

Sample Request for Proposal

This sample Request for Proposal (RFP) was modified from an actual RFP originally prepared by NPower New York on behalf of an [Edna McConnell Clark Foundation](#) grantee. Please note that the project described here is specific to the grantee and should not be reused verbatim. For more information on how to build an effective RFP, please see TechSoup's RFP Library at: <http://www.techsoup.org/emcf/rfp/>

Copyright 2006 [NPower](#). This work is published under a [Creative Commons Attribution-NonCommercial-NoDerivs 2.5 License](#).

Request for Bid
Data, Voice and Video Wiring

January 4, 2006

Prepared by:



Putting technology know-how in the hands of Non-Profits.

145 West 30th Street, 8th Floor
New York, NY 10001
212-566-7010

Table of Contents

Project Summary	3
Work to be Performed.....	3
Timeframes	3
How to Respond.....	3
Overview	4
[[ORG NAME]]	4
Project Overview	4
General Requirements.....	5
General Requirements.....	5
Standards, Constraints and Assumptions.....	5
Materials, Equipment and Work Methods	5
Project Management	6
Estimates and Work Authorization.....	7
Delivery Acceptance and Warranty	7
Installation Requirements	8
Riser (Vertical) Cabling.....	8
Station (Horizontal) Cabling.....	8
Installation of Main Distribution Frame	9
Installation of Intermediate Distribution Frames and Wiring of Computer Labs.....	10
Video Cabling.....	10
Inspection, Testing and Warranty.....	11
Inspection.....	11
Testing.....	11
Acceptance.....	12
Warranty	12
Price Proposal.....	13
Terms	13
Pricing.....	13
Payment.....	13
Response.....	14
Timeframe.....	14
How to Respond.....	14
Appendix A: Construction Timeline	15
Appendix B: Floor Plan.....	16
Appendix C: Detailed List of Stations and Jack Configuration.....	17
Appendix D: Graphical Representation of MDF and IDF Racks	18

Project Summary

Work to be Performed

The [[ORG]] provides [[description of service]]. [[ORG]] is relocating from its current site in [[description of location]]. The site is a single location housing administrative staff and 4 classrooms in approximately 13,000 square feet. [[ORG]] is seeking qualified union contractor to provide the services and materials necessary to install the appropriate wiring to support its telecommunication, data and video transmission needs.

Timeframes

The following is a general schedule for the relocation project:

Construction Start	[[date]]
Electrical Roughing completed	[[date]]
Construction Complete	[[date]]
Occupancy	[[date]]

To the best of its ability, [[ORG]] will adhere to the following timeframes for the procurement of a wiring contractor and completion of the wiring project.

Activity	Timeframe
Notification to Potential Bidders	[[date]]
Bid Pre-Meeting (10 a.m. at 52 Broadway, 6 th Floor)	[[date]]
Bids Due/Opening	[[date]]
Bid Award/Authorization to Proceed	[[date]]
Commence Work	[[date]]

How to Respond

A written proposal specifying services and materials compliant with the requirements identified below should be submitted with the following sections:

1. **Company Overview** – An overview of the company with specific references to any supplemental materials (where applicable) and references with contract information for at least 2 current or former clients.
2. **Acceptance of General Requirements** – An affirmative acceptance of the “general requirements” identified below or identification of any exceptions and the reason for these exceptions.
3. **Alternative Requirements, Specifications and Methodologies** – Any alternatives to the stated requirements and specifications that should be considered to lower price without compromising performance or increasing performance without significantly increasing price.
4. **Price Proposal** – A detailed breakdown of the proposed price for services and materials and any alternatives that should be considered.

The 3 copies of the proposal should be delivered in a sealed envelop to [[ORG]]’s General Contractor:

[[G.C. Name]]
[[G.C. Contact Info]]

Overview

[[ORG NAME]]

[[ORG]] provides [[description of ORG's services]].

