

REQUEST FOR PROPOSAL FOR DATA CABLING NETWORK

BID Specification Package
Bid Number 2024-Renovation-Network

For
Grayson Central Appraisal District
512 North Travis
Sherman, TX 75090

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INSTRUCTIONS TO VENDORS

1. INTENT

The intent of this request for proposal (RFP) is for Grayson Central Appraisal District (GCAD) to contract with a vendor who can install network data drops in the GCAD facility located at 512 North Travis, Sherman, Texas 75090.

GCAD is a political subdivision of the State of Texas, having been established under the Texas Property Tax Code by the Texas Legislature in 1979. As a public agency, GCAD is tax-exempt.

GCAD is primarily a Microsoft Windows based environment. Detailed equipment configurations are provided later in this RFP.

2. RESPONSE TO RFP

GCAD expects to undertake the selection process described below according to the following schedule:

ACTION DATE

Public notice requesting proposals:	February 15, 2024
Questions Submitted Accepted through:	February 29, 2024

Submission of Proposals

Faxed proposals will not be accepted. Emailed proposals will not be accepted. Late proposals will NOT be accepted and will be returned unopened if possible.

No later than 10:00 a.m. on February 29, 2024

Presentations of Solutions Week of March 15, 2024

Selection of Qualified Provider by GCAD no later than: 45 days of bid opening; the GCAD Board of Directors will make a selection.

3. DEADLINE FOR RESPONSES AND DELIVERY LOCATION

Responses to the RFP must be *received* by GCAD no later than 10:00 a.m. on February 29, 2024. Proposals can be mailed or delivered:

Grayson Central Appraisal District
Attn: Brenda Arzate
512 N. North Travis
Sherman, TX 75090

4. QUESTIONS OR REQUESTS FOR INFORMATION

Vendors should direct all questions or requests for information to Brenda Arzate via email at arzateb@graysonappraisal.org. All questions and/or requests for information should reference the section or addendum of the RFP and page number to which they pertain and should be asked in consecutive order, from beginning to end, following the organization of the RFP. Responses to questions and/or requests will be provided through 4:30pm on February 28, 2024.

5. BASIS OF PROPOSAL AWARD

Acceptance and award of a contract for service will be made to the most responsive and responsible Vendor whose proposal will provide the desired goods and services at the best value for GCAD; meeting the specifications, price and other factors considered, taking into consideration the proposal criteria set forth below.

6. DISCLAIMERS

GCAD reserves the right to withdraw this RFP at any time and for any reason and to issue such clarifications, modifications, and/or amendments as it deems appropriate. Receipt by GCAD of a response to this RFP confers no rights upon the Vendor or obligations upon GCAD in any manner. The district reserves the right to negotiate with any and/or all respondents.

7. GENERAL INSTRUCTIONS

It is the intent that this RFP describes the requirements and response format in sufficient detail to secure comparable proposals. Vendors shall submit responses that are complete, thorough and accurate. The response shall be descriptive and will contain sections in the same order as provided in the section entitled "Proposed Content, Form and Format". Vendors are instructed to clearly identify any requirement of this RFP that the Vendor cannot satisfy. Responders will be required to maintain insurance and/or bonds and provide evidence of such to GCAD.

8. EVALUATION CRITERIA

The following evaluation criteria categories, not necessarily listed in the order of significance, will be used to evaluate response to this RFP. The evaluation criteria categories may be used to develop more detailed evaluation criteria to be used in the evaluation process.

Cost Criteria: The Vendor's cost proposal. Preference will be given to the proposal that maximizes the economic benefit to GCAD while minimizing risk to GCAD.

TECHNICAL SPECIFICATIONS

1. INTRODUCTION

Overview of GCAD

The District is looking for a vendor who will install drops that will run back to the existing server room. Vendor must take into consideration the relative importance of price and the other evaluation factors set forth herein.

Current Technology Overview

The following list provides a breakdown of existing technology hardware assets within GCAD.

Existing equipment:

- (1) 19' EIA standard rack mount
- (5) 7' post rack mount
- (7) Data and 5 Voice 48 port patch panel

PROPOSAL CONTENT, FORM AND FORMAT

Proposal must be submitted in the format outlined in this section. Each proposal will be reviewed to determine completeness prior to actual evaluation. GCAD reserves the right to eliminate from further consideration any proposal deemed to be substantially or materially unresponsive to the requests for information contained herein.

