

**Purchase Order Request for Proposals (PORFP)
MJUD Network Cable and Wiring Services**

Master Contract Number K14-0062-29

Section 1 –General Information			
PORFP Number:	DHCD # S00R5400006		
PORFP Type:	Fixed Price		
Functional Area/s for this PORFP:	<ul style="list-style-type: none"> - (Materials and Equipment) - (Installation) - (Testing and Maintenance) 		
Business Reason / Project	The Department of Housing and Community Development (DHCD) is relocating its headquarters to a NEW building in New Carrollton in Prince George’s County.		
Minority Business Enterprise (MBE) Goal If applicable, subcontractors utilized in meeting the established MBE participation goal(s) for this solicitation shall be identified as provided.			<u>10 %</u>
PORFP Issue Date	10-8-14	PROPOSAL DUE DATE and TIME: No extension of this time will be granted.	Bids shall be received by DHCD’s Project Manager, no later than NOON local time on 10-28-14 in order to be considered.
Place of Performance:	DHCD office building located at 7800 Harkins Road, New Carrollton, Md. 20787. There are 4 floors, 276 cubicles of various sizes, 173 offices as well as various areas (i.e. conference, copier, printers, etc.). A floor plan with drop locations will be provided.		
Pre-proposal Conference:	A Pre-bid Conference/Project Walk-Through (Conference) will be held on October 14, 2014 at 10:30 – 11:30. All prospective Bidders are encouraged to attend in order to facilitate better preparation of their Bids. The conference will be summarized, as well as the questions and answers will be emailed to potential bidders.		
Special Instructions:	Questions are to be written and sent to the Project Manager – Tolson@mdhousing.org . Bids may be modified or withdrawn by written notice received by the Project Manager before the time and date set for submissions due. Upon receipt, each Bid and any timely modification(s) to a Bid shall be stored in a secure place until the time and date set for bid opening. Before Bid opening, the State may not disclose the identity of any Bidder. There will be no public		

	opening of the bids.
Security Requirements(if applicable):	All contractors and workers will be required to pass a security clearance by the Maryland Capitol Police as this is a State lease facility.
Quote Instructions:	Pricing to include labor and materials
Invoicing Instructions:	Invoicing to include: location, date of work, business reason, cost breakdown by labor, materials, and travel. Include address the invoice is to be sent upon completion of work.

Section 2 –Agency Point of Contact (POC) Information

Agency / Division Name:	Department of Housing & Community Development		
POC Name:	Deb Tolson	POC Phone Number:	(o) 410-514-7102 (c) 443-891-3127
POC Email Address:	Tolson@mdhousing.org		
POC Mailing Address: (If different than invoicing address)	Maryland Department of Housing & Community Development 100 Community Place Crownsville, Md. 21032		

Section 3 –Project Site POC Information / Project Address

Project POC Name:	Deb Tolson	POC Phone Number:	Same as above
POC Email Address:	Same as above		
Project Address:	Same as above		

Section 4 – Scope of Work

Cable and Wiring Material & Equipment (Provide itemized list of required information and model number/s. If type of equipment is unknown, describe required functionality):

List Required Cable and Wiring Materials, Equipment and Model Number/s	Quantity
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1. SEE THE ATTACHED DOCUMENT	
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Due Date for Delivery:

- Contractor will **START** this project **November 10, 2014**.
- There are 4 floors each will be completed within a 1 week time frame. Starting as follow:
 - November 10, 2014 - 4th floor
 - November 17, 2014 - 3rd floor
 - November 25, 2014 - 2nd floor
 - December 1, 2014 – 1st floor
- Schedule as to work flow will be set by DHCD and the developer in order to coordinate with other work being preform at the same time.
- Contractor will **COMPLETE** all work by **December 8th 2014**.
- Contract shall remain in place until **April 30, 2014**.

**Cable and Wiring Installation
(Provide itemized list of required installation services.
If type of equipment is unknown, describe required functionality):**

List Cable and Wiring Installation	List Deliverables
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1. SEE THE ATTACHED DOCUMENT	
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**Cable and Wiring Testing and Maintenance
(Provide itemized list of required services and deliverables)**

List Required Cable and Wiring Testing and Maintenance	List Deliverables
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1. SEE THE ATTACHED DOCUMENT	
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**Special Projects
(Describe Nature of Work to include deliverables and material requirements)**

1. SEE THE ATTACHED DOCUMENT

Hours and Days Project is to be Performed	
Work Start Date:	November 10, 2014
Work End Date:	December 8, 2014, with the understanding that this contract will remain in effect until April 30, 2014.
Regular Business Hours	Monday through Friday Site open 6 am – 6 pm
After Business Hours on Nights and Weekends	
Holiday Hours	Closed Nov. 27 th for Thanksgiving
Travel Reimbursement, if applicable (Non-routine travel is travel beyond the 50-mile radius of Annapolis, Maryland facility)	
NONE	
Section 5 – Evaluation Criteria (Provide a list of evaluation criteria in descending order of importance)	
PRICE	
Response to PORFP requirements. (Solution Proposed)	
Basis for Award Recommendation	
DHCD will recommend award to the Master Contractor whose proposal is determined to be the most advantageous to DHCD, considering price and the evaluation factors set forth in the PORFP.	

