

TO: Clare Computer Systems



r e l o c a t i o n c o n n e c t i o n s i n c

Facility & Relocation Management Services

3170 Crow Canyon Place, Suite 210

San Ramon, CA 94583



925.242.4350



925.242.4355

Request for Proposal

Computer Services and Structured Cabling

For

California Joint Powers Risk Management Authority

Requested By:
Renee Ralston
Project Manager
Relocation Connections, Inc.
925.242.4343 Phone
925.242.4355 Fax

Section 1. Project General Requirements

1.01 SUMMARY OF WORK

- A. This specification applies to the procurement and installation of computer services and structured cabling for California Joint Powers Risk Management Authority (CJPRMA).
- B. The work included as specified herein and shown on the drawings consists of, but is not limited to, the following:

1.02 LOCATION OF WORK AND OWNER

- A. All work on the project shall be done at the job site located at:
3252 Constitution, Livermore, CA 94551
- B. CJPRMA shall be herein referred to as Owner.

1.03 EXAMINATION OF SITE / EXISTING CONDITIONS

- A. The Contractor shall visit the site and determine the locale, working conditions and conflicting conditions in which cabling work will take place. The Contractor shall work with Relocation Connections, the designated General Contractor, and CJPRMA representative. The building is currently in hard shell condition with an estimated February 5, 2010 move-in date. The General Contractor will determine the dates the building will be available for installation. To make arrangements for a site visit, please contact Renee Ralston at 925-242-4343.

1.04 UNIT PRICING

- A. The contractor shall submit additive and deductive, per item prices for changes of quantities indicated on the drawings or stated in the Specifications. Per item prices shall remain in effect until completion of the project. Overhead, profit, labor burden, taxes, fees, and other work shall be included. Per item prices shall be submitted on a one-unit basis. Each per item price shall include the necessary equipment and wire for the device.

1.05 ELECTRICAL REQUIREMENTS

- A. Provide complete information in your bid regarding electrical requirements for the systems, devices, equipment and product specified in the Drawings and Specifications for this project. (Electrical contractor will provide low-voltage power in the Server Room.)

1.06 ESTIMATE FORMAT

- A. Company Profile and Executive Summary – this section is to include resumes of project assigned personnel, length of time company has been in business, and at least three references from current and past structured cable projects.
- B. Installation Schedule – Installation is to be completed by **TBD**. This includes:
 - 1. Rough-In prior to ceiling tile drop – schedule to be determined by General Contractor.
 - 2. Hard wall areas complete and terminated prior to construction completion **TBD**
 - 3. Furniture (conference tables) cabled and terminated after construction completion and prior to move-in.
- C. Detailed Test Procedure
- D. Equipment Costs and Description of Materials Recommended

- E. Prevailing Wages are to be applied for positions that covered under the Davis-Bacon Act and McNamara-O'Hara Services Contract Act.
- F. Warranties for Labor and Materials
- G. Estimated Not To Exceed Price – this will be finalized once the final drawings have been approved by CJPRMA. Contractor to provide itemized pricing for proposal format. Per item prices shall be submitted on a one-unit basis. Overhead, profit, labor burden, taxes, fees, and other work shall be included.
- H. List of Deliverables
- I. Type and Cost of Post Cut Support Available

Three (3) copies of your proposal estimate response are to be delivered as follows:

1 email copy to: David Clovis
Risk Manager
California Joint Power Risk Management Authority
2333 San Ramon Valley Blvd., Suite 250
San Ramon, CA 94583
david@CJPRMA.org

1 email copy to: Renee Ralston
Project Manager
Relocation Connections, Inc.
3170 Crow Canyon Place, Suite 210
San Ramon, CA 94583
renee@reloconnect.com

Responses are due no later than Monday, October 19, 2009.

SUBMITTALS

- A. As-Built Drawings
 - 1. The Contractor shall keep up-to-date and available to the Owner, or a representative, complete blue line prints of the project clearly annotated with "As-Built" data as the work is performed. This data shall include, as a minimum, the following:
 - a. Numbered jack location plan on CAD.
 - b. Accurate location of all equipment installed under the specifications, utilizing the same device symbol legend or notations.
 - c. A complete equipment list for each level or functional area.
 - d. Upon completion of this project, these drawings shall be transmitted to the Owner or a representative, as directed.

1.07 MAINTENANCE

- A. The Contractor shall furnish the following:
 - 1. Two (2) copies of all manufacturer's specifications and installation instructions for each piece of equipment.
 - 2. Complete data for maintenance requirements and operation instructions shall be delivered.

3. A detailed, written recommended procedure for maintenance on each piece of equipment.
4. The name, address and telephone numbers of all manufacturers of equipment components in the system and the names, addresses and telephone numbers of the nearest distributors and/or maintenance dealer.

1.08 WARRANTIES

- A. All equipment and material shall be guaranteed by the Contractor for a minimum period of one (1) year (or the maximum of the manufacturer's warranty period) commencing with the filing date of occupancy. The warranty shall cover all costs for Warranty Service, including parts, labor, same day response field service, pick-up, transportation, delivery, reinstallation, and re-testing.

Section 2. Scope of Work

2.01 Cable Specifications - Summary

- A. Provide all labor, materials, equipment, services, etc. necessary to provide a complete installation.

2.02 Cabling Installation Specifications

- A. The purpose of this RFP is to assure the owner that they will receive a Cabling Infrastructure System that follows all of the ANSI/TI/EIA, BICSI, NEC, and all state and local codes. The applicable standards are:
 1. **ANSI/TIA/EIA-568-B**- Commercial Building Telecommunications Cabling Standard
 2. **ANSI/TIA/EIA-569**- Commercial Building Standard for Telecommunications Pathways and Spaces
 3. **ANSI/TIA/EIA-606**- Administration Standard for the Telecommunications Infrastructure of Commercial Buildings
 4. **ANSI/TIA/EIA-607**- Commercial Building Grounding and Bonding Requirements

2.03 BICSI Standards

- A. All installation practices shall follow the BICSI Standards. Please reference the BICSI Telecommunications Distribution Methods Manuals for installation practices.

2.04 Compliance

- A. All federal, state and local codes, rules and regulations and NEC codes will be followed and are to be a part of this document. If the vendor finds any violation to these codes in the construction documents it will be the vendor's responsibility to bring it to the attention of the Project Manager. When the specifications of the RFP are more stringent than those of the federal, state or local codes the RFP shall apply.

2.05 Horizontal Cable Slack

- A. To accommodate for future changes additional slack shall be required at both ends of the horizontal cable runs installed. The recommended minimum amount of slack at the:
 1. Technology Room is 10 feet.
 2. Work Area Outlet is 12 inches.

- B. Do not store slack in bundled loops. Bundled loops have been shown to degrade cabling performance.

2.06 Pulling Tension and Cable Damage

- A. When installing the voice and data four pair station cable, pulling tension should not exceed the manufacturer's specifications. Sharp bends, crushed cable or staple penetrations may result in Vendor being instructed to re-install the run(s) at no cost to the client. Note: Customer acceptance testing procedures and visual inspections will show these faults if they exist.

2.07 Protection of Cabling

- A. The cable sheath shall be protected from sharp metal edges. Where the cable passes over sharp edge, metal conduit feed or hanger system, a bushing or grommet shall be installed to protect the cable.

2.08 Cable Routing for EMI Protection

- A. To reduce EMI induced into the cabling from fluorescent lights, no cable shall pass within twenty-four inches (24") of the light and ballast. Vendor shall achieve the following clearances to avoid RF and EMI:
 1. 12 inches between the cable and finished ceiling.
 2. 24 inches between the cable and the nearest fluorescent light.
 3. 48 inches from electrical panels and rectifiers.

2.09 Cable Support Systems

- A. Horizontal station cable must run above ceiling panels and panel grid supports. All cable must be neatly bundled and placed in a dedicated, properly sized j-hook cable support system. Horizontal cable shall be properly supported along the entire length of the horizontal run a minimum of every 4' to 5'. Cable shall not be placed in supports so that the weight of the cables will change the geometry of other cables. The sag of the cable between supports shall not be greater than 12", which is the lowest part of the cable between supports shall not be greater than 12" from the bottom of the nearest support. The use of ceiling grid support wire, EMT conduit and hangers, sprinkler pipes will not be allowed.
- B. When installing the horizontal cabling in the overhead ceiling allow for a minimum of:
 1. When sufficient space is available 6-12 inches of clear vertical space between the cable and finished ceiling.

2.10 Testing

- A. The vendor shall perform a Basic Link test on the Horizontal Cable Plant. The test shall be performed in compliance with and using TIA/EIA TSB67, TIA/EIA TSB95 and ANSI/TIA/EIA-568-A-5 Category 5e test equipment. Links must also meet the documents requirements for:
 1. Length and topology
 2. Component performance and reliability
 3. Installation practices
- B. The vendor shall provide all test results on CD and hard copy.

2.11 Bend Radius

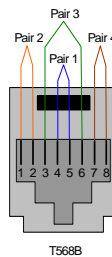
- A. The minimum bend radius of the cable shall not exceed four times the outside diameter of the cable for UTP.

2.12 Labeling

- A. Each Category 5e, 6 and 6e cable shall have an individual station number. Each cable shall be labeled at both ends using an electronic labeling device, the label shall be placed 6" from end of cable.
- B. Each Modular jack shall be labeled to match the label of the Category 5e cable associated with the modular jack using an electronic labeling device.
- C. Each port on the 48-port patch panels are to be labeled with electronic printed labels. Labeling shall be in sequential order matching the numbering scheme of the Horizontal Cable Plant.

2.13 Cable Termination

- A. The horizontal cables shall terminate on Panduit Mini-Com Modular Connectors and Modular Rack Mount Panels. Each modular connector shall terminated using the T568B wiring scheme.
 - 1. Remove only as much cable jacket as is required for termination
 - 2. Follow manufacturers instructions for mounting, termination, and management
 - 3. The amount of untwisting must not exceed 0.5 in for Category 5 or higher cables



2.14 Station Cable Type

- A. Station cable shall be **Blue** Belden Category 5e, 4 pair UTP Plenum rated, Anixter Level 6, manufactured by Belden. The cable shall consist of 24 AWG solid bare copper, FEP insulated bonded single pairs, ripcord, flexible Flam arrest® jacket.

2.15 Console Cable Type

- A. Station cable shall be Category 5e, 25 pair UTP Plenum rated. The cable conductors shall consist of 24 AWG solid bare copper, FEP insulated bonded single pairs, ripcord, flexible Flam arrest® jacket.

2.16 Patch Cable

- A. A.Vendor will provide one 10ft patch cable per workstation (cube/desk/printer)

2.17 Wireless Access

- A. Vendor will provide equipment list required by Client and cost for wireless system to access Local Area Network and guest access.
- B. Vendor shall provide warranty and maintenance information on recommended to Client for wireless system.

2.18 Network Equipment

- C. Vendor will provide additional list and cost of network infrastructure equipment discussed with Client to be installed as part of client relocation.
- D. Vendor will provide warranty and maintenance information on recommended network equipment.

2.19 Relocation Services

- A. Vendor will provide cost of relocation of Client's existing network equipment, pcs, printers and faxes on a Friday (day, date and time to be confirmed).
- B. Vendor will provide cost of installation and test of equipment relocated on Friday or Saturday (day/date and time to be confirmed).
- C. Vendor will provide cost for Post Move services on following Monday after relocation (date and time to be confirmed).

