Request for Proposal

Network/Low Voltage Cabling

Issued By

Hopkins School District 270
1001 Highway 7
Hopkins, Minnesota 55305
www.hopkinsschools.org

September 2009
HOPKINS SCHOOL DISTRICT 270

BACKGROUND
Hopkins School District 270 is an award-winning school district with a K-12 population serving the cities of Hopkins, most of Minnetonka, about half of Golden Valley, and portions of Edina, Eden Prairie, St. Louis Park and Plymouth. The District's buildings include six elementary schools, two junior highs, one high school, and six community centers.

Student enrollment is approximately 8000 students. The district has 1100 full- and part-time employees.

PURPOSE OF THE REQUEST FOR PROPOSAL (RFP)
Hopkins School District 270 intends to upgrade wiring and move a network/voice IDF along with cable distribution infrastructure update following an architectural construction project affecting a portion of the Hopkins West Junior High School building located at 3830 Baker Road, Minnetonka, MN 55305.

SCOPE OF SERVICES TO BE PROVIDED
The District is seeking services to remove existing Category 5 network cabling and related hardware, and replace it with Category 6E cabling and related hardware in new IDF location.

The scope of the project includes:

- Removal/disposal of existing Category 3/5 voice and data cables and Installation of Category 6E (ANSI/TIA/EIA 568 B.2-1 & ISO/IEC 11801 Ed. 2.0) plenum (NFPA 262) cabling for voice/data locations with a 10 ft. service loop at the IDF and 1 ft. service loop at the station
  - Additional 34 data ports to be provided in room 18 (center room on west side of school, lower level) spaced for workstation install and coordinated with electrical being installed under separate contract if alternate not awarded
- Provide new voice grade wiring from MDF to new IDF terminated at 110-block voice in rack in IDF and wall blocks in MDF as required with 15% excess capacity
- Provide new 12-strand single mode plenum and 12-strand multi-mode 50/125um plenum fiber terminated in like rated enclosures from MDF to new IDF in 1.5” color-coded innerduct (white for MM, orange for SM) or plenum rated interlocked armor
  - Fiber should be terminated to SC connectors with entire system certified capable of 10Gbps throughput
- Provide fire resistant plywood backing for mounting of video equipment in new IDF
- RG-11 plenum trunk for video to new IDF closet if necessary
- RG-6 plenum cabling for station cabling in damaged/incomplete areas
- Termination of data/voice cables with Category 6E rated TIA/EIA-568-B type punch panel and wall plate jacks colors coordinated with owner
- Provide 2 post rack in new IDF area including vertical and horizontal cable management in rack and ladder rack along cable route in new IDF
- Cables should be suspended every 4 feet in ceilings using J or D style hooks
- Labeling patch panels and wall plate jacks with indelible labels/ink indicating closet
location and unique identified port number
• Color code voice and data ports per coordination with owner
• Provide testing with documentation of cable runs to meet Category 6E specifications – end-to-end
• Producing as-built drawings that indicate the location of all cables/equipment
• Cleanup and disposal of scrap materials
• Removal of existing cables and termination points
• Tracing/locating of existing cabling
• Provide 150% of total ports in patch cables, lengths and colors coordinated with owner

Description of current conditions, drops, etc.
• Approximately 94 data connections
• Approximately 94 voice connections
• A and B cable distribution system via coaxial cable
  o Damaged/incomplete system in 3 instructional spaces
• Fiber-optic backbone from IDF to MDF
• Category 3 voice backbone to MDF
• RG-11 cable backbone from MDF to IDF and in backbone runs through main cable corridors
• RG-6 coaxial cable to TV connections

Desired Alternative Bids
Pricing is requested for the following alternative designs:
1. Provide cable trays for cable runs and future cable access in hallway areas
2. Provide for broadband video distribution system of Lynx Broadband or like capability system including moving current backbone cable to new IDF with equipment necessary for A & B cable system to replace current coaxial system including removal of coaxial system being replaced throughout TC4 service area
3. Provide dual-receptacle electrical and 4000 series wiremold installation for 34 workstation install in room 18 and provide 20 amp 4-plex service adjacent to new two-post rack in new IDF

All work will need to take place between the hours of 2:30pm and 10:30pm.

