



**SECTION II
SCOPE OF WORK
LOW VOLTAGE CABLING SERVICES
EVENT #3747**

- 2.0 Description of Project:** The purpose of this request for proposal (RFP) is to describe services to provide low voltage cabling for City of Savannah facilities. This includes existing locations, future renovations, and/or new locations as they are identified. The work is to include all low voltage wiring in customer provided ¾ inch to one inch (1”) conduit which includes CAT6 enhanced cabling and RG-6/RG-12 Electronic Access Control Cabling and EAC hardware installation. Electronic responses will not be accepted for this event.
- 2.1 Qualifications:** The City of Savannah currently maintains a 25 year Panduit warranty on all its cabling and infrastructure and has several Panduit certified technicians. Therefore, the contractor must be a Panduit-certified Installer so that the City of Savannah retains this warranty.
- 2.1.1 The proposer shall maintain a minimum of two (2) Registered Communications Distribution Designers (RCDD) on staff and have both Building Industry Consulting Services International (BICSI) and Panduit certified technicians.
 - 2.1.2 The proposer shall abide by all federal, state, and local building codes and be responsible for securing a permit for all City of Savannah projects. The permit fees will be waived for City of Savannah projects only.
 - 2.1.3 The proposer shall meet or exceed all BICSI, IEEE, TIA/EIA, NFPA, and ISO/IEC standards for low voltage cabling.
 - 2.1.4 The proposer shall meet or exceed the requirements in the City of Savannah Technology Design Standards (see attachment A).
 - 2.1.5 The proposer shall have an office within a 25 mile radius of the city limits and be able to respond within two (2) hours of an emergency.
 - 2.1.6 The proposers shall submit copies of all certifications with their proposals for each certification or standard required as part of this project.
 - 2.1.7 The proposer shall provide a ground in the telecommunications room and shall be responsible for extending the ground to the rack and bonding all racks to this ground.
 - 2.1.8 The proposer shall provide all racks, patch panels, rack components, faceplates,

jacks, blanks and accessories for a complete solution. All products will be from the PAN NET Solution line. All installations are required to be documented, tested, certified, and labeled by the proposer. That documentation will be provided to the City Of Savannah IT Department for acceptance of all work performed.

2.1.9 All cable shall be Plenum Rated General Cable, Category 6 Enhanced (Genspeed 6000e).

2.1.10 Electronic Access Control Cabling and EAC hardware mounting

The successful proposer will be responsible for installing EAC cabling from the door hardware to the physical access security modules. In addition, the successful proposer will be responsible for mounting the EAC hardware and terminating the cable connections on the hardware. The proposer must possess a valid S2 Security Certification for installation and support.

2.2 **Pricing:** The proposer shall provide a lump sum cost for the sample project parts list provided in Attachment B. The lump sum cost should include all of the parts listed below as well as required accessories such as cable support, labels, grounding wire, all labor, and equipment to complete the installation of the materials.

2.2.1 Additional Pricing: Proposer shall also provide per drop pricing for the following scenarios:

- Single plenum outlet (200' or less)
- Single plenum outlet (Greater than 200')
- Dual plenum outlet (200' or less)
- Dual plenum outlet (Greater than 200')
- Standard panduit raceway
- Cost % mark-up pricing on all low voltage cabling and other installation materials
- Hourly rate for network cabling
- Hourly rate for access control installer
- Emergency rate for access control troubleshooting/repair

2.3 Technical Support: The proposer shall describe in detail their plan for supporting the City of Savannah with sales and service requests. The proposer shall clearly outline support for business hours, 24 hour support, and weekend/holiday support. The proposer shall also provide documentation on your warranty for workmanship and materials.

2.4 Insurance Requirements

2.4.1 Comprehensive General Liability

Contractor shall carry comprehensive general liability on an occurrence form with no "x, c or u" exclusions with the following minimum limits:

- Each occurrence - \$1,000,000
- Damage to Rented Premises - \$50,000
- Medical Expense - \$5,000
- Personal & Adv Injury - \$1,000,000
- General Aggregate - \$2,000,000
- Products – Completed Ops. Aggregate - \$2,000,000

General aggregate shall apply on a per project basis

Contractor will provide a Certificate of Insurance reflecting required coverage.

A waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate

A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate

2.4.2 Commercial Automobile Liability

The automobile policy must include coverage for owned, non-owned and hired automobiles

- Minimum limits are \$1,000,000
- Contractor will provide a Certificate of Insurance reflecting required coverage.
- A waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate
- A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate

2.4.3 Workers Compensation

Contractor shall carry a workers compensation policy including all statutory coverage required by Georgia state law

Minimum employer's liability limits:

- \$500,000 each accident
- \$500,000 each employee (disease)
- \$500,000 policy limit (disease)

Contractor will provide a Certificate of Insurance reflecting required coverage.

A waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate

A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate

2.4.4 Umbrella/Excess Liability

Contractor shall carry an umbrella/excess liability policy which must follow form over underlying policies: general liability, auto liability and employer's liability.

Minimum limits:

- \$1,000,000 per occurrence
- \$1,000,000 aggregate

Contractor will provide a Certificate of Insurance reflecting required coverage.

Waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate

A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate

2.4.5 General

All insurance shall be placed with Georgia admitted carriers with a current Best's rating of A (minus), X, or better

Any modifications to specifications must be approved by the City

2.5 References: Proposers shall provide a minimum of three (3) references with contact names and phone numbers of clients for whom the service provider has performed similar services.

2.6 Demonstrations: If requested by the City, the proposer must be available to provide an on-site demonstration of the proposed system.

2.7 Costs: In Section III Fee Proposal, the proposer must detail all cost items defined in Section 2.2.

2.8 Proposal Format

Proposals shall be submitted in the following format and include the following information:

- Statement of vendor qualification and list of similar projects performed by each consultant.
- List of project references.
- Response to qualifications list.
- Fee proposals per instructions in Section III signed by responsible party
- Proposed schedule of minority and women owned business participation and non-discrimination statement.

2.9 Basis of Award

Proposals will be evaluated according to the following criteria and weight at a minimum:

- a) Proposer's qualifications and experience, including support capabilities (25 points)
- b) Technical capabilities (25 points)
- c) Fees (30 points)
- d) References (5 points)
- e) MWBE (10 points)
- f) Local Preference (5 points)

Proposals shall be evaluated by a selection committee. The City reserves the right to determine a short list of finalists for further consideration. The City also reserves the right to request an on-site demonstration of the system if it so desires.

- 2.10 **Copies:** One (1) unbound, printed and signed original and two (2) identical, printed copies of the proposal and supporting documents must be submitted in response to this RFP. All responses must relate to the specifications as outlined.
- 2.11 **Contacts:** Proposers must submit proposals in accordance with the instructions contained in this RFP. All requested information must be submitted with the proposal. Instructions for preparation and submission of proposals are contained in this package. All questions regarding this RFP should be submitted in writing and emailed to the person listed on the summary event page.
- 2.12 **Minority/Woman Business Enterprise Goals:** The City of Savannah has established a **17% M/WBE** goal for this project. The breakdown is as follows: **17% MBE, 0% WBE.**
- 2.13 **Contract Period:** The initial contract period shall be for a period of one (1) year or (12 months) and prices shall remain firm through that period. This contract may be renewed for up to four (4) additional twelve (12) month periods, if all contracting parties so agree, if services provided by the vendor have been satisfactory and if funding is available.

SECTION III

FEE PROPOSAL

I have read and understand the requirements of this request for proposal RFP Event 3747 and agree to provide the requested system in accordance with this proposal and all attachments, exhibits, etc. The proposed fee shall include all labor, material and equipment to provide the system as outlined including any required communications devices, computer hardware and software, any travel or per diem expenses and any other miscellaneous expense involved. Additional pages may be included to provide detail of costs.

ALL PROPOSERS MUST BE REGISTERED SUPPLIERS ON THE CITY'S WEBSITE. PLEASE REGISTER AT WWW.SAVANNAHGA.GOV.

The fee for providing the solution is:

Sample Project Costs (Lump Sum Cost)

Item:	Cost:
Lump Sum Cost for Following Items	\$

The lump sum cost should include all of the parts listed below as well as required accessories such as cable support, labels, grounding wire, all labor and equipment to complete the installation of the materials.

Part Description	Part Number	Quantity
19" Rack	CMR19X84	1
Vertical Managers	PRV8	2
Vertical Manager Doors	PRD8	4
End Panels	PREP	2
Horizontal Cable Manager	NMF2	2
Angled Patch Panel	DPA48688TGY	4
Faceplates	CFPE2IWY	92
Cat 6 Jacks	CF688TGYL	190
Faceplates for CATV	CFPE1IWY	14
CATV Module	CMFSRIWY	14
Bland Modules	CMBiW-X	50
Phone Plate	KWP6PY	2

Additional Items (Per Drop Cost)

Item:	Cost:
Single Plenum Outlet (200' or less)	\$
Single Plenum Outlet (Greater than 200')	\$
Dual Plenum Outlet (200' or less)	\$
Dual Plenum Outlet (Greater than 200')	\$
Standard Panduit Raceway	\$
Cost % mark-up pricing on low-voltage cabling and other installation materials	%

Technical Support

Technical Support	Cost
Define Service Level (M-F; 8:00 – 5:00) (24x7x365) etc	\$
Note if there are any limitations in number of support calls that can be made	

Total Cost \$ _____
 (Should represent the "Sample Project Costs – Lump Sum" provided above.)