Project Overview

[[ORG]] is relocating its offices and classrooms from its current location in [[old location]] to a new location at [[new location]]. The site will be a single contiguous space housing administrative staff and classrooms (including 2 computer laboratories). The site requires approximately 50 stations to be provided with 3 Cat5e connections for data and voice. In addition, two (2) computer laboratories of approximately 30 stations each will be connected via an intermediate panel and a Cat 6 connections to the main data closet.

[[ORG]] is seeking qualified contractors to provide the services and materials necessary to install the appropriate wiring to support its telecommunication, data and video transmission needs.

General Requirements

General Requirements

- 1.1.1 The contractor acknowledges that [[ORG]] will rely on Contractor's ability, expertise and knowledge. Contractor shall be obligated to exercise the highest standard of care in performing its obligation.
- 1.1.2 The Contractor will direct its personnel to respect and abide by the authority of the [[ORG]] and/or its consultants on all matters related to the Contractors operation at the Site, including but not limited to: Use of site resources such as elevators and loading docks, and the coordination of same; Connection to and use of utilities; Safety issues; Trash removal and site cleanliness; Site security
- 1.1.3 The schedule for delivery of materials and work will be coordinated with [[ORG]]'s General Contractor. The site can be accessed from 6:00 am until 4:00 pm on business days. The Contractor will provide for any overtime delivery and handling of materials is required.
- 1.1.4 The Contractor will coordinate as necessary with other trades working on site.

Standards, Constraints and Assumptions

- 1.1.5 The contractor must be appropriately licensed or registered with governmental entities.
- 1.1.6 The contractors must use workers that are members of the Communication Workers Association.
- 1.1.7 All of the cables will be installed in compliance with local codes.
- 1.1.8 The contractor's staff shall adhere to OSHA work site regulations and any other federal, state, local laws and ordinances, and Contractor will be responsible for fines or other penalties resulting from any violation thereof.

Applicable Standards

- 1.1.9 The complete system material, equipment testing, installation and workmanship shall comply with requirements of:
 - 1.1.9.1 ANSI/EIA/TIA-568 and 568A (SP-1907B and SP-2840) latest revision for Commercial and Industrial Building Wiring Systems including TSB36, TSB40, and TSB40A.
 - 1.1.9.2 ANSI/EIA/TIA-569.
 - 1.1.9.3 National Electrical Code including Article 800 and Article 770.
 - 1.1.9.4 Applicable [[local municipality]] Codes
 - 1.1.9.5 Manufacturer's recommendations for the respective equipment.
- 1.1.10 The complete computer/data system shall provide electronic data/network multi-channel communications for the following:
 - 1.1.10.1 IEEE 802.3/ETHERNET, 10 MBPS and 100 MBPS.
 - 1.1.10.2 FDDI-Distributed data interface on fiber or copper wire, 100 MBPS.
 - 1.1.10.3 CDDI-Copper Distributed Data Interface - 100 MBPS.
 - 1.1.10.4 TDDI-Twisted Pair Distributed Data Interface - 100 MBPS ANSIX3T9.5.
 - 1.1.10.5 EIA RS-232.
- 1.1.11 The complete television/video system shall be suitable or the television/video equipment installed as part of the contract.
- 1.1.12 Installation of all equipment, devices, spliced, terminations, cables, outlets, etc. Shall comply with manufacturer's recommendations.

Materials, Equipment and Work Methods

- 1.1.13 The contractor will have all products approved by [[ORG]] prior to any installation. Shop drawings, specifications and samples will be submitted for approval by the shop architect and engineer prior to installation.
- 1.1.14 The Contractor shall make no penetration of floors, walls or ceilings without the prior consent of [[ORG]] and /or its consultants. Where penetrations through acoustical walls, fire rated walls or other