A. LETTER OF TRANSMITTAL

Vendor should draft a Letter of Transmittal under signature of an authorized representative, identifying name, title and contact information. Attached to the Letter of Transmittal, Vendor should attach responses to sections B, C, and D as detailed below.

B. RESPONSE TO TECHNICAL REQUIREMENTS

Section B of the proposal should contain the Vendor's response identifying 1) the approach and their recommendations to design and build of GCAD's network data drops, and 2) their approach and recommendation to provide Ongoing Managed Support and Maintenance services if needed.

Bid Specifications

The Vendor shall provide all miscellaneous items and accessories required to make the system operational whether or not such items are specifically mentioned in the plans and specifications. It is the Vendor's responsibility to review the architectural, structural, mechanical and electrical drawings, as well as the specifications, of any details that may impact the installation of the system. Discrepancies shall be brought to the attention of GCAD prior to submission of a Vendor's proposal. The Vendor agrees to provide price breakouts for all significant upgrades to the system for analysis. The qualified Vendor shall be responsible for designing, proposing, implementing, training and technical support for all systems in these specifications.

Scope of Work

- Turnkey solution
- Install cable trays for UTP cables according to GCAD's diagram (Cable tray design to be approved by GCAD personnel).
- All copper cabling will be CAT 6 Plenum-rated.
- All cables must be tested and certified. Hard copy of testing results and certification to be provided in hard copy format (notebook) and electronic format (PDF or Microsoft Word).
- Data cables shall be routed with cable trays above ceilings neatly bundled with tack-tape, Velcro or approved substitute. No more than 24 cables shall be bundled together at any point and will be bundled at 4 foot intervals.
- Each cable shall be labeled, at both patch panel and outlet, to indicate the room/cubicle number and outlet it corresponds to. Example: Room 100 has 3 drops. The numbers would be 100.1, 100.2, 100.3 labeling should be done on both ends and the thought the cable length.
- Each outlet box and patch panel connection for that cable shall be labelled to indicate the room number and outlet it corresponds to and the room where the cable terminates. As stated above.
- Data and voice drops separated by color cabling as well as color coding cat 6 jacks
- Cabling must be performed in accordance with EIA/TIA 568B standards.
- Each CAT6 cable must be terminated to industry certified RJ/45 jack at each specified outlook location.
- At outlet locations, the cables should be installed inside the wall.
- CAT 6 48-port patch panels must be used for all rack terminations
- One appropriate length CAT6 patch cable will be furnished for each patch panel port. Color and size to be determined by GCAD personnel.
- One 14' CAT-6E patch cable will be furnished for every outlet. Color to be determined by GCAD

- 167 CAT-6 Plenum Drops Each outlet shall consist of (116) 2 port jacks, (23) 3 port jacks and (28) 4 port jacks at each location as determined by diagram A1.1 – A5. 2 port outlets will consist of 1 data and 1 phone. 3 port data jacks will consist of 2 data and 1 voice. 4 ports will consist of 3 data and 1 voice. 3 port and 4 port data jack outlets will be located according to diagram A1.1 – A5.
- Outlets shall be colored blue for data and orange for phone
- Vendor will terminate two (2) additional drops for each data projector location and move (1) existing projector location drop.
- Vendor will consult with GCAD regarding cable location inside wall for touch panels.
- Vendor will need to add an additional cable tray in server room

Basis of Award:

Price will be the primary factor, but not the sole factor, in evaluating the bids. As stated in the Vendor Qualifications, other factors of consideration will be prior experience, including past performance; personnel qualifications, including technical excellence; and management capability, including schedule compliance.

C. FINANCIAL ASPECTS OF PROPOSAL

Section C of the proposal should contain information about the financial terms of the proposed recommendations outlined in Section B – RESPONSE TO TECHNICAL REQUIREMENTS.

The proposal should include pricing for each the following as applied to Vendor’s recommendation.

1. Cost for acquiring and installing new technology assets (network data drops and other components, etc)
2. Training/Development for GCAD staff
3. Support and Maintenance costs for recommended solution if available; Section C should clearly identify both initial upgrade/installation, and recurring costs.

D. PROVIDER’S EXPERIENCE AND QUALIFICATIONS

The successful Vendor will be qualified by education, training, and experience and provide evidence same in the RFP response.

Section D of the proposal should provide a complete description of the qualified provider including the information below.