Continue

GENERAL INFORMATION

- The Maryland Department of Housing and Community Development (DHCD) is issuing this PORFP to acquire the services of a Maryland State License Contractor that can provide Data Network and Voice Cabling Installation for new construction located at 7800 Harkins Road, New Carrollton, Maryland 20787.
- It is DHCD's intention to obtain services, as specified in this PORFP, from a Contract between the successful Bidder and DHCD.
- Bidders, either directly or through their subcontractor(s), shall be able to provide all services, and meet all of the requirements requested in this solicitation and the successful Bidder (the Contractor) shall remain responsible for Contract performance regardless of subcontractor(s) participation in the work.
- Before a business entity can do business in the State it must be registered with the State Department of Assessments and Taxation (SDAT). SDAT is located at State Office Building, room 803, 301 West Preston Street, Baltimore, Maryland 21021. The SDAT website is <http://222.dat.state.md.us/sdatweb/services.html>

SECTION 4 – SCOPE OF WORK

Contractor Requirements

- Contractor will provide all cable, modular jacks, boxes, faceplates, cable supports, conduit, and any other necessary materials to complete this job.
- Contractor will supply all labors, tools and equipment necessary to complete job.
- Contractor is responsible for meeting all state and federal codes.
- Contractor is responsibility for all final measurements

Change Orders

- DHCD reserves the right to issue a formal change order for any increase, decrease, deletion, or addition of work or any increase in contract time or price.
- The Contractor shall be required to sign the change order, and it shall be considered as part of the contract documents.

Clean up

- Contractor shall maintain a clean work site, and storage areas at all time
- Contractor is responsible for replacement of ceiling tiles, and cleanup at the end of each day.
- Before acceptance of the work, the Contractor shall remove from the site all machinery, equipment, surplus material, rubbish, temporary building, barricades and signs.

Cables and Jacks Requirement

- All cable drops will be accessible via string & pull
- All cable and jacks must be CAT 6E or better (plenum where required by code), and data – blue, and voice – white.
- All cables will be terminated in cubicles, offices, file/conference rooms but not limited to RJ45 modular jacks and switch room patch panel unless otherwise noted.

- All jacks will be labeled on the faceplate. Faceplates with ID windows are preferred.
- Cabling shall not be laid on ceiling grid structure, ceiling tiles or supported on any structure not specifically designed for supporting cables. If cable tray is not present, provide cable supports at intervals of every 4-6 feet.
- Cable supports shall be J or D 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 or walls.
- Cable sag 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.
- If a sleeve does not exist in the existing corridor walls a new (minimum size is 1") conduit should be installed for penetrations through walls or floors. Grout mixture or fire-stop system should be used to seal perimeter of the new conduit installed in the corridor walls.
- In wall cable drops are preferred in hollow block walls, but conduit would be acceptable.
- Jacks and switch room locations are noted on included maps. Switch room, offices, file, conference rooms, and cubicles, etc. location are labeled on the plan.

Patch Panel Requirements

- CAT 6 patch panel shall meet the EIA/TIA requirements for CAT 6 cross connect & switching hardware.
- Contractor shall provide CAT 6 RJ45 patch panels in all wiring closets (one located on each floor for a total of four) adequate to support all installed CAT 6 cables, plus 20% growth in each wiring closet.
- CAT 6 patch panels shall include wire management components that shall be used for routing of communications cable to and from telecommunications panels, and equipment.
- Components shall include:
 - Wire slots to organize cables
 - Cable brackets for support and routing
 - Strain relief clips
 - Wire management panels
- Acceptable RJ45 patch panel manufacturers: Avaya, Leviton, Ortonics, or approved equal.
- Contractor shall label all data/voice ports sequentially, referencing the floor number, such as D4-001 & V4-001, and then continue clockwise accordingly.

Additional Notation

- Racks & ladders will be installed by the developer prior to work beginning.
- Plywood will be on approximately 50 % of the wall for patch panels.
- DHCD does not want poles – All wiring (voice, data & electrical) are to come to the bottom of the wall so it can be directly hard-wired to the cubicles.
- Note: DHCD does not currently know the specification for the cubicles so we cannot advise as to the actual wiring. Our preference is that it would be connected to whips from the raceway that is pre-wire for voice, data & electric.
- Floor plan will be provided at walk-thru

Contact Information

Deb Tolson
100 Community Place
Crownsville, Md. 21032
Tolson@mdhousing.org

Office – 40-514-7102
Cell – 443-891-3127

Preference for communication is to have questions emailed.

See the next page for the number of drops & distance.

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General Location & Count		Quantity
Item – 4th floor	Total	190
Cubicles (tied to whip)		46
• 90 foot drops		30
• 150 foot drops		16
Hard-wall and open spaces		144
• 90 foot drops		98
• 150 foot drops		46
Item – 3rd floor	Total	216
Cubicles (tied to whip)		103
• 90 foot drops		74
• 150 foot drops		29
Hard-wall and open space		113
• 90 foot drops		76
• 150 drops		37
Item – 2nd floor	Total	192
Cubicles (tied to whip)		61
• 90 foot drops		21
• 150 drops		40
Hard-wall and open space		131
• 90 foot drops		93
• 150 foot drops		27
CATV		11
Item – 1st floor	Total	162
Cubicles (tied to whip)		66
• 90 foot drops		42
• 150 foot drops		24
Hard-wall and open space		96
• 90 foot drops		77
• 150 foot drops		19
Grand Total Hard Walls Drops		484
Grand Total Cubicles Drops (to whips)		276