- walls for cableways are required, the Contractor shall properly seal penetration in compliance with applicable codes.
- 1.1.15 Installation of all hangers, etc. drilled or shot into ceiling slab will be done on overtime or as building rules allow. The Contractor will coordinate with [[ORG]]'s General Contractor on any installation of this kind.
 - 1.1.16 The Contractor shall provide any necessary screws, anchors, clamps, tie wraps, distribution rings, wire, miscellaneous grounding and support hardware, etc., necessary to facilitate the installation of this project.
 - 1.1.17 It shall be the responsibility of the Contractor to furnish any special installation equipment or tools necessary to properly complete the project. This may include, but is not limited to, tools for terminating cables, testing and splicing equipment for copper/fiber cables, communication devices, jack stands for cable reels, or cable wenchers.
 - 1.1.18 At the completion of the project, the Contractor shall restore to its former condition, all aspects of the project site and on a daily basis, shall remove all waste and excess materials, rubbish debris, tools and equipment resulting from or used in the service provided under this Contract. All clean up, restoration, and removal noted above will be by the Contractor and at no cost to [[ORG]]. If the Contractor fails in its duties under this paragraph, [[ORG]] may, upon notice to the Contractor, perform the necessary clean up and deduct the costs thereof from any amounts due or to become due to the Contractor. In any event, it shall be the Contractor's responsibility to remove trash from the areas it is working in and remove all related trash from the work sites.
 - 1.1.19 The Contractor shall be responsible for printed labels for all cables and cords, distribution frames, and outlet locations, according to [[ORG]] at the time of delivery. No labels will be written by hand. Machine labeling shall be used on all information outlets, patch panels, punch blocks, feed cables, etc.
 - 1.1.20 The Contractor shall not place any distribution cabling alongside power lines, or share the same conduit, channel or sleeve with electrical apparatus. No cabling will be permitted to be lain on ceiling or black iron. All cabling is to have independent support system.
 - 1.1.21 The Contractor shall ensure that the maximum pulling tensions of the specified distribution cables are not exceeded and cable bends maintain the proper radius during the placement of the facilities.
 - 1.1.22 The Contractor will provide a ground at all newly installed distribution frames, and or ensuring proper bonding to any existing facilities. The Contractor shall also be responsible for ensuring ground continuity be properly bonding all appropriate cabling, closures, cabinets, service boxes, and framework. All grounds shall consist of #6 AWG copper wire and shall be supplied from an approved building ground and bonded to the main electrical ground.
 - 1.1.23 All workstation cables shall be installed neatly above the existing drop "T" bar ceiling or installed in conduit in solid ceiling areas or hard wall areas where installation of the cable is not possible inside the walls.
 - 1.1.24 All cables will be connected in numerical order in the MDF's and IDF's

Project Management

- 1.1.25 The Contractor will appoint an on site project manager. The manager will attend a project status meeting with [[ORG]] each week (day is TBD) and will provide an updated schedule of work completed and in progress
- 1.1.26 An initial planning meeting will be held as soon as possible after award of contract to finalize the installation schedule and hours of installation. This schedule shall include, but not be limited to: Start and completion dates for each step, event or activity of the week; List of key decisions required and dates for final decisions by [[ORG]].
- 1.1.27 The Contractor will provide [[ORG]] with the schedule for submission and acceptance of any deliverables two weeks prior to completion.
- 1.1.28 Prior to starting the installation, the assigned installation supervisor or lead technician shall participate in walk-through of the site with [[ORG]] and its representatives to review and verify engineering/ installation and verify all installation methods and cable routes.

Estimates and Work Authorization

- 1.1.29 Estimates for work to be performed will be fixed price bids. All specifications, bill of materials, assumptions and constraints for the work to be performed at the quoted price will be document by the contractor and supplied with the price bid.
- 1.1.30 Changes in price must be documented and approved in writing prior to the work being performed.
- 1.1.31 All work must be authorized in writing before and purchases or work is to be performed.