1. Name of Vendor;
2. Vendor Office Address;
3. Name, title, contact information of Vendor’s Chief Officer;
4. Form of business organization and date of entity’s inception;
5. General description of services performed by Vendor;

6. Have you ever defaulted on a contract? If so, provide complete details, including where and why?
7. A description of Vendor's experience working with organizations similar to GCAD and provide a list of three (3) reference accounts and contacts (name, title, contact information).

E. PERIOD OF PERFORMANCE AND TERM OF CONTRACT

The contract period will begin when the contract is signed by both parties, anticipated to be no later than 45 days of bid opening; the GCAD Board of Directors will make a selection. To be awarded the contract, a bidder must be able to complete installation by May 30th or a later date to be determined that will align with construction progress

F. CONTRACTUAL ARRANGEMENTS

A contract will be negotiated with the successful Vendor. Such contract will incorporate this RFP and the successful proposal by reference. Under the terms of the contract contemplated, GCAD will make monthly payments to the consultant upon submission of invoice containing appropriate detail to be mutually agreed upon. Payment will be made on the last working day of each month during the term of the contract.

G. RIGHT TO REJECT

GCAD reserves the right to accept or reject any and all proposals submitted in response to this request and to request additional information from any and all Vendors. The contract will be awarded to the bidder who, based on evaluation of all responses, applying all criteria and oral interviews, if necessary, GCAD believes will provide the desired goods and services at the best value for GCAD. Such determination will be the sole responsibility of GCAD's Governing Body.

H. EVALUATION OF PROPOSALS

GCAD Finance Officer will receive proposals at GCAD's offices at 512 North Travis, Sherman, Texas, until 10:00 a.m. on Friday, February 29, 2024, at which time the timely responses will be opened and read aloud. The public is invited to attend. The Finance Officer will perform an initial review of each proposal package in order to assure compliance with these specifications and will consider the following factors in evaluating the responsive proposals:

- o Technical experience of the Vendor
- o Qualifications of the Vendor
- o Proposed cost

If there is reason to believe that an unreasonably low cost proposal has been submitted, the proposal will be rejected. Based on the proposals received in response to this RFP, and the

evaluation of those proposals, the Finance Officer will make a recommendation for final determination made by the Board of Directors.

I. WARRANTY

The Vendor shall fully warrant, in addition to the manufacturer's warranty, all items provided under this RFP against defects in material and workmanship. All work and materials must be warranted for a minimum of 180 calendar days from the date of written acceptance.

Warranty information should be on a “per piece” of equipment basis on the proposal and detailed in the Bid Proposal. The Vendor will also be expected to provide on-site service in addition to the manufacturer’s warranty, so please list this service in detail.

Should any defects in workmanship or material, excepting ordinary wear and tear, appear during any warranty period, vendor shall repair or replace such items immediately upon receipt of a written notice from the Customer. All hardware shall be new and under manufacturer warranty, if any. Proof of the existence of an active warranty, or proof that the manufacturer does not offer a warranty, shall be provided to GCAD before installation of any piece of hardware.

