

Bedford County Department of Finance

200 Dover Street, Suite 102
Shelbyville, TN 37160
(931) 685-2024 FAX (931) 680-1029

Request for Proposal

Network Cable Installation Bid No. 19-7

The Bedford County Department of Finance is requesting proposals for Network Cable Installation. **Sealed bids will be received until 2:00 p.m., Monday, October 15, 2018**, in the office of the Bedford County Department of Finance and will be opened publicly at that time. The Department of Finance reserves the right to reject any and all bids and waive any irregularities for the purpose of ensuring that the award given is in the best interest of Bedford County. Any bids received after the scheduled closing time for receipt of bids will be returned to the bidder unopened.

GENERAL BID TERMS AND CONDITIONS

Proposals from all responsible bidders will be considered. To qualify as a responsible bidder, the proposal submitted must:

1. **Meet or exceed the minimum requirements specified.**
2. **Furnish all documents requested by the representative of the Bedford County Department of Finance prior to and following the bid opening.**
3. **Submit their completed bid prior to the bid opening date and time.**
4. **Have bid name and bid number placed on the outside lower left corner of the sealed envelope containing the bid form. (Facsimile bids will not be considered.)**

Award

A purchase order from the Bedford County Department of Finance will be issued to the successful bidder acknowledging the award. A copy of these terms and conditions, specifications and the vendor's proposal form will become a part of the purchase order.

Prospective bidders may contact Josh Carney, Director of Information Technology, 931-488-3060, ext. 2102, for any questions as to the specifications of the bid.

Lowest and/or best bid will be awarded.

Other Considerations

Bedford County Department of Finance reserves the right to purchase only those bid items and quantities that conform to overall budgetary, functional, and performance constraints.

The terms of this bid will be extended to other local government agencies, other municipalities, and Boards of Education. Bedford County is responsible only for purchases made and received by Bedford County.

INSTRUCTIONS TO BIDDERS

All Proposals are to be made on the Proposal Form provided. Bids must be delivered in hand or by a mail service in a sealed envelope marked on the outside lower left corner, **Bid No. 19-7 Network Cable Installation.** Bids will be received and opened on **Monday, October 15, 2018, at 2:00 p.m.** **Any bids received after the scheduled closing time for receipt of bids will be returned to the bidder unopened.**

Proposals are to be made complete in every detail as required and called for by said Proposal Form. Proposals that are incomplete, conditional, contain irregularities of any kind, or which are not in accord with the Instructions to Bidders and Proposal Form furnished by the Department of Finance may be rejected as informal.

The submission of a proposal will signify that the Bidder has thoroughly familiarized himself with all conditions and that he fully understands what will be expected of the successful bidder.

The Department of Finance reserves the right to accept or reject in whole or in part any or all proposals submitted, without liability whatsoever, and waive informalities therein, if deemed by the Department of Finance in their best interest to do so.

Please complete enclosed W-9 and return with bid.

1. INTRODUCTION

Bedford County is in the process of renovating a building at 111 North Spring St., Shelbyville TN 37160. This location was originally a bank building and will be housing the offices of Bedford County Trustee, Bedford County Clerk, Bedford County Election Commission, Bedford County Register of Deeds, Bedford County Property Assessor, Department of Planning & Zoning /Building Codes & Department of Finance. The building is currently under renovation.

2. PROJECT OVERVIEW

This project involves the installation and termination of network cabling and required hardware. *(See hardware list below)*

- A. Installation of data cabling on all floors in the Bedford County Courthouse Annex building.
- B. Labeling patch panels and wall plate jacks with indelible labels/ink indicating MDF/IDF location and patch-panel port number.
- C. All new cabling will be installed, terminated and tested by the vendor unless instructed otherwise in writing by the Bedford County IT Department.
- D. Benign existing cables shall be removed from exposed flooring and ceiling areas before new cabling is installed.
- E. Network cabling, patch panels, surface mounted boxes, keystone jacks, wall plates, network equipment racks, cable hangers and other fasteners shall be installed in accordance with industry standards.
- F. The installation shall be conducted in three different phases. Each phase will begin on a date agreed upon by the contractor and customer in a timely manner. Each phase will end when requirements are met and upon satisfactory inspection by customer.
- G. Wiring diagrams for cabling shall be reviewed before each project phase begins and validated by the customer to complete the inspection process.
- H. 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.
- I. The vendor is responsible for providing all necessary working/building permits required under this contract, which includes, local, state, or federal permits, as needed.
- J. The vendor must leave the premises clean and neat, including having any ceiling tiles in place after work sessions.
- K. The vendor will be responsible for repair of all damage to the building due to the negligence of its workers and accepts total responsibility for the actions of any/all subcontractors.
- L. The vendor will be responsible for the prompt correction of any/all installation defects.
- M. Upon completion of any repairs, replacements or installations, the vendor must provide evidence of the completion thereof.

3. INDUSTRY STANDARDS

All work performed by selected vendor at Bedford County Annex shall be installed in accordance with latest versions of the following codes and standards.