Delivery Acceptance and Warranty

- 1.1.32 Once all work has been completed, successful post-installation testing which yields 100% Pass rating, test documentation has been submitted, and [[ORG]] is satisfied that all work is in accordance with contract documents, [[ORG]] shall notify Contractor of formal acceptance of the system.
- 1.1.33 Contractor shall warrant installation against all product defects, and that all approved cabling components meet or exceed the requirements of TIA/EIAA-568A, TIA/EIA-568A -A5, and ISO/IEC 11801 for a period of 20 years.
- 1.1.34 Acceptance will not be given until as-built (CAD) drawings with the client approved numbering system is provided.

Installation Requirements

- 1.1.35 The Contractor will provide all material, equipment, supervision, etc. as required to furnish and install a complete Telephone/Data cabling system as per the plans and the specification listed below.
- 1.1.36 All terminating backboards, patch panels, connecting cable, patch cords, wire management rings and trays, ladder racks for overhead wire management, labeling, 19 inch racks, and any and all other hardware necessary (unless otherwise specified by [[ORG]]) will be provided by the Contractor.
- 1.1.37 One complete set of system technical reference manuals along with maintenance and diagnostic manuals, with updates, shall be left at the site and one set given to the Department upon completion of installation.

Riser (Vertical) Cabling

- 1.1.38 The Contractor will be required to install cabling from the building's DMARC on the 8th floor in the office of the [[tenant name]] to the [[ORG]] DMARC on the 6th floor in the server room. To support one (1) T1 for voice telecommunication and 2 SDSL lines.
- 1.1.39 The Contractor will provide unit pricing for installing additional riser cabling to support multiple T1.
- 1.1.40 All vertical (floor-to-floor) risers shall be run in appropriately sized conduit.
- 1.1.41 All installations should be coordinated with [[ORG]]'s General Contractor and the building engineer.

Station (Horizontal) Cabling

- 1.1.42 All station wiring shall be four (4) pair, Unshielded Twisted Pair (UTP), Category 5e, 24-gauge cable with legible color coding of conductors.
- 1.1.43 All UTP, fiber optic cable, patch panels and other components must adhere to performance levels specified in the TIA/EIA-568-A Standard. All cable must be approved by the Underwriters Laboratories, Inc. and must bear exterior jacket markings indicating type, Category classification if applicable, fire rating of jacket material, number of conductors/strands, and gauge or thickness of copper or fiber pairs.
- 1.1.44 Contractor must supply the [[ORG]] with specification sheets for all cables to be installed prior to commencement of work. If a change is to be made to either the lot or manufacture of the cable, [[ORG]] shall be notified and supplied with specification sheets for the new cable.
- 1.1.45 At the closet end, all cable will be terminated at an IDF, or MDF (if homerun) and the Contractor will terminate every pair of every voice and data cable on Category 5e compliant patch panel(s). All Category 5e cable designated for voice stations will be cut down and all four pairs of voice cable must be cut down. Data cables will be cut down on Category 5e compliant patch panels with RJ-45 type, eight conductor, modular receptacles. All data patch panels will be terminated on a standard 19 inch rack.
- 1.1.46 All conduit, pull boxes and horizontal raceways (if used) must be installed with 30% free space for additional cable runs.
- 1.1.47 All cables run in ceilings for horizontal distribution must be bundled together and supported from the floor above or the building structure inside the ceiling. They can not be supported by the ceiling, ceiling hangers, or other utilities in the ceiling and must not lie on the ceiling. Tie wraps shall not be secured with excessive strain. Care will be taken to preserve twists in UTP and minimize stretching of cable.
- 1.1.48 All cable must be concealed in ceilings or walls wherever possible. When such concealment is not possible, cable must be within metal raceway/molding. Cable must be properly supported and provided with strain relief in all cases.
- 1.1.49 All floor and wall drilling necessary for running cables must be performed by the Contractor. Cable runs through walls and floors must be in EMT or rigid conduit sleeves with ½" lips at each end. Wall restoration (i.e. patching) is required and will be at the Contractor's expense. Proper materials must be used for floor and wall patching.