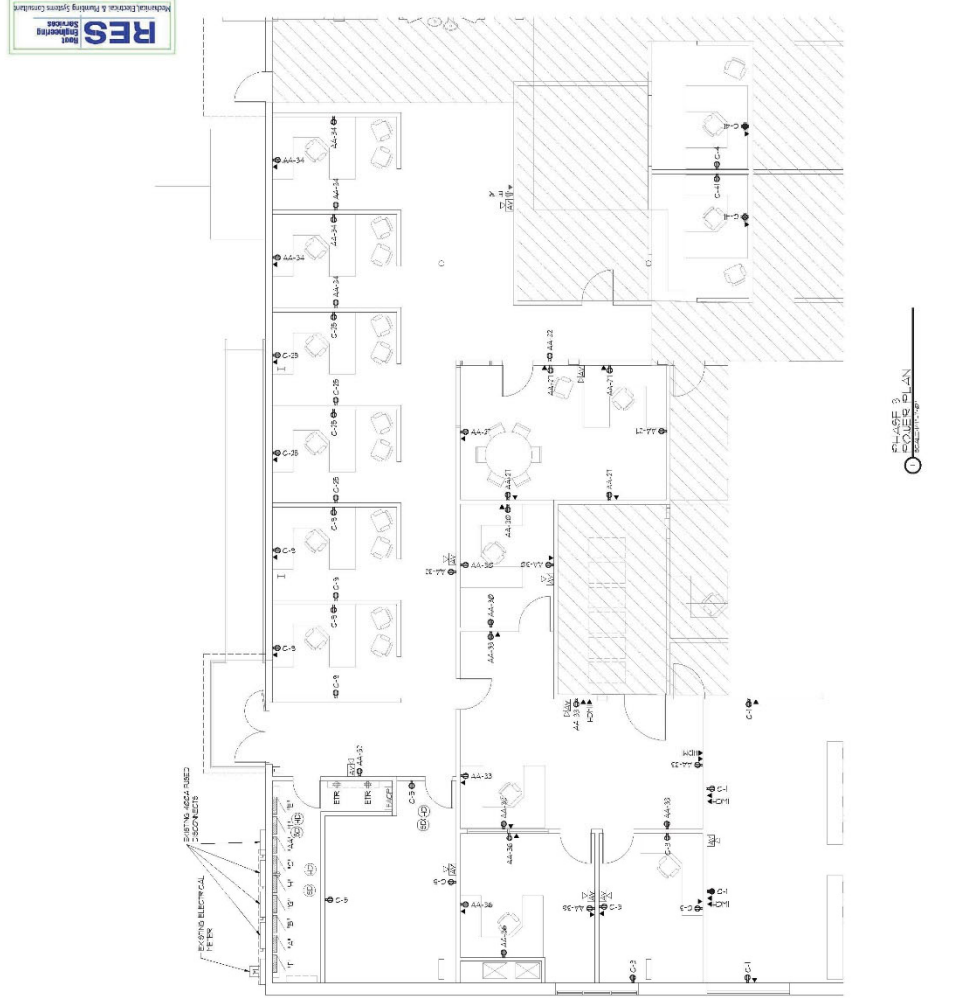
Diagram A1.1 - A1.5

BACA
 1000 WEST TRAVIS STREET
 SUITE 1000, DALLAS, TEXAS 75201
 TEL: 214.760.1000
 WWW.BACACOM

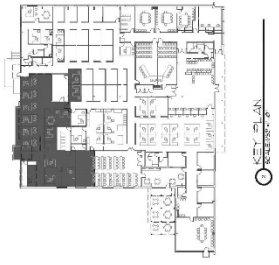
RES
 Electrical, Mechanical, Plumbing, Fire Protection, and Energy Services
 1000 WEST TRAVIS STREET, SUITE 1000, DALLAS, TEXAS 75201
 TEL: 214.760.1000
 WWW.RES-COM

GCAD OFFICE RENOVATION
 512 N TRAVIS ST, SHERRIN, TX 75090
 PROJECT NUMBER: 2229
 DATE: 06.26.23
 SHEET NUMBER: E2.0

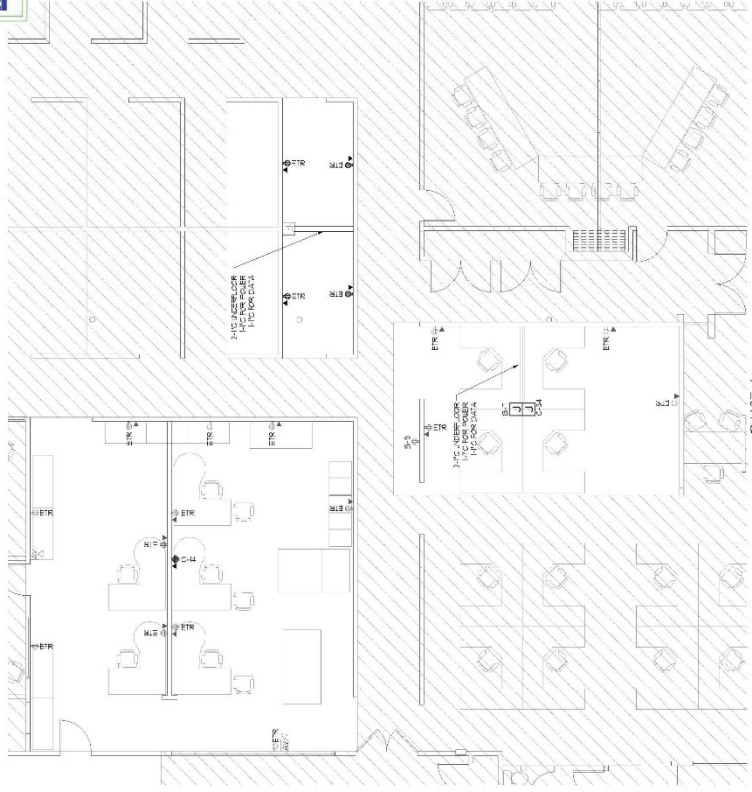
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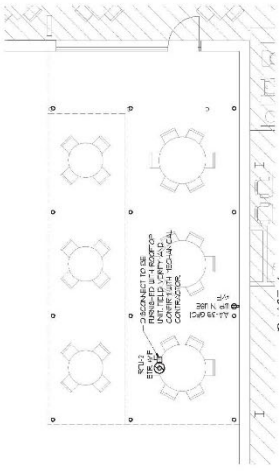
CHASE 3
 POWER PLAN
 REVISIONS



