

FEMA Cap Grant HCC Cellar Re-Build Cabling Project

Request for Proposal

August 22, 2016

Presented by:

**NYU Hospitals Center**

Table of Contents

1. Objective 3

2. RFP Overview 3

3. Milestone Calendar 3

4. Required RFP Response Format 3

5. Proposal Due Date, Delivery Instruction and Communication 3

6. Proprietary Information, Non-Disclosure 4

7. Costs Incurred 4

8. NYUHC Reserves Right to Reject Any and All Bids 4

9. Effective Period of Prices 4

10. Request for Proposal - Scope 4

11. Pricing 5

12. Past Performance and References 6

13. Company Profile and Financial Stability 6

14. Work Experience 6

15. Technical Criteria 7

16. Proposed Staffing Approach 7

# Objective

The purpose of this Request for Proposal (RFP) is to solicit proposals from low-voltage cabling companies for the installation of new cabling in the Cellar of NYUHC HCC facility.

# RFP Overview

# NYU Hospital Center (NYUHC), one of the nation’s premier centers for excellence in clinical care, biomedical research and medical education, has recently begun a gut renovation of the Cellar level of the HCC building. As part of this construction effort, a new IDF will be built and new cabling will be installed to support users moving into this area when the re-build is completed.

# NYUHC expects to complete this re-cabling effort in the Fall of 2016.

# Milestone Calendar

|  |  |  |
| --- | --- | --- |
| **Milestones** | **Date** | **Time** |
|
| RFP Release Date | August 22, 2016 |  |
| Intension to respond(once this is indicated diagrams will be provided) | August 26, 2016 | 2.00 PM EST |
|  |
| Site Tour & Bidders Conference | September,12 2016 | 9:00 AM EST |
| 530 1st ave  new York , new York 10016  Skirbal building Lobby  Additional Questions due | September,19 2016 | 12:00 PM EST |
| Answers to Vendors due | September 26, 2016 | 12:00 PM EST |
| Proposal due | October 3, 2016 | 5:00 PM EST |
|  |  |  |
|  |  |  |

# Required RFP Response Format

Vendors are required to submit their Proposal in the specified electronic format. Vendor will submit their entire RFP response and all completed forms electronically via e-mail to NYUHC with Vendor’s information and responses provided in the appropriate places therein. The required electronic applications formats are **Microsoft Word and Microsoft Excel**. Any supporting graphic or presentation-based slides may be submitted in a separate PowerPoint file. PDF format is **not acceptable** for any submitted text, graphics or slides.

# Proposal Due Date, Delivery Instruction and Communication

All Proposals are due by **October 3, 2016** no later than **5:00 P.M.** **EST**

Send your complete electronic response via email to:

[ITSourcing@nyumc.org](mailto:ITSourcing@nyumc.org)

**Bidders Note:** All questions regarding interpretation or specifications must be submitted in writing to [ITSourcing@nyumc.org](mailto:ITSourcing@nyumc.org) only. Under no circumstances shall Vendor contact any employee of NYUHC. Any dialogue initiated by the bidder not addressed to contacts above will result in an immediate disqualification. Discussions on other business matters and not related to this RFP are permitted.

# Proprietary Information, Non-Disclosure

Vendor shall have no rights in this document or the information contained therein and shall not duplicate or disseminate said document or information outside the Vendor's organization without the prior written consent of NYUHC.

# Costs Incurred

All costs incurred in the preparation and presentation of the Proposal shall be borne by Vendor. By submitting a Proposal, Vendor agrees that the rejection of any Proposal in whole or in part will not render NYUHC liable for incurred costs and damages.

# NYUHC Reserves Right to Reject Any and All Bids

Nothing in this RFP shall create any binding obligation upon NYUHC. Moreover, NYUHC, at its sole discretion, reserves the right to reject any and all bids as well as the right not to award any contract under this bid process. NYUHC reserves the right to award portion of this bid. All bids should be governed by NYUHC standard Policy and Procedure and Terms and Conditions.

# Effective Period of Prices

All pricing Proposals by Vendor will remain fixed and firm until August 22, 2017.

# Request for Proposal - Scope

The Vendor is expected to install new cabling and build the required IDF per the attached design documents. The following design documents are attached and provide detailed installation details:

* Re-cabling plan
* IDF closet build plan
* Riser diagram depicting new OM4 and copper riser to the 7th floor BDF
* The current space is unoccupied. As part of this scope, this contractor shall be responsible for demolition of existing cable plant infrastructure (end to end).
* Contractor to fit out new HCC Cellar IDF with all Racks, Patch Panels, Wire managers, Station Cabling, Riser Cabling, Patch Cords and Jumpers.
* All ladder rack within the IDF room shall be furnished and installed by the IT contractor.
* Contractor to run new Superior Essex 6A utp cable to all new locations as noted on the drawings.
* Oberon Wireless Enclosures shall be provided for Wireless Access Point locations as noted.
* Contractor shall be responsible for all associated fire stopping due to work associated with this contract, labeling, testing and terminating as described in drawing specification and project notes.
* Hilti speed sleeve is the NYU firestopping method standard.
* Contractor shall submit unit pricing for all material and labor.
* Pricing shall include all work on straight time.
* Contractor to provide As-builts in Autocad form as well as test results on CD.
* New 24-strand OM4 fiber and 25-pair Cat 3 cable shall be run from HCC Cellar IDF up through existing riser and be terminated in existing 7th floor BDF.