- 1.1.50 The site houses administrative staff and 4 classrooms in approximately 13,000 square feet. Approximately 50 stations will need to be connected with 3 Cat5e connections for data and voice. In addition, two (2) computer laboratories of approximately 30 stations each (single Cat5e connection) will be connected via an intermediate panel and a Cat6 connection to the main data closet. The attached plan is representative of the space configuration and floor plan. Detailed specifications for cabling and jack types are also attached and is summarized by the following table:

ICON	KEY	DESCRIPTION	WALL PLATE CONFIGURATION	TOTAL CAT 5E	TOTAL ICONS	TOTAL PHONE RUNS	TOTAL DATA RUNS	LOCAL DATA RUNS IN COMPUTER LABS
◀	PO	TELEPHONE ONLY	1 PHONE	1 CAT 5E	3	3		
◀	WS	WORKSTATION	2 DATA / 1 PHONE	3 CAT 5E	81	81	162	
◀	DO	DATA ONLY	2 DATA	2 CAT 5E	3		6	
◀	DOWM	DATA ON WIREMOLD (COMPUTER LAB)	1 DATA	1 CAT 5E	60			60
☒	WSFM	WORKSTATION - FLOOR MOUNTED	2 DATA / 1 PHONE	3 CAT 5E	3	3	6	
☑	WSWM	WORKSTATION - WALL MOUNTED - FURNITURE	2 DATA / 1 PHONE	3 CAT 5E	2	2	4	
P	PRT	NETWORK PRINTER	1 DATA	1 CAT 5E	12		12	
F	FAX	FAX	1 PHONE	1 CAT 5E	5	5		
						94	190	60

- 1.1.51 Standard stations wires in Administrative Areas shall consist of three (3) Category 5e four-pair cables (2 for data and 1 for voice). This station shall be terminated on a combination faceplate consisting of three RJ-45 type, modular, eight conductor, outlets configured and terminated as per EIA/TIA jack designation T568B. The modular RJ-45 inserts shall be color coded to differentiate the primary and secondary data outlets from the voice outlet. The Contractor and [[ORG]] will agree on the color coding and labeling prior to project start.

Installation of Main Distribution Frame

- 1.1.52 Contractor shall submit a drawing of the telephone equipment room, showing layout of all components including necessary electrical outlets, conduits, and environmental requirements and wire termination fields prior to the start of the job.
- 1.1.53 Furnish and provide (6) 48-Port CAT 6 UTP (T568B wiring scheme) patch panels separated by 2U wire management panels. All data runs should be punched down to these panels, using the agreed upon labeling scheme (see attachment).
- 1.1.54 Furnish and provide (1) 12-Port CAT 6 UTP (T568B wiring scheme) patch panel separated by a 2U wire management panel. The four classroom CAT 6 home runs that come from each of the two classroom IDF enclosures should be punched to this panel. (two CAT 6 runs from each classroom). (see attachment).
- 1.1.55 Cisco Catalyst Switches will be moved from existing server room. 6 Cisco 2950's and 1 2900XL (see attachment).
- 1.1.56 Patch panels and other components will be documented and labeled for compliance with performance levels specified in the TIA/EIA-568-A Standard.
- 1.1.57 Allow space in telecommunication rack for monitor and keyboard associated with Mitel SX-200 PBX Control Unit.
- 1.1.58 Furnish and provide (3) 48-Port CAT 5E UTP (T568B wiring scheme) patch panels each separated by a 2U wire management panel. All PBX telephone handset runs should be punched down to these panels using the agreed upon labeling scheme(see attachment).

- 1.1.59 Furnish and provide (3) 48-Port CAT 5E UTP (T568B wiring scheme) patch panels each separated by a 2U wire management panel. The punch down will be done by the PBX vendor (see attachment).
- 1.1.60 A 110 termination for all RJ21x's associated with the Verizon Network Termination and 110 Point of Presence (POP) will be placed on the backboard by the wiring contractor. The 110 block will have a 25-pair cable terminated and the other end run to the RJ21X and terminated on an anphinal connector and connected to the Verizon block.