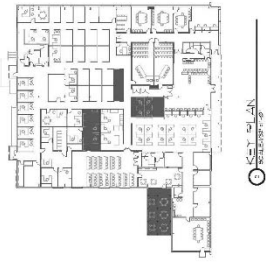
Power Plan



OFFICE FLOOR PLAN



SERVER FLOOR PLAN



SITE PLAN

BACA
 100 WEST TRAVIS STREET
 SUITE 1700, DALLAS, TEXAS 75202
 (214) 751-1000
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RES
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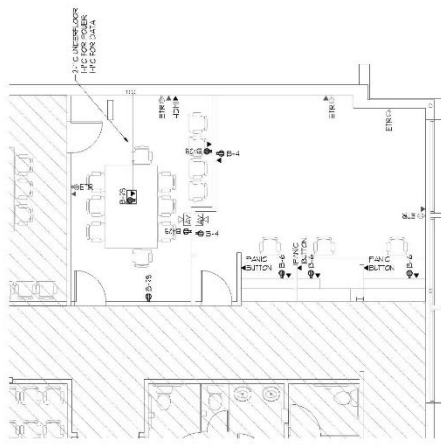
ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE

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 SHEET NUMBER: 06.26.23
 E2.0

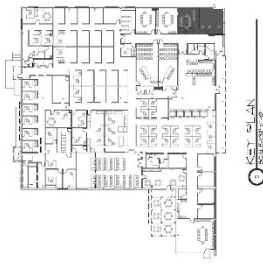
GCAD OFFICE RENOVATION
 Gayson Central Appraisal District
 512 N Travis St, Sherman, TX 75090

DATE	DESCRIPTION

Power Plan



○ PHASE 2
 POWER PLAN



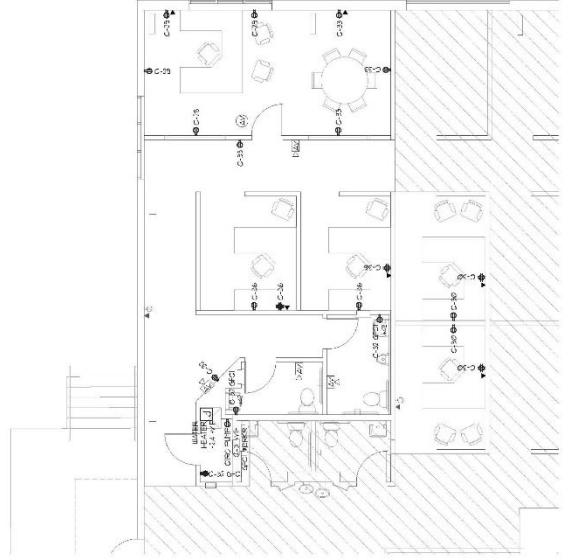
GCAD OFFICE RENOVATION
 Grayson Central Appraisal District
 512 Travis St, Sherman, TX 75090

PROJECT NUMBER: **2229**
 DATE: **06.26.23**
 SHEET NUMBER: **E2.0**

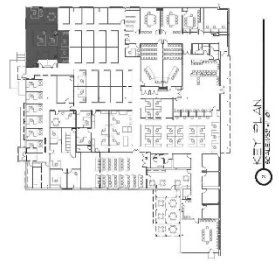
Power Plan

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 1000 WEST TRAVIS STREET
 SUITE 200, DALLAS, TEXAS 75201
 WWW.BACA.COM

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 Mechanical, Electrical, & Plumbing System Consulting
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○ PHASE I
 ELECTRICAL
 RENOVATION



○ KEY PLAN
 REFERENCE