Caroline County Public Library.

If there is an error in the description or specifications contained in the "Invitation to Bid", Caroline County Public Library reserves the right to notify each of the bidders separate from the "Invitation to Bid" of such specification or description change and may require all bids to be in compliance with such modification. In the case of an error in the specifications or the descriptions, Caroline County Public Library further reserves the right to cancel the "Invitation to Bid" and rebid.

Omissions in the proposal of any provision herein described shall not be construed as to relieve the vendor of any responsibility or obligation to the complete and satisfactory delivery, operation, and support of any and all equipment or services.

A pre-bid site visit to better understand the needs of the Library is available to schedule by contacting Debby Bennett at [dbennett@carolib.org](mailto:dbennett@carolib.org).

### **Prices Quoted**

- Bids must include any and all delivery charges.
- In addition to a total project cost, all proposals are to contain costs for materials and labor at the Maryland prevailing wage.
- Renovations are dependent on a variety of circumstances; actual date of service is contingent upon general conditions and other contractors.

### **Awards**

Caroline County Public Library reserves the right to accept or reject any and all bids, and to waive any formalities, and to award the entire bid to one (1) vendor, or not accept any bids, whichever is in the best interest of Caroline County Public Library.

It is anticipated that a contract will be made with the provider whose proposal is determined to be in the overall best interest of the Library. The main evaluation considerations are price, industry experience, and qualifications.

The evaluation criteria include, but are not necessarily limited to, the following:

- the overall best pricing for product and services
- vendor's proximity (business location) to the Library
- vendor's overall performance record, including responsiveness, and reputation based upon feedback from available references
- the perceived quality of the vendor's response, including completeness, accuracy and appropriateness

In awarding the bids, price, schedule availability, past vendor experience, qualifications, references, and compliance of the bid with specifications and requirements, will be determining factors.

If after the award of the bid there is a **decrease** in the price of a product from the manufacturer, or a rebate, the successful bidder will pass that price decrease and/or rebate on to Caroline County Public Library.

This RFP does not obligate the Library to award a contract, to pay for any costs incurred in the preparation of a proposal, or to procure or contract the services or supplies. The Library reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified source, or to cancel in part or in its entirety the "Request for Proposal" if it is in the best interest of the Library.

Any contact or attempt to contact any other Caroline County Public Library employee for the purpose of securing privileged information or advantages in the proposal process will result in disqualification of the vendor.

### **Invoicing**

- Payment will be made by Caroline County Public Library after installation and acceptance of all items. However, final acceptance will not be made until after inspection and approval by the Caroline County Public Library authorized representative.
- The successful vendor will be required to supply an original invoice and to reference all invoices to the purchase order to which they pertain.
- No invoice will be processed for payment until such time as all contractual obligations have been met and/or items ordered have been received and approved by the Caroline County Public Library authorized representative.
- Caroline County Public Library is exempt from Federal Excise Tax and Maryland Sales and Use Tax and Local Sales Tax. Tax Exemption Certificates will be furnished upon request.

### **The scope of the project includes:**

In accordance with the attached drawings, attached specifications and the description of scope of services indicated below, the Caroline County Public Library (CCPL) will be accepting a proposal for the installation of interior communications cabling, at the Central Library site in Denton, Maryland.

### **Scope of Work:**

1. The furnishing and installation of both data and voices cables.
2. The furnishing and installation of cable supports above ceilings and where cables are not to be installed in raceways.
3. The furnishing and installation of voice cable termination devices and jacks. Including labeling.
4. The furnishing and installation of data cable termination patch panels and jacks. Including labeling.
5. The furnished and installation of outlet box faceplates. Faceplates sizes to be coordinated with outlet boxes being installed by others.
6. The removal of cable, wire and termination devices/equipment in accordance with demolition drawings, including the installation of blank cover plates.
7. Testing of new cabling after installation and the documentation of test results.
8. The assembly and submission of information on proposed products for Owner review and approval prior to installation.
9. The development of red line as-built drawings where installation was deviated from that indicated on the drawings.