SUBMITTED BY: _____
PROPOSER: _____
SIGNED: _____
NAME (PRINT): _____
ADDRESS: _____
CITY/STATE: _____ **ZIP** _____
TELEPHONE: (_____) _____ **FAX:** (_____) _____
 Area Code Area Code

CONFIRM RECEIPT OF ANY ADDENDA ISSUED FOR THIS BID:
 ADDENDUM _____ #
 DATE _____

I certify this bid complies with the General and Specific Specifications and Conditions issued by the City except as clearly marked in the attached copy.

 Please Print Name Authorization Signature Date

INDICATE MINORITY OWNERSHIP STATUS OF BIDDER (FOR STATISTICAL PURPOSES ONLY):
CHECK ONE:
 _____ **NON-MINORITY OWNED**
 _____ **AFRICAN AMERICAN**
 _____ **HISPANIC**
 _____ **WOMAN (non-minority)**
 _____ **ASIAN AMERICAN**
 _____ **AMERICAN INDIAN**
 _____ **OTHER MINORITY Describe** _____

NON-DISCRIMINATION STATEMENT

The bidder certifies that:

- (1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin, or gender in connection with any bid submitted to the City of Savannah or the performance of any contract resulting therefrom;
- (2) That it is and shall be the policy of this company to provide equal opportunity to all business persons seeking to contract or otherwise interested in contracting with this company, including those companies owned and controlled by racial minorities, cultural minorities, and women;
- (3) In connection herewith, we acknowledge and warrant that this company has been made aware of, understands and agrees to take affirmative action to provide such companies with the maximum practicable opportunities to do business with this company;
- (4) That this promise of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;
- (5) That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made as part of and incorporated by reference into any contract or portion thereof which this company may hereafter obtain and;
- (6) That the failure of this company to satisfactorily discharge any of the promises of non-discrimination as made and set forth herein shall constitute a material breach of contract entitling the City of Savannah to declare the contract in default and to exercise any and all applicable rights and remedies including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and/or forfeiture of compensation due and owing on a contract.

Signature

Title

PROPOSED SCHEDULE OF M/WBE PARTICIPATION

All M/WBEs listed **must be certified as a minority-owned or women-owned business** by the City of Savannah or a federally-recognized or state-level certifying agency (such as USDOT, State DOT, SBA 8(a) or GMSDC) that utilizes certification standards comparable to the City of Savannah **prior** to the due date of this bid. **Other business certifications that do not specify majority woman or minority ownership may not be substituted.** **Proof of M/WBE certification from the certifying agency is required to accompany the bid.** A firm that has submitted an application for M/WBE certification but has not been certified is not qualified as a certified M/WBE and will not be recognized as such during the City's evaluation process. To expedite verification, please provide accurate phone numbers for all M/WBEs listed and ensure firms understand contact will be made following bid submittal.

Name of Proposer: _____ Event No. _____

Project Title: _____

NOTE: Unless certified through the City of Savannah M/WBE Program, proof of M/WBE certification must be attached for all firms listed.

Name of M/WBE Participant	Name of Majority Owner	Telephone	Address (City, State)	Type of Work Sub-Contracted	Estimated Sub-contract Value	MBE or WBE	Certified ? (Y or N)	Certifying Agency? (City of Sav. or Other)
					%			
					%			
					%			
					%			
					%			
					%			

MBE Participation Value: _____ % WBE Participation Value: _____ % M/WBE Participation Value: _____ %

The undersigned will enter into a formal agreement with the M/WBE Subcontractors/Proposers identified herein for work listed in this schedule, conditioned upon executing a contract with the Mayor and Aldermen of the City of Savannah. The Prime's subcontractor that subcontracts work must enter into a formal agreement with the tier subcontractor identified herein for work listed in this schedule. The Prime may count toward the goal any tier of M/WBE subcontractors and/or suppliers that will be utilized in the contract work. However, when an M/WBE subcontracts part of the work, the value of the subcontracted work may **only** be counted toward the goal **if the tier subcontractor is an M/WBE**. Any work an M/WBE firm subcontracts to a non-M/WBE firm **will not count toward the M/WBE goal**. It is the responsibility of the Prime contractor to advise all M/WBEs of this requirement and to ensure compliance by subcontractors.