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| A. Building Industry Consulting Service International (BICSI) | F. National Electrical Safety Code NESC |
| B. American National Standards Institute (ANSI)/Telecommunications Industry Association (TIA), ANSI/TIA 568C | G. National Electric Code NEC |
| C. ANSI/TIA-569 | H. National Fire Protection Agency NFPA 70 |
| D. ANSI/ TIA-606-C, Class 1 | I. OSHA Regulations |
| E. ANSI/TIA-607-B Grounding & Bonding | J. State and Local codes and guidelines. |

4. INSTALLATION REQUIREMENTS

- Form cables closely to paralleled walls for support and in conduit, on wire grid system, cable tray and/or other support hangers, where required.
- Cabling shall not be placed on ceiling grid structure, ceiling tiles or supported on any structure not specifically designed for supporting cables.
- If a cable tray is not present, provide cable supports at intervals of every 4-6 feet.
- Cable supports shall be “J” hooks or other supporting devices with a minimum 1-inch cable resting surface.
- Cable support devices shall be independently suspended from or attached to building structure or walls.
- Cable slack between supports shall not exceed 12 inches. All cables shall be neatly bundled and secured with appropriately rated fasteners.
- Cables should not be installed within 4 feet of transformers/motors, when running parallel of power conduits or fluorescent light fixtures maintain a 1-foot separation.
- Proper cable conduit and cable track fill ratios shall be adhered to, and additional conduits shall be required to support additional cables.
- Install 12-inch cable slack at each destination and 10-foot of cable slack in MDF room. The slack shall be neatly installed.
- Install 12’ service loop at each point of termination in neatly coiled bundles for all fiber-optic cables.
- Install protective sleeves with plastic terminators as needed to accommodate proper bend radius protection for all fiber-optic cabling.
- Install mounting brackets and support structures as to maintain both cited industry standards and manufacturer recommendations for uniform support, protection, and segregation of different cable types.

- Contractor is responsible for adhering to manufacturer guidelines for maximum-rated pulling tensions, maximum bend radius, and termination methods.
- Coordinate equipment placement with Information Technology Department to ensure proper standards are met.
- All equipment enclosures and mounting hardware shall be installed by the contractor unless denoted otherwise by the customer.
- Proper grounding and bonding in accordance with included standards shall be met.

PHASE 1

Cable Media Type	Building Location	Drop Count (Estimated)
Multi-Mode OM3/ 10GB Fiber Cabling	Floor 1 MDF Room	6 Pairs (minimum) terminated LC
Multi-Mode OM3/ 10GB Fiber Cabling	Floor 2 IDF Space	2 Pairs (minimum) terminated LC
Multi-Mode OM3/ 10GB Fiber Cabling	Floor 3 IDF Space	2 Pairs (minimum) terminated LC
Multi-Mode OM3/ 10GB Fiber Cabling	Floor 4 IDF Space	2 Pairs (minimum) terminated LC
CAT 7 UTP Cabling (Plenum-Rated as Req.)	Floor 2 IDF to Endpoint	Up to 150 Drops terminated from patch panels to wall outlets

PHASE 2

Cable Media Type	Building Location	Drop Count (Estimated)
CAT 7 UTP Cabling (Plenum-Rated as Req.)	Floor 1 IDF to Endpoint	Up to 50 Drops terminated to from patch panels to wall outlets
CAT 7 UTP Cabling (Plenum-Rated as Req.)	Floor 4 IDF to Endpoint	Up to 150 Drops terminated from patch panels to wall outlets

PHASE 3

Cable Media Type	Building Location	Drop Count (Estimated)
CAT 7 UTP Cabling (Plenum-Rated as Req.)	Floor 3 IDF Space	Up to 150 Drops terminated from patch panels to wall outlets

REQUIRED EQUIPMENT

Additional installation hardware may be required and will be provided by the contractor. Network switches will be provided by the customer.

Estimated QTY	DESCRIPTION
14	48-Port RoHS Compliant 10GB-rated RJ45 Patch Panel
24	1000Base-T SFP LC Fiber Transceiver compatible with HP Pro Curve J9299A 2520G POE+ Switches
4	Network appliance Racks 18U Est. (Size T.B.D)
4	Network appliance Rack Grounding Kit
500	4-Port Ethernet Wall Plates + Keystone Jacks

PROPOSAL FORM

**TO: Bedford County Department of Finance
200 Dover Street, Suite 102
Shelbyville, Tennessee 37160**

Re: Bid No. 19-7

Gentlemen:

We (I) submit the following proposal for **Network Cable Installation**:

Phase 1	\$ _____
Phase 2	\$ _____
Phase 3	\$ _____

Company Name: _____

Mailing Address: _____

Signature and title of bidder: _____

Telephone Number: _____

Email: _____

Request for Taxpayer Identification Number and Certification

Give Form to the
 requester. Do not
 send to the IRS.

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p>	
	<p>2 Business name/disregarded entity name, if different from above</p>	
	<p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) ▶</p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p>5 Address (number, street, and apt. or suite no.) See instructions.</p>	Requester's name and address (optional)
	<p>6 City, state, and ZIP code</p>	
	<p>7 List account number(s) here (optional)</p>	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number					
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Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	<p>Signature of U.S. person ▶ _____</p>	<p>Date ▶ _____</p>
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.