

Section 1 – Project Overview & Scope of Services

1. Project Overview

The Houston Community College, ("HCC" or "College") is seeking proposals from qualified firms to provide Structured Cabling Services to be performed on an as needed basis and in accordance with the scope of services noted below. Qualified respondents are invited to submit a written response outlining their qualifications and experience to provide the services as described in the Scope of Services, and in accordance with the terms, conditions and requirements set forth in the Request for Proposal (RFP). The successful proposer will provide the scope of services in accordance with all applicable laws, regulations and professional standards.

It is anticipated that the contract term for contract(s) awarded resulting from this solicitation, if any, will be one (1) year with the option to renew for four (4) one-year terms. Further, HCC reserves the right to extend the contract term on a month to month basis, not to exceed three (3) months upon the expirations of the initial term and any successive renewal term.

2. Scope of Services

HCC is seeking proposals from qualified Systemax Value Added Reseller (VAR) cable vendors to install Systemax network cabling and infrastructure, on an as needed basis, throughout the HCC system. HCC invites all firms to submit a proposal in response to this solicitation.

HCC anticipates up to three (3) cable contractors awarded the annual contract for standard cabling. One cable contractor shall be awarded as prime contractor and up to two (2) other cable contractors awarded as backups to the prime cable contractor in the event the prime cable contractor is unable or unwilling to perform requested installations.

Note: HCCS reserves the right to reestablish the primary and back-up cable contractor classifications, in its sole discretion, each renewal term, based on best value determinations.

It is the College's intent that the successful proposer (hereafter "Contractor") will become the College's primary contractor for structured cabling services. Work will be directed on a case-by-case basis at any of the facilities under the control of the HCC System.

The scope of work will require the Contractor to provide, but is not limited to the following cabling services:

- A. Data, Voice, Phone, VoIP, Wireless structured cabling: copper, twisted pair, baseband, broadband, and fiber optic (CAT6; Cat6e CAT6a);**
- B. Demarc extensions (phone and/or data service);
- C. Television, Video and/or IP Video distribution systems: satellite, cable, IP;
- D. Fiber Optic Solutions: conventional and blown fiber, shielded, multimode, and single mode;
- E. Security, Video Surveillance and/or Intrusion Detection Systems (IDS);
- F. Outside Plant Cabling (OSP): conduit installation, underground laid in manholes, trenching direct buried cable with armor coating, directional drilling, building penetrations, hand hole setting, copper and fiber splicing and aerial cable;
- G. Low Voltage Cabling Solutions: intercom, paging, music, CCTV, CATV, security systems, fire alarms, access control systems, wireless, video and data;
- H. Furnish and install telephone punch blocks;

Section 2 – Price Proposal

1. Instruction

Proposer must complete this section (including the attached Exhibit No. 1) in its entirety, and may supplement this section with additional pages as to provide HCC with a more detailed breakdown, backup and/or options of related cost associated with the services being solicited in this solicitation.

2. Background

A. For purposes of evaluating price, the following definition of a "Cable Run" shall apply:

Cable Run

Complete System: The Contractor shall be required to provide and install all equipment, materials, and/or services enumerated in work order and project scopes to deliver a complete and operations network system in accordance with HCC Structured Cabling Standards.

Materials and Equipment: The Contractor shall be required to provide all necessary equipment for the installation of a complete system. The equipment must be new and unused. Equipment refers to all hardware, equipment, cabling, materials and incidentals, etc.

Guaranteed Unit Pricing: In the Schedule of Items and Prices, please provide Guaranteed Unit Pricing for the item quantities as indicated. The Guaranteed Unit Pricing for copper cable runs shall include all materials necessary for the installation of the specified number of horizontal cable runs from the workstation to the IDF/MDF. This should include, but not limited to; cable, conduit, wire-mold, tie wraps, workstation outlets, collars, faceplates and testing. Unit pricing for copper cable runs should NOT include IDF/MDF terminating hardware and horizontal/vertical wire managers, plywood, relay racks, and ladder rack. Unit Pricing shall be guaranteed from the date of your proposal, through the period of the contract. The Guaranteed Unit Pricing for Horizontal Cable Plant shall be used for any work order, cabling project and/or approved change orders for additions or deletions of horizontal runs inclusive. HCC reserves the right to waive this pricing and seek lump sum pricing from the Contractor.

