

REQUEST FOR PROPOSAL FOR ETHERNET PATCH PANEL REPLACEMENT FOR OAK PARK PUBLIC LIBRARY

Date Issued: September 5, 2023
Proposals Due: September 25, 2023

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Oak Park Public Library
834 Lake St. Oak Park, IL 60301

VENDORS ARE STRONGLY ENCOURAGED TO READ THE ENTIRE REQUEST FOR PROPOSAL CAREFULLY

REQUEST FOR PROPOSAL

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SECTION 1: PROJECT OVERVIEW AND BACKGROUND

1.1 STATEMENT OF PURPOSE

The purpose of this Request for Proposal (RFP) is to solicit proposals from qualified Vendors to perform a network patch panel replacement and complete installation, including Cat6 coupler keystone modules for the three Intermediate Distribution Frame (IDF) rooms of the Oak Park Public Library (hereafter referred to as "Library" or "OPPL") at the Main Library.

Each respondent (hereafter referred to as "Vendor") must reply to this RFP by supplying a proposal that includes information that meets the selection timeline, requests, and standards outlined in this RFP. OPPL is seeking proposals that include all elements of the design, quality, provision, testing, and documentation.

Vendor proposals should include:

- A proposed design, implementation plan, working hours, risks.
- Availability and Implementation timeframe: How long (hours/days) will it take to replace network patch panels per floor (single IDF room) – This information is crucial to schedule a "no-service" maintenance window per floor.
- Quotes for the necessary components, installation, testing, and documentation.
- A specification and quote for the construction and other labor related to the project implementation.
- A specification and quote for the materials and parts required for the successful completion of the project.
- A specification and quote for the network components' emergency maintenance, repair, or replacement.
- A specification and quote for broken ethernet cable replacement: quoted for a single run of 150/200/250ft cable length (minimum F/UTP, CMP Plenum fire safety rating, pure copper, high transmission performance, 23AWG, 550MHz).

The OPPL anticipates selecting one firm to provide the services. The preference of OPPL is to award a single vendor solution that provides a single point of contact for network infrastructure upgrade. The ideal Vendor(s) will also have qualified network specialized staff assigned to this project and have experience (within the last two years) performing network design and implementation for businesses and/or local government agencies of similar size or larger to Oak Park Public Library.

The RFP contains all the information necessary to aid your understanding of Oak Park Public Library and its IDF' ethernet refresh requirements. The contract may not be awarded based upon the lowest cost.

You are expected to answer all questions in the RFP. If you are unable to comply with a specific item in the RFP, you must prepare a separate listing of exceptions. If you do not indicate exceptions, we will assume that you fully agree to the requirements of this RFP.

The prices and conditions contained in your proposal must be firm for a period of one hundred and twenty (120) days from the date of the offer opening. The responsibility for accuracy and completeness of the proposal is the Vendors alone.

The OPPL assumes no responsibility for Vendor errors or misinterpretations resulting from the use of this RFP. In making copies of the RFP available on the above terms, the OPPL does so only for the purpose of obtaining proposal responses and does not confer a license or grant for any other use.

The OPPL reserves the right to accept or reject any or all proposals in whole or in part at its sole discretion.

1.2 PROJECT DATES

RFP Released	September 5, 2023
Final Day for Questions	September 12, 2023
Proposals Due	September 25, 2023 - 5:00 PM CST
Proposal Evaluations	October 3, 2023 10:00 AM - 11:00 AM CST

Proposals will be accepted via e-mail: electronic copies of proposal documents (in PDF format) should be addressed to the e-mail address **techrfp@oppl.org** or via mail addressed at: **RFP - Marcin Terlik, Director of Technology - Oak Park Public Library, 834 Lake Street, Oak Park, Illinois 60301.**

E-mail subject must be labeled: **RFP-IDF-2023-<Vendor's Company Name>**- in the Subject line. Within 48 business hours, we will confirm via e-mail the proposal is received.

All questions regarding this RFP should be addressed to **techrfp@oppl.org** e-mail address. All questions must be labeled **OPPL-TECH-RFP-2023-Question** in the Subject line.

