

FEMA CAP GRANT IPT Urology Re-Cabling Project

Request for Proposal

July 28, 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. NYULMC 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 NYUHC Urology facility on East 32nd street.

# RFP Overview

# NYU Hospitals Center (NYUHC), one of the nation’s premier centers for excellence in clinical care, biomedical research and medical education, has recently decided to rollout IPT Cisco phones to the Urology department located at E.32nd street.

# NYUHC expects to complete this re-cabling effort September of 2016.

# Milestone Calendar

|  |  |  |
| --- | --- | --- |
| **Milestones** | **Date** | **Time** |
|
| RFP Release Date | 7/28/2016 |  |
| Site Tour & Bidders Conference | 8/03/2016 | 9:00 AM EST |
| Additional Questions due | 8/05/2016 | 12:00 PM EST |
| Answers to Vendors due | 8/09/2016 | 12:00 PM EST |
| Proposal due | 8/15/2016 | 2:00 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 **August 15 2016** no later than **2:00 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 July 1, 2017.

# Request for Proposal - Scope

The Vendor is expected to install new cat6a cabling, and modify the existing IDF. Refer to the attached floorplan for new cable locations and old cable demoloition.

Vendor shall provide and install the following.

* Provide/Install Dual, cat6a **=** 134
* Provide/Install Single cat6a =42
* Ortronics/Mighty-Mo 7’ Racks (2) for existing BDF
* Vertical Wire Management
* Horizontal Wire Management
* 48 Port CAT-6a Angle Patch Panels
* Provide/Install Ladder Rack size TBD
* Grounding of racks
* Install/Provide Pre Terminated Fiber and Shelf provided by NYU

Project Timeline: This project is expected to be completed by end of September

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 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, August 5, 2016.

## A bidders conference/Site inspection will be held on Wednesday,August 3 at 9 AM. Please notify us in writing by Monday, August 01 whether you plan to attend. For bidder’s conference, all the attendess to meet in the lobby of 150 East 32nd street.

## 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.