2.20 Security and Audio Visual

- A. Vendor will provide cost of PC equipment discussed with Client prior to relocation and in conjunction with Security System and Audio Visual installations.

Section 3. Station Cabling Requirements

3.01 Overview

- A. The cabling infrastructure shall consist of horizontal cabling to Work Area Outlets from the Server Room. WAO's shall consist of four (4) station cables installed at hard wall locations, modular furniture locations and floor monument locations. Type 4 locations shall consist of one (1) station cable installed to wall phone locations. Cabling shall consist of Category 5e, 6 or 6e (as determined), NEC Compliant, Plenum Rated, four pair, 24 AWG, solid conductor station cables for horizontal distribution of station jack locations.

3.02 Outlet Locations

- A. Outlets will be located in modular furniture, offices, conference rooms, and support areas. In all cubical locations, the station jacks will typically be located in the opening provided by the furniture system. In all hard wall offices, outlets will be installed in mud rings provided by the General Contractor unless otherwise specified. All locations will be identified on building floor plans provided at time of installation.

3.03 Work Area Outlet Types

- A. Quantities will be determined by the review of the floor plans. **It is the responsibility of the vendor to validate the quantities through evaluation of the floor plans.** The following describes each station type.

A Work Area Outlets – 4 Cable

Four (4) cable outlets shall consist of two voice and two data connections. Each location shall have **Four (4)** Category 5e Belden Category 5e, 6 or 6e (TBD), NEC Compliant Plenum Rated, four pair, 24 AWG, solid conductor station cables installed. Each cable shall be terminated on Panduit Modular Jacks. The modular jack inserts shall be Category 5e, T568B, **Yellow, Violet, Blue, and Red** in color.

For office locations the modular jacks shall be installed in a Panduit Classic Series Faceplate, **Ivory (to be verified prior to installation)**, 4-port. Stations placed in a

hard wall location shall be attached to a mud ring in the locations defined on the facility floor plan. The General Contractor is to provide mud rings unless otherwise specified. All faceplates shall be installed to match the electrical outlets in color, height and proximity.

For floor monument locations the modular jacks shall be installed in the faceplate provided by the vendor placing the monument.

B Wall Phones

Wall Phone locations shall consist of one voice connection. Locations will be identified on the floor plans. Each wall phone location will require a single four pair, Category 5e, plenum rated cable terminated on a Panduit Keystone Phone Plate with Module.

3.04 Server Room Termination

- A. All station cables shall originate from the Server Room (TR) as indicated on the floor plans. All station cables shall be installed on Panduit 48-port, Angled, Modular Patch Panels with Panduit Modular jack inserts terminated in accordance with the standard **T568B** wiring scheme. Each port is to be labeled with electronic printed labels. Labeling shall be in sequential order matching the station numbering scheme. The Panduit Modular, RJ45 jack inserts on the modular patch panels shall match the inserts at the station side (e. g. **Yellow, Violet, Blue, and Red** in color).

3.05 Outlet and Patch Panel Labeling

- A. All Outlets are to be labeled at both ends using an electronic labeling device. Each outlet shall have an individual station number. Each individual station cable at the outlet will be identified by the individual color of the modular connectors, matching the modular connectors at the patch panel. **Vendor shall use the numbered floor plans provided by Relocation Connections for the labeling of each station.**

Section 4. Insurance and Terms and Conditions

4.01 Insurance

- A. Insurance - Any costs associated with insurance for the project shall be captured within your fee. The project insurance requirements and proof these requirement by Certificate provided to CJPRMA, of the documents will include:
- B. Statutory Workers' Compensation. Each sub-contractor shall similarly be required to provide Workers' Compensation Insurance.
- C. Employer's Liability Coverage of \$2M per occurrence.
- D. Commercial General Liability of \$5M. CGL to include endorsement for unintentional errors and omissions. The insurance will be written in comprehensive combined, single limit per occurrence form.
- E. General Liability – See additional information requirements under Terms and conditions, 9.2.
- F. Auto Liability of \$2M per accident.
- G. Additional Insured – California Joint Power Risk Management Authority shall be named as additional insured.