1.3 GENERAL BACKGROUND

A OPPL is a unit of local government. Its boundaries are contiguous with the Village of Oak Park (the "Village"), which is an inner-ring suburban Cook County community located nine miles west of downtown Chicago. It is a fully developed, 4.6 square mile, mature, multicultural community with a population of 54,583.

The Library's mission is to share the information, services, and opportunities that fulfill the community's aspirations.

Total square footage of Main Library - 102,201 square feet – 3 floors

1.4 GENERAL REQUIREMENTS

Regarding the installation of the network infrastructure systems, the Vendor shall comply in every way with the requirements of local laws, ordinances, codes and the rules of the State of Illinois, the National Board of Fire Underwriters, the National Electrical Code, and the building owner (if other than the Library). If in the opinion of the Vendor, there is anything in the plans or Requirements or RFP that will not strictly comply with the above laws, ordinances, codes, and rules, the matter shall be referred to the attention of the OPPL for a decision before proceeding with that part of the work. No change in the plans or in the Requirements shall be made without full consent of the OPPL in writing.

1.5 VENDOR REQUIREMENTS

The selected Vendor shall/must:

- Install the equipment in accordance with the manufacturer's specifications for the system.
- Be able to meet onsite with the OPPL IT staff to complete a schedule and scope of work before installations can begin.
- Coordinate with OPPL to schedule deployments of hardware in such a way as to minimize the impact on network users.
- The Vendor agrees to hold the OPPL free and harmless from any and all claims arising from any negligent act or omission by the Vendor's employees or agents. The Vendor shall, prior to beginning any work under any contract that may result under this RFP, if applicable, or as required by State or Federal law, acquire and have in effect minimum insurance coverage as set forth in the following table. The said minimum amounts are not intended to limit and do not reduce any Vendor's liability.

<u>Coverage Type</u>	Minimum Amount
Workers Compensation	\$500,000.00
<u>Public Liability Insurance</u>	
Bodily Injury: each person	\$1,000,000.00
Property Damage: each person	\$1,000,000.00
Per-Occurrence for all Claimants and Coverage	\$1,000,000.00

Certificates and insurance policies shall include the following clause: "This policy shall not be canceled or reduced in required limits of liability or amount of insurance until notice has been mailed to OPPL. Date of Cancellation or reduction may not be less than thirty (30) days after the date of mailing notice."

- Promptly correct all defects for which the Vendor is responsible.
- Ensure that all records and reports, the OPPL relations, engineering, metering, inspections, testing, quality of service standards, and safety measures comply with standards and codes applicable to the State of Illinois and local municipality.
- Remove all excess materials and debris and return all work areas to the original state of cleanliness at Vendor's expense.
- Identify in the proposal response, any environmental conditions required, fire protection required, voltage, phase, frequency. In addition, the Vendor shall specify special grounding requirements. The Vendor shall test the installed electrical and grounding service to ensure it is within the specifications of the equipment manufacturer. The Vendor shall make available to the project manager all findings regarding the electrical and grounding tests if required to accomplish the project.
- Furnish and install systems using new, unused equipment that incorporates the design, which is in current production by the manufacturer.
- Provide and implement a comprehensive schedule for cutover and testing. Interruption to any existing network service during the installation of the system will be minimized.
- Guarantee that all equipment furnished and installed under this document shall be ADA (Americans with Disabilities Act) compliant.

We look forward to your response and welcome your creative approach to this project.

1.6 EVALUATION CRITERIA

Each proposal will be evaluated based on criteria and priorities as defined by OPPL, who will choose the submission that, taken as a whole and in OPPL's sole opinion, is in the organization's best interest. The evaluators will consider how well the Vendor's proposed solution meets the needs and criteria set forth in the fair and competitive bidding process using the below matrix. It is important that bids be clear and complete so that the evaluators can adequately understand all aspects of the proposal.

Evaluation results are confidential and the property of OPPL. OPPL will evaluate proposals from vendors using a 0-100 point scale based on the following matrix:

50 points - Financial Considerations (Price of goods and Services).