Joint Venture Disclosure

If the prime bidder is a joint venture, please describe the nature of the joint venture, the level of work and the financial participation to be provided by the Minority/Female joint venture firm in the space provided below.

Joint Venture Firms	Level of Work	Financial Participation

Printed name (company officer or representative): _____

Signature: _____ Date: _____

Title: _____ Email: _____

Telephone: _____ Fax: _____

The Minority/Women Owned Business Office is available to assist with identifying certified M/WBEs. Please contact the M/WBE Office at (912) 652-3582. The City of Savannah's certified M/WBE registry is posted on its website @ www.savannahga.gov.

Developing a Strong M/WBE Participation Plan

Key facts every bidder/proposer needs to know prior to developing their M/WBE Participation Plan:

1. All bidders/proposers must submit a “Proposed Schedule of M/WBE Participation” which identifies the minority and/or woman-owned companies that have agreed to participate in the project if awarded. All companies listed on the form must be certified as either minority-owned and controlled or woman-owned and controlled. The City does not accept a company’s “self-identification” as minority or woman-owned.
2. **Proof** of M/WBE certification from the certifying agency is required to accompany the bid; and certification must have been completed by the City of Savannah, a federally-recognized or a state-level certifying agency (USDOT, State DOT, SBA 8(a) or GMSDC) utilizing certification standards comparable to the City of Savannah.
3. The certification must have been approved prior to the due date of this bid. A firm that has submitted an application for certification but has not been certified will not be counted toward the M/WBE goal.
4. The M/WBE Office **will be contacting all M/WBE firms** included in the bidder’s M/WBE Plan to confirm each: a) was contacted by the bidder/proposer; b) performs the type of work listed; and c) agreed to participate.
5. To expedite the verification process, bidders/proposers need to: provide accurate phone numbers for all M/WBEs listed; ensure M/WBEs know to expect to be contacted by phone and email; request M/WBEs be accessible during the critical period before bid-opening; and advise M/WBEs that City staff **must** receive the M/WBE’s confirmation that the firm agreed to participate in the bid/proposal in order for the prime contractor to receive credit toward their proposed M/WBE participation goals.
6. If a proposed M/WBE cannot be confirmed as certified, performing the type of work described or agreeing to participate, the bidder/proposer will be notified and given a pre-determined period to submit a correction. If an M/WBE still cannot be confirmed or replaced, the proposed percentage of participation associated with the unverified M/WBE firm will **not be counted** and **will be deducted** from the overall proposed M/WBE goal.
7. Any tier of M/WBE subcontractors or suppliers that will be utilized in the contract work may count toward the MBE and WBE goal **as long as the tier subcontractors/suppliers are certified M/WBEs**. Work that an M/WBE subcontracts to a non-M/WBE firm does **not** count toward the M/WBE goal.
8. M/WBEs must perform a “**commercially useful function**” which is the provision of **real and actual work or products**, or performing a distinct element of work for which the business has the skills, qualifications and expertise, and the responsibility for the actual management and supervision of the work contracted.
9. Per the *Proposed Schedule of M/WBE Participation* “the undersigned (bidder/proposer) will enter into a formal agreement with the M/WBE Subcontractors/Proposers identified herein for work listed in this schedule, conditioned upon executing a contract with the Mayor and Aldermen of the City of Savannah.” **This signed commitment is taken seriously by the City**, so do not list M/WBEs you do not plan to utilize. Any proposed changes must be pre-approved by the M/WBE Office, be based on legitimate business-related reasons, and still meet the M/WBE participation goals per the City’s contract.
10. A bidder who is a certified M/WBE may count toward the goal the portion of work or services on a City contract that is actually performed by the M/WBE, including: the cost of supplies/materials purchased or equipment leased for contract work, fees for bona fide services such as professional or technical services, or for providing bonds or insurance specifically required for the performance of a City contract.
11. If awarded the contract, the MWBE Office **will be reviewing your company’s subcontracts, invoices and payment records** to substantiate the completion of work and payment of M/WBEs. If the prime contractor is an M/WBE that is being included in its M/WBE goal, the prime contractor must maintain records **that will be inspected** to prove the portion of work performed, cost of work, and payments to the prime company.
12. Most bids for goods and materials do not have specific MWBE goals established for the contract. If no goals are included in the scope of work or General Specifications, you are not required to submit MWBE participation but encouraged to do so when the opportunity is available. The City maintains this information for statistical purposes only and it is not reflected in the award decision.