B. HCC anticipates up to three (3) cable contractors will be awarded a contract for standard cabling services under RFP 16-16. The highest ranked cable contractor shall be awarded as "primary cable contractor" and up to two (2) other cable contractors awarded as backups to the prime cable contractor in the event the prime cable contractor is unable or unwilling to perform requested installations.

The highest ranked proposer that is awarded as "primary" contractor will be awarded projects, except as otherwise determined by HCC at its sole discretion, for all cable system installations up and including \$10,000.

All awarded contractors, included in the pool of contractors, will be allowed to compete and provide a quote for any HCC designated project valued greater than \$10,000 and up to \$50,000.

Any cable system installation that is greater than \$50,000 will be competed through a separate solicitation.

Note: To the maximum extent possible, HCC will work with the awarded contractor to group work orders to include 4 or more Cable Runs per work order. The proposed Cable Run fees shall apply to the noted tiered quantity of cable runs, regardless of the length of the cable run.

C. **Background Information**

The average number of work orders completed per year, for the installation of structured cabling during the past five (5) years was 108.

Approximately 106 work orders were completed during this period within the category of 1-25 Cable Runs.

The average work order included 4 Cable Runs. On an average 9 work orders are completed monthly.

3. Price Evaluation

For purposes of evaluating the Total Proposed Cost (initial one year term) as noted in Section 2 Price Proposal, HCC shall calculate the cost noted in Exhibit No. 1 Guaranteed Unit Pricing, Section 1 (Cat 6) Extended Total Straight Time (cell C1) multiplied by 108 (annual average number of work orders). For ease of reference the suggested cell has been highlighted in yellow on the attached Exhibit No. 1.

Given the majority of work orders completed annually fall within the category of 1-25 cable runs; this formula shall be used to establish the Total Proposed Cost for purposes of evaluation.

Proposer recognizes that the resulting contract shall be fixed cost and indefinite quantity and HCC may order more or less and the background information provided is for historical purposes and to establish the best possible pricing.

Price points shall be calculated based on the following formula:

Lowest Total Proposed Cost/Proposer's Total Proposed Cost X Available Price Points = Price Score

Note: HCCS reserves the right to reestablish the primary and back-up cable contractor classifications, in its sole discretion, each renewal term, based on best value determinations.

Pricing

The subsequent contract will be a firm-fixed price agreement. The pricing proposed in the attached Exhibit No. 1, Guaranteed Unit Pricing for the specified goods and services may be negotiated into the subsequent contract.

For services that were not specifically requested in the Guaranteed Unit Pricing Forms, the negotiated contract pricing shall be used as a basis, when applicable, to arrive at a fair and reasonable price.

Price Increases

Pricing must remain firm during the initial 12 month term of the Contract with any request for an escalation in accordance with the following:

- A. The request for a change in the unit price shall include, at a minimum, (1) the cause for the adjustment; (2) the amount of the change requested and (3) documentation supporting the requested adjustment (i.e., appropriated Bureau of labor Statistics, Consumer Price Index

(CPI-U), manufacturer's price change documentation, etc.).

- B. Any decrease in costs must be passed along to Houston Community College. Failure to notify the College of such decrease is grounds for cancellation of the contract between Houston Community College and the successful vendor.

Additional Pricing

The Proposer shall present a fixed unit price for any other products or services proposed that were not requested or addressed in the RFP, which the Offeror deems necessary for consideration with regards to the scope of work described herein. Additional pricing shall be presented in a clear and concise format with sufficient description as to describe its relevance and purpose.

Total Proposed Cost (Initial One-Year Term):

\$ _____

Exhibit No. 1 Guaranteed Unit Pricing Section 1 (Cat 6) Extended Total Straight Time (cell C1) X 108 (annual average number of work orders) = Total Proposed Cost.

NOTE: Proposers must respond to and complete the entire Exhibit No. 1, Guaranteed Unit Pricing and the total for all line items.

4. Price Proposal Signature

The information in this RFP is to be utilized solely for preparing the proposal response to this RFP and does not constitute a commitment by HCC to procure any product or service in any volume.

Name:	
Title:	
Date:	
Signature:	

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