### Clarifications when reviewing the drawings:

1. All upgraded and additional communications outlets, including biscuits, should have 4 usable CAT6a, RJ45 data ports.
2. There should be no jack or wire jacket color differentiation. Ports A, B, C and D terminated sequentially into the patch panels.
3. We do not need any RJ11 voice ports. It would be preferable to move away from dedicated phone-specific ports and go completely RJ45 / CAT6a.
4. Regarding termination of voice circuit; we would prefer that, rather than terminating CAT6a cables into 110 blocks, we have them terminated into 6a patch panels.  
It would be more ideal to move away from the punch down blocks and instead cross connect via a standard RJ45 patch port.
5. Please see the following notes regarding wiring:
  - Rather than J hooks and zip ties, we would greatly prefer plastic straps and velcro wraps to lessen the likelihood of potential cable deformation and signal deflection.
  - Mindfulness regarding bend radii in the cables.
  - Bushings to protect wires at the end of any conduit should be used.
  - Cables should exit conduit close to the same direction, if more than 35 or so degrees off, then some kind of support around that bend should be provided.
6. Eastern Shore Regional Library will continue handling any decommissioning or deployment of any WAPs in the building; you will not need to interface with these or add additional WAPs in this process.
7. Ensuring of data communication outlets within reasonable proximity to currently installed WAP locations, whether that be floor, biscuit, or wall based on location.
  - Wherever possible, we would like to have 4 RJ45 / CAT6a connections available per WAP location. At this time, we're planning to upgrade to devices capable of handling greater bandwidth via the use of two ports.
  - Future WAP upgrades could very well be capable of utilizing more, so we're trying to be forward thinking here.
8. If possible, due to current and eventual further cabinet cramping in the future, we would prefer 1U 48 port CAT6a patch panels with 1U spacing between.  
If determined by the contractor that additional space is needed for cable management, this could be 1U 48 port with 2U spacing between.
9. Clarification regarding existing ports to be untouched and maintained unless otherwise noted:
  - **All** outlets, with the exception of those with a read "X" in the attached document. "**Grandfathered-Outlet-Markup.pdf**", should be upgraded to CAT6a connections with 4 usable RJ45 data ports.
  - If feasible, all 6 port data outlets can simply come down to 4 port data outlets in line with item #1.

Regarding those highlighted:

- If there are any concerns regarding adequate available ports on the new patch panels with the preferred 1U fitting, we may be able to slim down on a single grandfathered in patch panel if we simply cut those terminations.
  - We don't anticipate ever needing these ground outlets, but no sense in removing them aimlessly. Regardless, it as an option, and we would be interested in looking at the extra labor cost for you to handle dismantling these.
10. There is some concern about the mentioned 6-port face plates.
- We're worried putting more than 4 CAT 6a connections in a presumably single-gang box due to the potential for strain via over-cramping.
  - There isn't any indication for plans to put 6 connections anywhere that we can see. Under those conditions, it would seem to make more sense to simply have 4 cables, 4 jacks.
11. Please see the attached document "**CCPL-Cam-Context.pdf**" regarding an upcoming security camera upgrade. (provided by ARK Systems)
- We want to ensure that we have available CAT6a connections to accommodate all cameras included on the document.
  - Preferably these would not take up any of the aforementioned 4 ports we'd like to have dedicated for WAPs.

**Exclusions:**

1. Installation of raceway infrastructure and outlet boxes to be installed by others.

## VENDOR DATA SHEET

COMPANY NAME:

COMPANY ADDRESS:

TAXPAYER IDENTIFICATION NUMBER (S):

ORDERS SUBMITTED TO:

PAYMENTS SUBMITTED TO:

CONTRACT ADMINISTRATOR INFORMATION: [NAME]

TITLE:

ADDRESS:

TELEPHONE:

CELL:

FAX:

EMAIL:

Work will commence as coordinated with the vendor and the owner's general contractor.

**CERTIFICATION LETTER**  
**(must be completed and returned with bid)**

I certify that I have read and understand the terms and conditions herein. I further state that I am and/or my company is capable, able to, and will provide the requested products and/or service described herein. I am the owner or agent of the company stated below and am authorized and empowered to contract. By my signature on this RFP response, I/ we guarantee and certify that all items included in my bid meet or exceed specifications.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a bid for the same materials, supplies, equipment or services and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of State and Federal Law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of the RFP and certify that I am authorized to sign this bid for the Contractor.

SUBMITTED BY \_\_\_\_\_ DATE \_\_\_\_\_

TITLE \_\_\_\_\_ E-MAIL \_\_\_\_\_

\_\_\_\_\_ COMPANY NAME

\_\_\_\_\_ ADDRESS

\_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_ FAX NUMBER \_\_\_\_\_

COMPANY WEBSITE

\_\_\_\_\_

When signed, this bid becomes legal and binding to Caroline County Public Library and is acknowledgement that all specifications and terms and conditions have been read and understood.

**Bid Sheet**

This document must be completed and submitted as part of any response to this RFP.

Fiber/Data Network Cabling					
Item	Description	QTY	Labor	Material	Total Cost
Total Cost					

Any further description and/or information: