



Warsaw Community Schools

Request for Proposal – Structured Cabling

January 20th, 2024

Warsaw Community is seeking proposals for a project to supply and install structured cabling at Warsaw Community High School. Bidders are advised that this project will take place during the late spring and summer of 2024 and will be contingent upon district approval and the successful obtaining of Category 2 E-Rate funding; the pricing offered and the contract agreement offered must recognize those contingencies. Bidders should also understand that this RFP is essentially for “time and materials” pricing and the district reserves the right to scale this project back substantially or to cancel it entirely, regardless of the status of E-Rate funding. The District requires that the selected vendor be willing to utilize the E-Rate SPI form of invoicing (discounted invoices).

Project Scope

Contractor will supply pricing for time and materials to install up to a total of 250 +/- Category 6A plenum cable runs to data drops and access point locations, each of an average of 150', terminated in patch panels in IDF/MDF. The contractor shall provide and install all equipment, materials, cabling, hardware and labor required to deliver a complete and fully functional network cabling infrastructure and a computer (data) network cabling infrastructure as specified. All terminations shall meet or exceed Category 6A ratings. The contractor may also need to relocate fiber as a result of the renovation.

The building project is a renovation of existing infrastructure. This will relocate an existing wiring closet and involve significant changes to existing layouts requiring all new cabling. It may be possible to run cabling to portions of the building outside of the current construction phase before ceiling tiles and/or drywall are installed. Contractor will be responsible for removing the cabling runs being replaced and turning the removed cable material over to the owner. Contractor commits to coordinating this work with the construction of the facility to which the cable will be run. This work is expected to occur beginning late spring 2024 and throughout the summer of 2024. Work is expected to be completed before the beginning of the 2024-2025 school year.

Cables should be in cable tray where available, and otherwise suspended every 4 feet in drop ceilings using J or D style hooks or in enclosed conduit on exterior runs. The contractor shall not tie or suspend wiring to sprinkler pipes, electrical conduits or insulated ceiling joists. Under no circumstances shall wiring be laid on or across ceiling tiles.

Runs to WAP locations will be terminated in single-gang above-ceiling boxes with a 6' service loop left neatly coiled and supported above the ceiling on each end of the run.

All cabling and hardware at all locations shall be Panduit product or equivalent.

All installed cabling will be labeled on both termination points. Cable labeling schema, cable colors, and faceplate jack colors must be coordinated with the owner.

Wiring which requires routing through steel walls or other abrasive surfaces shall be protected using rubber grommets, conduit sleeves or other appropriate protective devices. Holes around conduit sleeves which penetrate between floors, walls and ceilings shall be completely filled with matching material. All wiring penetrations through fire-rated walls, floors or ceilings shall be completely filled with fire-rated caulk.



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All horizontal wiring shall run parallel to walls. Turns and room entries shall make ninety (90) degree angles while maintaining the manufacturer's minimum specified bend radius.

The contractor shall make himself aware of all adjacent AC power and other high voltage circuits so as to give adequate separation between high and low voltage wiring.

Installation, testing and labeling is to be done in a professional manner and must be in accordance with the current TIA/EIA Telecommunications Building Wiring Standards. Wiring shall meet or exceed all state and local electrical codes.

It is the responsibility of the contractor to remove all debris from the project site. All areas shall be wiped clean and floors broom swept clean.

Documentation and as-built drawings must be provided at the owner's request.

Questions

Two opportunities for voluntary site visits will be offered. Vendors may choose to attend at 3:30 PM on February 6th or at 3:30pm on February 7th. These will be the only opportunities to ask questions related to this RFP. Respondents choosing not to attend in so doing acknowledge their understanding that they were offered and voluntarily declined the opportunity. Please contact Kyle Carter, Chief Technology and Data Analytics Officer, at kcarter@warsawschools.org to RSVP for this visit.

Response Format

All proposals **must** include the following information:

1. Per-run pricing for each item included in your bid. Please quote Category 6A runs and Installation as separate line items.
2. Two (2) reference sites where your company has performed a similar work as that being bid, including business name, contact name and contact information. It is preferable that both references be for a school district within 100 miles of the Warsaw Community School Corporation office.
3. Your E-Rate SPIN Number. (You must have a current SPAC form on file with USAC.)
4. A ready-to-execute contract which includes the proposal requirements and the E-Rate contingences outlined herein.

The school district's review of information will be primarily focused on the substance of the details provided in response to the requirements herein including but not limited to pricing and terms, experience, references, technical details, and adherence to the response format provided.

Proposal Delivery

The school district reserves the right to reject each and every bid, and to waive informalities, irregularities, and errors in the bidding to the extent permitted by law. This includes the right to extend the date and time for receipt of bids. In the event that a responsible bid is not received or if it is determined that the low bid received bids too high, the bid received will be rejected and the project will be canceled or re-bid.



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Sealed bids should be physically delivered to Warsaw Community Schools, 1 Administration Drive, Warsaw, IN 46580, attention Kyle Carter, Chief Technology and Data Analytics Officer no later than 2pm on Friday, February 23rd. Bidders must submit a hard copy of their bid AND e-mail an electronic version of the bid response to kcarter@warsawschools.org and dan@adtecerate.com. Late bids will not be considered or accepted.

Bid Opening

The District will open bids on February 26, 2024 at 2:00 p.m. in the Warsaw Community Schools Central Office located at 1 Administration Drive, Warsaw, IN 46580. The amount of each bid will be publicly read and recorded, but no further evaluation or review of the bids will be conducted at that time.

Evaluation Criteria

The District will use the following rubric to evaluate all bids that are received:

Category	Point Value
Price of Eligible Services	40 points
Technical Merit of Proposal	25 points
References/experience/expertise/reputation/prior experience with the district	20 points
Other Cost Considerations	10 points
Response Format	5 points
Total Points	100 Points