20 points - The Vendor's organizational capacity, experience, qualifications, and success in providing these services/equipment

15 points - The quality of the proposal, specifically: Proposals shall be prepared straightforwardly and shall describe the Vendor's offering(s) and equipment capabilities in a format that is reasonably consistent, understandable, and appropriate to the purpose.

15 points - Vendor's references (Demonstrated customer service, quality, and support).

1.7 VENDOR EXECUTIVE SUMMARY

Please provide a brief written summary of your proposed solution. Though brief, it should be specific enough so that anyone reading only this section would gain a clear understanding of your offering. Describe the specific benefits of your solution and your experience in installations of similar scope. Also, please explain why the OPPL should choose your organization as its business partner for this project.

Finally, highlight any unique capabilities, special or promotional pricing, or other Value-Added offers you are making so that they may be easily identified and are not overlooked in the evaluation of proposals.

1.8 WITHDRAWALS AND ERRORS

The Vendor may withdraw any proposal between the submission date and the date and time of the proposal opening. The request for withdrawal must be made in writing and can be e-mailed to techrfp@oppl.org. A Vendor withdrawing a proposal will not be allowed to submit a new proposal. All withdraw must be labeled: OPPL-TECH-RFP-2023-Withdraw in the Subject line.

Proposals cannot be withdrawn after **October 2, 2023 9:00 PM** opening date and time. Once opened, the responding Vendor will be responsible for any additional costs incurred due to pricing errors in the proposal if their offer is awarded a contract.

1.9 EVIDENCE OF RESPONSIBILITY

Oak Park Public Library reserves the right to request evidence from each respondent showing the proposer's financial, technical expertise, and staffing ability to fulfill the contract.

1.10 DELIVERY

All items shall be delivered in quantities specified in the contract to the Oak Park Public Library at 834 Lake St, Oak Park, IL. All items furnished will be subject to inspection and/or rejection by Oak Park Public Library for defects or non-compliance with the specifications. Any costs associated with rejected items due to non-compliance, defect, or damage will be the responsibility of the Vendor. The Vendor warrants that all articles furnished shall be free from all defects of material and workmanship.

1.11 DEFAULT AND DELAYS

Upon failure of the Vendor to deliver all of the items ordered or to render service within the time set or allowed, the successful Vendor shall be considered in default, in which case the OPPL reserves the right to terminate the purchase order or contract and to purchase similar supplies, services, or furniture and equipment on the open market or secure the manufacture, delivery, and installation thereof by contract or otherwise.

1.12 DAMAGE TO THE LIBRARY PROPERTY

The selected Vendor shall be responsible for and repair all damage to the building due to the carelessness of the Vendor's workers and exercise reasonable care to avoid any damage to the Library's property. The Vendor will report to the OPPL any damage to the building which may exist or may occur during the occupancy of the quarters.

Any damage or loss to the Oak Park Public Library property as a result of any action by the Vendor in the delivery, execution, or performance of any item or service stated in these specifications shall be repaired or replaced to the satisfaction of designated OPPL personnel, at the Vendor's cost, within a reasonable time.

SECTION 2: PROPOSAL INSTRUCTIONS AND CONDITIONS

2.1 SCOPE OF WORK

In addition to the 1.1 STATEMENT OF PURPOSE, All data distribution patch panels shall meet or exceed the Category 6 specifications.

Preparation:

- Documentation of current ports and connected locations.
- Labeling of all existing network cables in IDF's with corresponding port/location numbers.
- Removal of old patch panels.

Implementation:

- Installation of Cat6 48-Port 2RU all metal modular rack-mountable Feed-through RJ45 copper patch panels.
- Re-termination of existing ethernet cables to the snap-in Keystone Jack modules.
- Reinstallation of all existing patch cords from the patch panels to switches

Labeling:

- Provide and install machine-printed label strips on the front and for each port of the patch panels. All labels shall be machine-generated. Hand-written labels will not be accepted. All cables in the back shall be labeled with corresponding port number.