Installation of Intermediate Distribution Frames and Wiring of Computer Labs

- 1.1.61 Furnish and provide (1) 48-Port CAT 6 UTP (T568B wiring scheme) patch panel and (3) wire management panels and (1) rack mountable power strip. Two (2) 24 port switches will be purchased by [[ORG]]. The wire management panels should be installed in the rack between devices. The entire panel should be locked, enclosed and installed just below the ceiling line. It should be installed above the teachers station as identified in the attached plan.
- 1.1.62 All data runs inside this room should be punched down to the 48-Port panel in the room
- 1.1.63 Two (2) CAT 6 home runs should be wired to the Classroom Patch Panel on Rack 2 in the server room.
- 1.1.64 Patch panels and other components will be documented and labeled for compliance with performance levels specified in the TIA/EIA-568-A Standard.
- 1.1.65 All phone runs should be pulled to the server room and punched down on rack 3 (Mitel PBX/TELCO), according to the agreed upon labeling scheme.
- 1.1.66 The room also requires two video runs to support the addition of a DLP projector. The runs should go from the teachers workstation to the center of the ceiling, twelve feet from the front of the room. The required cables are an s-video type and a 15-pin SVGA (male to male).

Video Cabling

- 1.1.67 The contractor will install appropriate cabling to provide distribution of digital television from DMARC to be determined on the 6th Floor to the data center and distribution to floors mounts (unless otherwise specified) in the following locations: 6 classrooms (Rooms 638, 642, 644, 646, 649, 653); 2 executive offices (Rooms 633 and 631); 1 executive conference room (634); 1 general purpose conference room (Room 645); and the student lounge (Ceiling mount in Room 655).

Inspection, Testing and Warranty

Inspection

- 1.1.68 Testing of wiring shall be provided on 100% of the horizontal, riser and backbone cabling. Horizontal wiring pairs shall be tested from the information outlet to the MDF or respective IDF. Test results shall be submitted to [[ORG]] upon completing specific phases of work.
- 1.1.69 The Project Manager and [[ORG]] (or its contractor) shall perform on-going inspections during construction. The following points will be examined:
 - 1.1.69.1 Completeness of design documentation.
 - 1.1.69.2 Accuracy of test results and testing completeness
 - 1.1.69.3 Suitability of specific cable types for given uses.
 - 1.1.69.4 Adherence to manufacturer's installation guidelines.
 - 1.1.69.5 Avoidance of excessive cable bending.
 - 1.1.69.6 Avoidance of EMI sources.
 - 1.1.69.7 Cable fill correctness.
 - 1.1.69.8 Support hanger installation.
 - 1.1.69.9 Sagging of suspended cable.
 - 1.1.69.10 IDF terminations and equipment assembly.
 - 1.1.69.11 Cat. 5e terminations: jacket removal point; termination positions; all pair terminations tight with minimal pair distortions; twists maintained up to Index Strip
 - 1.1.69.12 Cat. 5e Patch Panel installation: cable dressing; jackets remain up to the Connecting Block; all pair termination's tight and undistorted; twists maintained up to the Connecting Block
 - 1.1.69.13 Correctness of outlets (T568A)
- 1.1.70 Visually inspect all cables, cable reels, and shipping cartons to detect possible cable damage incurred during shipping and transport. Visibly damaged goods are to be returned to the supplier and replaced at no additional cost to the owner.
- 1.1.71 If post-manufactured performance data has been supplied by the manufacturer of cables or connecting hardware, copies of such data are to be kept for inclusion in the Documentation and be made available to the owner upon request.
- 1.1.72 All materials are to be new and unused.