Project Timeline

|  |  |  |
| --- | --- | --- |
| **Milestone** | **Date** | **Work Start** |
| IDF Room Ready | March 2017 | Begin closet fit-out |
| Rough-in begin | March 2017 | Finish closet fit-out and begin cable rough-in |
| Terminated and Tested | April 2017 | Provide as-builts and test results |
| Patch end user ports | May 2017 | Patch in Idf and provide station cords as necessary |
| User move-in | May 2017 | Provide support as needed |

B. Deliverables

The Vendor shall provide the following deliverables on CD-ROM upon completion of this project:

* Up to date as-built drawings in DWG and PDF format.
* Copies of any other relevant documentation created during this project, such as punch lists, meeting minutes, change orders, submittals, product spec sheets, etc.
* Copies of the manufacturer’s cable plant certification documentation.
* Test results for all new cable runs in in PDF format on CDRom as well as in LinkWare format.

NYUHC will withhold 5% of final payment until this CD is received and the content is verified.

C. Meetings and Site Visits

1. The Vendor is expected to attend up to 6 required coordination meetings as requested by NYUHC.

2. The Vendor should budget time for brief weekly status meetings or conference calls. The expected duration of this project is 8-12 weeks.

D. RFP Questions, Inquiries, Clarifications and Addenda

## All inquiries regarding this RFP must be submitted via email to [ITSourcing@nyumc.org](mailto:ITSourcing@nyumc.org). Inquiries and questions will be accepted through 12 PM, September 19, 2016

## A bidders conference/Site inspection will be held on September 12, 2016 at 9 AM. Please notify us in writing by September 11, 2016 whether you plan to attend.

## NYUHC will issue responses to inquiries and any other corrections, amendments, and the like which it deems necessary in written addenda. NYUHC will endeavor to email addenda to each SUPPLIER recorded as having been furnished a copy of the RFP to ensure they have obtained and acknowledged all addenda (if any).

## SUPPLIERS must acknowledge receipt of addenda and include it with their submission.

## SUPPLIERS should not rely on any representations or statements of clarifications not made in either this RFP or a formal addendum.

## NYUHC reserves the right to waive minor informalities in proposal submissions.

# Pricing

Vendors are required to use the attached Excel worksheet to provide a detailed price estimate. Failure to use the supplied pricing sheet will result in the Vendor’s bid being rejected without further consideration.

# Past Performance and References

Please provide a list of three clients who have received services on similar engagements as the one outlined by this RFP and include the information below.

* Client name and headquarter address
* Contact name
* Telephone number
* Email address
* Length of time using your services
* Brief description of the service provided

Failure to provide suitable references to NYUHC will result in the Vendor’s bid being rejected without further consideration.

# Company Profile and Financial Stability

Please provide information that will enable us to evaluate your company’s financial stability. We require that you include the following:

* Company description: including ownership, number of years in business, strategic direction, mission, history, acknowledgements or awards
* Recent financial results
* Number of W2 employees
* Partner relationships
* Description of selection criteria for contractor or co-implementation partners
* Total number of employees: include number of project managers, employees with an RCDD, CWA employees.

# Work Experience

Please provide information that will enable us to evaluate your company’s track record and capabilities.

Provide detailed description of value added services that differentiate your company from your competitors.

Provide a list of work previously completed at NYUHC Facility.

Provide a list of any other work you may have performed at other Healthcare facilities.

# Technical Evaluation Criteria

Provide provide evidence of the following requirements and/or proof of the following qualifications:

* Lead Technicians must be Certified to provide the Legrand Ortronics/Superior Essex Limited Lifetime Warrantee. How many LeGrand certified technicians will be working on this project?
* How many of your staff are W-2 employees? How many W-2 technicians will be working on this project?
* What percentage of your technicians are OSHA Certified?
* How many of your technicians are Hilti Firestop Certified?
* How many RCDD-certified persons do you have on staff?
* How many BICSI-certified installers do you have on staff?
* Lead Technician and Foreman assigned to project must be OSHA-30 certified. Please provide evidence of this.

# Proposed Staffing Approach

Provide an outline of a proposed staffing for this engagement and include the below information.

* Resource skill set
* Project role and responsibility
* Number of years of experience relevant to this project
* Certifications

NYU reserves the right to refuse proposed staff.