Testing:

- Document all connections and locate unknown cable locations.
- Test and verify each connection once terminated. Each pair shall be tested end-to-end. Results of the tests should include proper connectivity, open pairs, short circuits, reversed pairs, and damaged cables.
- If a problem or failed test occurs, the Vendor shall evaluate and remedy the problem without any additional cost to the OPPL.

Documentation:

- Provide documentation of the connections and locations.
- Each data outlet and cable shall be tested and certified for permanent link compliance with TIA Category 6. Documentation is to be submitted for approval prior to the commencement of work. The above test results shall be furnished in writing to OPPL prior to acceptance.

Location	Quantity of 48-Port Network Patch Panel
First floor	9
Second floor	9
Third floor	9

2.2 IMPLEMENTATION REQUIREMENTS

- The cable shall not be left lying on the floor
- All 8-pin modules shall be CAT6 and wired according to the wiring code.
- The splitting of cables onto multiple jacks is not acceptable.
- The Vendor shall use Velcro-styled straps to tie-wrap all cables.
- The Vendor must assign one Project Manager for the whole project, and the project manager is required to show up on-premises to manage project implementation.
- The Vendor must have knowledge and experience with the Library's environment.
- All equipment must be new and from an authorized reseller of the manufacturer's product. No refurbished or "grey-market" equipment will be accepted.

2.3 QUESTIONS TO VENDORS

- 1) Please provide the timeline in working hours for the implementation applied by each floor, including the phases defined in 2.1 Scope of Work.
- 2) Please provide a specification and quote for broken ethernet cable replacement: quoted for a single run of 150/200/250ft cable length (minimum F/UTP, CMP Plenum fire safety rating, pure copper, high transmission performance, 23AWG, 550MHz). Using results from the testing phase, OPPL will use this quote to process an optional RJ45 Keystone Jack and/or ethernet Cat6 cable run replacement after solely OPPL's decision and approval.

SECTION 3: ITEMIZED EQUIPMENT & PRICE QUOTATIONS

When preparing your pricing quotations, please note that Oak Park Public Library is a Tax Exempt government agency.

3.1 PRICING

Please provide a listing of equipment required to meet the needs of the OPPL as specified in this RFP quantity, unit list price, and extended total price. All work must comply with the State of Illinois statutes and (820 ILCS 130/) Prevailing Wage Act.

Suppose there is any area of service not specified in this document that is required to complete this project successfully. In that case, you must provide separate itemized list and summary pricing for the equipment and installation services.

SECTION 4: REFERENCES

Using the tables provided below, please provide a minimum of three (3) references of similar work that the Library may contact. References should demonstrate completed work of similar scale and scope as requested in this RFP.

LIBRARY REFERENCE			
Company Name		Contact Name	
City, State		Contact Telephone #	
Date Installed		Contact e-mail	
Systems & Applications Installed (List All)			
System, Model # or Description of Application	S/W Version / Release	Size (endpoints, ports, RTU, seats, etc.)	

SECTION 6: M/W/V/DBE Status Form

Failure to respond truthfully to any questions on this form, failure to complete the form or failure to cooperate fully with further inquiry by the Oak Park Public Library will result in disqualification of Vendor's Proposal.

1. Company Name: _____

2. Insert "x" in the if your firm is:

- Minority Business Enterprise (MBE) (A firm that is at least 51% owned, managed and controlled by a Minority.)
- Women's Business Enterprise (WBE) (A firm that is at least 51% owned, managed and controlled by a Woman.)
- Veteran Business Enterprise (VBE) (A firm that is at least 51% owned, managed and controlled by a Veteran.)
- Owned by a person with a disability (DBE) (A firm that is at least 51% owned, managed and controlled by a person with a disability)
- None of the above

[Submit copies of any M/W/V/DBE certifications]

3. What is the size of the firm's current stable workforce?

Number of full-time employees: _____

Number of part-time employees: _____

Signature: _____

Title: _____

Date: _____

SECTION 7: IDF PHOTOS