Testing

- 1.1.73 Contractor shall provide sufficient skilled labor to complete testing within the agreed upon test period as determined by the agreed to schedule
- 1.1.74 All installers assigned by the contractor to the installation shall have factory certification that they are qualified to install and test the provided products.
- 1.1.75 Contractor is responsible for supplying all of the required test equipment used to conduct acceptance tests.
- 1.1.76 Contractor is responsible for submitting acceptance documentation as defined below.
- 1.1.77 Owner reserves the right to be present during any or all testing.
- 1.1.78 Testing shall be of the Basic Link. However, contractor shall warrant performance based on Channel performance and provide patch cords that meet channel performance.
- 1.1.79 All cabling not tested strictly in accordance with these procedures shall be re-tested at no additional cost to the owner.
- 1.1.80 100% of the installed cabling must be tested. All tests must pass acceptance criteria as defined below.
- 1.1.81 Test equipment shall be fully charged prior to each days testing.
- 1.1.82 Test reports shall be submitted in electronic format only. Electronic reports must be accompanied by a Certificate signed by an authorized by an authorized representative warranting the truth and accuracy

of the electronic report. Certificate must reference traceable circuit numbers that match the electronic record.

- 1.1.83 Test reports shall include the following information for each cabling element tested:
 - 1.1.83.1 Wiremap results that indicate the cabling has no shorts, opens, miswires, split, reversed, or crossed pairs, and end to end connectivity is achieved.
 - 1.1.83.2 For Category 3 cabling: Attenuation and NEXT data that indicate the worst case result, the frequency at which it occurs, the limit at that point, and the margin. These tests shall be performed in a swept frequency manner from 1 to 16 MHz. Information shall be provided for all pairs or pair combinations and in both directions. Any individual test that fails the relevant performance specification shall be marked as a FAIL
 - 1.1.83.3 For Category 5e or 6 Cabling: Attenuation, NEXT, PSNEXT, Return Loss, ELFEXT, and PSELFEXT data that indicate the worst case result, the frequency at which it occurs, the limit at that point, and the margin. These results shall be performed in a swept frequency manner from 1 MHz to the highest relevant frequency, using a swept frequency interval that is consistent with TIA and ISO requirements. Information shall be provided for all pairs or pair combinations and in both directions when required by the appropriate standards. Any individual test that fails the relevant performance specification shall be marked as FAIL. iv) Length (in meters), propagation delay, and delay skew relative to the specified limit. Any individual test that fails the relevant performance specification shall be marked as a FAIL.
 - 1.1.83.4 Cable manufacture, cable model number/type, and NVP.
 - 1.1.83.5 Tester manufacturer, model, serial number, hardware version, and software version
 - 1.1.83.6 Circuit ID number and project name
 - 1.1.83.7 Autotest specification used
 - 1.1.83.8 Overall pass/fail indication
 - 1.1.83.9 Date of test
- 1.1.84 Test reports shall be submitted within 5 days of completion of testing.
- 1.1.85 Test equipment used under this contract shall be from manufacturers that are ISO 9001 certified.
- 1.1.86 All test tools of a given type shall have compatible electronic results output.
- 1.1.87 Test equipment must be capable of certifying Category 5, 5e, and 6 links.

Acceptance

- 1.1.88 Contractor must warrant in writing that 100% of the installation meets the Standards Compliance & Test requirements above.
- 1.1.89 [[ORG]] reserves the right to conduct, using Contractor equipment and labor, a random retest of up to five (5) percent of the cable plant to confirm documented results. Random retesting, if performed, shall be at the expense of the [[ORG]], using standard labor rates. Any failing cabling shall be re-tested and restored to a passing condition at the contractor expense. In the event more than two (2) percent of the cable plant fails during re-test, the entire cable plant shall be re-tested and restored to a passing condition at no additional cost to [[ORG]].
- 1.1.90 [[ORG]] may agree to allow certain cabling runs to exceed standardized performance criteria (e.g. length). In this event, such runs shall be explicitly identified and excluded from requirements to pass standardized tests.
- 1.1.91 Once all work has been completed, successful post-installation testing which yields 100% Pass rating, test documentation has been submitted, and [[ORG]] is satisfied that all work is in accordance with contract documents, [[ORG]] shall notify Contractor of formal acceptance of the system.