4.02 Terms and Conditions

- A. CJPRMA anticipates awarding Agreement to commence in November 2009 and continue through February 25, 2010, unless terminated earlier in accordance with the provision of the Agreement. If necessary for completion of the project, the parties may choose to extend the term of this Services Agreement and shall do so by executing a written amendment to the Agreement.
- B. Additional Insurance Requirements:
- C. Commercial General Liability: This insurance shall be written in comprehensive combined, single limit per occurrence form and shall protect the Contractor and CJPRMA, its officers, directors, employees, and agents for the project against all claims arising from injuries to persons other than its employees or damage to the property of CJPRMA or others arising out of any act or omission of the Contractor or its agents, employees, or subcontractors. The policy shall also include protection against claims insured by usual personal injury liability coverage, a "protective liability" endorsement to insure the contractual liability assumed by the provision of the General Conditions. The policy shall be written on a per occurrence form.
- D. Subcontractor's Commercial General Liability Insurance and Vehicle Liability Insurance: The Contractor shall either require each of its subcontractors to procure and to maintain Subcontractor's Commercial General Liability Insurance and Vehicle Liability Insurance of the type and in the amounts specified in the Supplementary General Conditions or insure the activities of its subcontractors in the Contractor's own policy in like amount.
- E. The original of each and every insurance certificate and endorsement thereto shall be deposited with CJPRMA prior to execution of the Agreement by CJPRMA. At CJPRMA's discretion, the Contractor shall furnish the original or certified copy of each and every Insurance Policy and Endorsement named by this agreement. Specific language of the policy shall be subject to approval by CJPRMA.
- F. Policy Requirements: The insurance provided by the Contractor shall be (1) with companies licensed to do business in the state of California, (2) with companies with a Best's Financial Rating of VII or better, (3) with companies with a Best's General Policy Policyholders Rating of not less than A, and (4) other carriers acceptable to CJPRMA except that in case of Workers' Compensation Insurance participation in the State Fund, where applicable, is acceptable.
- G. Insurance policies required hereunder to have CJPRMA, its officers, directors, employees, and agents for the project named as additional insured shall, (1) include a provision that the policies are primary and do not participate with nor are excess over any other valid and collectible insurance, (2) include a waiver of subrogation against CJPRMA, its officers, directors, employees, and agents.
- H. CJPRMA May Insure for Contractor: In case of the breach of any provision of this insurance requirement, CJPRMA may, at CJPRMA's option, take out and maintain at the expense of the Contractor, such insurance in the name of the Contractor, or subcontractor, as CJPRMA may deem proper and may deduct the cost of taking out and maintaining such insurance from any sums which may be found or become due to the Contractor under this Contract.
- I. All insurance documents must be submitted to and approved by the CJPRMA Risk Manager prior to any work being performed.

4.03 Withdrawal of RFP

- A. Proposals may be withdrawn before and after the RFP submittal deadline by submitting a written request to the Contact Person. Re-submittal before the RFP

submittal deadline can be made; however, proposals may not be re-submitted after the deadline.

4.04 RFP Costs

- A. All costs incurred in the preparation and presentation of the RFP shall be completely absorbed by the responding party to the RFP. All documents submitted as part of the RFP will become property of the **CJPRMA**. Requests for specific material to be returned will be considered. Any material submitted that is confidential must be clearly marked as such.

Questions regarding this bid package should be directed to:

David Clovis, CJPRMA - 925-837-0667, 16 or david@CJPRMA.org

Renee Ralston, Relocation Connections Inc., - 925-242-4343 or renee@reloconnect.com