The vendor must supply all supervision, tools, equipment, hardware, material, transportation, and construction, and all other related services unless specific provisioning by the customer has been denoted.

The vendor is responsible for providing all necessary working/building permits required under this contract, which includes, local, state, or federal permits, as needed.

The vendor will be responsible for repair of all damage to the building due to the negligence of its workers.

During the contract period the vendor will abide by all fire and safety regulations.
Upon completion of any repair, replacement or installation activity, the vendor must provide evidence of the completion with a successful test on said system with results provided to owner in owner specified format(s).

The vendor will be responsible for the prompt correction of all defects in the system.

The vendor must leave the premises clean and neat including having all ceiling tiles in place after each work session.

All work must be coordinated through designated school contact before the beginning of the installation work, and must be requested by the Technology Director.

Vendor must assume total responsibility for the actions of any/all subcontractors.

**EVALUATION CRITERIA**

Proposals that meet the scope of services, as listed above, will be evaluated with the following criteria:

- Value and pricing
- The vendor’s expertise in meeting the technical solutions required in the scope of services.
- The vendor’s prior work with other school districts
- Proposal presentation: logical, clear and well-organized

**Site Visit**

Vendors who submit proposals must attend a site visit and review session scheduled as follows:

**3:15pm on Tuesday, October 6, 2009** – Main Office Conference Room at Hopkins West Junior High located at 3830 Baker Road, Minnetonka, MN 55305

**Review of architectural prints**

Vendors wishing to submit proposals may request current architectural prints of Hopkins West Junior High including locations of the most current voice/data ports and remodeling, which contains current damaged/incomplete area.
A collection of PDF files can be provided via e-mail by contacting Jill Milbert at jill.milbert@hopkinsschools.org or by appearing at 1001 Highway 7, Hopkins, MN and provide media to copy pdf files or inspect paper copies of architectural drawings of previous as-built drawings. If appearing in person, please call ahead at 952-988-4100 to ensure your requests can be met and times can be arranged.

SUBMISSION OF PROPOSALS

Three (3) copies of the proposal must be received by 2:00 p.m. CST on Monday, October 12, 2009. Please submit proposals without binders or notebooks. Proposals should be addressed to:

John Wetter
Technology Support Administrator
Educational Technology, Media Services, and Information Systems
Hopkins School District 270
1001 Highway 7
Hopkins, MN 55305

Proposals must also be submitted electronically, as PDF files, by the closing date to:

John.Wetter@hopkinsschools.org

PROPOSAL COVER LETTER

A proposal cover letter must be included and signed by a person authorized to legally bind the company. The letter must include a brief description of the vendor's proposal and a statement that the proposal will remain valid for 120 days after October 12, 2009. Proposals become the property of Hopkins School District 270 and are subject to public review. All communication during the RFP period should be submitted in writing and directed to John Wetter, Technology Support Administrator at Educational Technology, Media Services, and Information Systems, Hopkins School District 270, either by letter or email to john.wetter@hopkinsschools.org

PROPOSAL DETAILS

Vendor proposals need to detail all items listed in the Scope of Services.

REFERENCES

Vendors must submit a list of references and previous work.
IMPLEMENTATION TIMELINE

The Request for Proposal closes at 2:00 pm on Monday, October 12, 2009.

Bids will be opened at 2:00 pm on Monday October 12, 2009 in Room 96, 1001 Highway 7, Hopkins, MN.

District representatives will qualify bids and notify bidding parties by October 14, 2009. The selection of a vendor will be completed by October 14, 2009.

Upon vendor selection, work may begin immediately. Construction should have substantial completion by November 13, 2009 with all construction complete on November 20, 2009.