Warranty

- 1.1.92 Contractor shall warrant installation against all product defects, and that all approved cabling components meet or exceed the requirements of TIA/EIAA-568A, TIA/EIA-568A -A5, and ISO/IEC 11801 for a period of 20 years.

Price Proposal

Terms

- 1.1.93 The Contractor will charge no more than price agreed to unless the scope of work, schedule and price are agreed to by the Contractor and [[ORG]] in writing.
- 1.1.94 A deposit may be requested to offset the cost of no more than 50% of materials used in this project.

Pricing

- 1.1.95 The contractor will provide unit prices for the following:
 - 1.1.95.1 Unit price for installation of riser cabling required for installation of additional T1.
 - 1.1.95.2 Unit price for installation of additional station wiring and jacks in the following configurations: 3 Cat 5e for data and voice, 1 Cat 5e for voice, 1 Cat 5e for data.
- 1.1.96 The Contractor will provide price estimates for the following components of work:
 - 1.1.96.1 Total price for labor associated with Riser (vertical) wiring
 - 1.1.96.2 Total price for labor associated with Station (horizontal) wiring
 - 1.1.96.3 Total price for labor associated with installation of Main Distribution Frame
 - 1.1.96.4 Total price for labor associated with installation of Intermediate Distribution Frames and classrooms.
 - 1.1.96.5 A detailed bill of materials indicating the item, quantity, purpose and price of materials to be used.
- 1.1.97 Alternatives to the above specifications that are functionally equivalent but more economical are welcome. The Contractor should provide information on these alternatives for consideration. Examples of alternatives may include but are not limited to:
 - 1.1.97.1 Home run cabling of stations in computer laboratories
 - 1.1.97.2 Alternative cable or equipment specifications
 - 1.1.97.3 Modifications of requirements for testing and warranty
 - 1.1.97.4 Eliminating patch panels or overly redundant equipment

Payment

- 1.1.98 The Contractor will be paid upon acceptance of work by [[ORG]].
- 1.1.99 Payment will be made after all work is completed and accepted by [[ORG]] unless sub-groupings of work are identified and agreed to by both parties prior to commencement of work.

Response

Timeframe

To the best of its ability, [[ORG]] will adhere to the following timeframes for the procurement of a wiring contractor and completion of the wiring project.

Activity	Timeframe
Notification to Potential Bidders	[[date]]
Bid Pre-Meeting [[location]]	[[date]]
Bids Due/Opening	[[date]]
Bid Award/Authorization to Proceed	[[date]]
Commence Work	[[date]]

How to Respond

A written proposal specifying services and materials compliant with the requirements identified below should be submitted with the following sections:

5. **Company Overview** – An overview of the company with specific references to any supplemental materials (where applicable) and references with contract information for at least 2 current or former clients.
6. **Acceptance of General Requirements** – An affirmative acceptance of the “general requirements” identified below or identification of any exceptions and the reason for these exceptions.
7. **Alternative Requirements, Specifications and Methodologies** – Any alternatives to the stated requirements and specifications that should be considered to lower price without compromising performance or increasing performance without significantly increasing price.
8. **Price Proposal** – A detailed breakdown of the proposed price for services and materials and any alternatives that should be considered.

The 3 copies of the proposal should be delivered in a sealed envelop to:

[[General Contractor Name]]
[[G.C. Contact Info]]

Appendix A: Construction Timeline

[[Appendix not include in this sample RFP.]]

Appendix B: Floor Plan

[[Appendix not include in this sample RFP.]]

Appendix C: Detailed List of Stations and Jack Configuration

[[Appendix not include in this sample RFP.]]

Appendix D: Graphical Representation of MDF and IDF Racks

[[Appendix not include in this sample RFP.]]