



WASHTENAW COMMUNITY COLLEGE  
Request for Proposal #6708

## Structured Cabling

**RFP Release Date: February 10, 2025**

**Proposal Due Date: February 26, 2025 at 2:00 p.m. EST**

**Submit proposals electronically via email to:**

**Don Harrison**  
**Washtenaw Community College**  
[pur@wccnet.edu](mailto:pur@wccnet.edu)  
RFP # 6708 Structured Cabling

## 1.0 Proposal Invitation

Washtenaw Community College is seeking bids from qualified vendors to provide materials and labor to install structured cabling to support network connectivity at Washtenaw Community College. The scope of this work includes installation, termination, labeling, testing, and certification of all cabling and components along with removal of the old cabling.

Response to this RFP confirms an understanding that this is *not* a contract or offer of business by the College. This request for proposal in no manner obligates the College to the eventual purchase of any products or services described, implied, or which may be proposed, until confirmed by written agreement, and may be terminated by the College without penalty or obligation at any time prior to the signing of an agreement, contract, or purchase order. In submitting a proposal, Supplier agrees that all materials associated with, attached to, or referenced by the submitted proposal will become the property of the College and may be incorporated into a subsequent contractual agreement between the successful Supplier and the College.

The College is not liable in any manner or to any extent for any cost or expense incurred by the Supplier in the preparation, submission, presentation, or any other action connected with proposing or otherwise responding to this RFP. Such exemption from liability applies whether such costs are incurred directly by the Supplier or indirectly through the Supplier's agents, employees, assigns, or others, whether related or not to the Supplier.

The College reserves the right to reject any and all proposals and waive any irregularities. Proposals which fail to comply fully with any provisions of this document may be considered invalid and may not receive consideration. The College also reserves the right to negotiate terms and conditions of a contract with the chosen Supplier. The College reserves the right to award a contract based on any combination of the specifications described herein.

The awarded Supplier's proposal response shall be subject to, and governed by the College's Terms and Conditions for Services located at <https://www.wccnet.edu/business/purchasing-terms-services.php> as a condition of award, and are hereby incorporated herein as a substantive part of the solicitation documents. In the event there is any conflict or inconsistency between the Terms & Conditions referenced in the RFP documents and those included in a Supplier's Proposal response, Supplier's quote, or listed on the Supplier's website, the Terms & Conditions of the RFB documents shall govern. Proposal submissions must include all exceptions to the College's terms and conditions of purchase. A purchase order signed by an authorized agent of the College is required to constitute acceptance of Proposal offer and offer terms and conditions of service. This RFP and any subsequently offered contracts will be governed by the laws of the State of Michigan. Any and all applicable valid executive orders, Federal, State or local laws, ordinances or rules or regulations shall apply to any contract if and when offered and are deemed incorporated herein.

As a public institution, the College is subject to the terms and conditions of the Freedom of Information Act. As required by law, any information submitted in response to this request for proposal could become public information. Suppliers responding to this proposal are cautioned not to include any proprietary information as part of their proposal unless such proprietary information is carefully identified in writing

as such and accepted by the College as proprietary. Any documents submitted may be reviewed and evaluated by any person at the discretion of the College, including non-allied and independent Suppliers retained by the College now or in the future.

## 2.0 Planned RFP Schedule

### RFP Timeline:

RFP Issued: February 10, 2025

Submission of Written Questions from Prospective Bidders: February 20, 2025

Written Questions Responded by the College: February 21, 2025

RFP Due Date: February 26, 2025

## 3.0 Pre-bid Meeting / Site Visit

- A. A site visit is required and bids will not be accepted from bidders who have not inspected the site to obtain first-hand knowledge of existing conditions.
- B. A pre-bid meeting will be conducted at the start of the scheduled site visit.
- C. Each bidder shall inspect the site and become familiar with existing conditions and limitations of the site, means of access to the site and to work areas, relationship of existing and new work, and other conditions which might affect the proper performance and completion of the work.
- D. No allowance will be made after RFP opening for cost estimation errors attributable to any failure to account for existing conditions and/or consider of any and all limitations on or of this scope of work.
- E. Successful bidder will be denied any application for extra payments for conditions which can be determined by visually examining the site.
- F. Bidder's representative shall report to the Owner's Representative and register his name, phone number, and name of the company, signing in as verification of his site visit.
- G. The scheduled site visit is as follows:

**Date:** 2/17/2025  
**Time:** 2:30 p.m. EST  
**Location:** Damon Flowers Building, DF 104  
Washtenaw Community College, Ann Arbor, MI

- H. The Owner is not obligated to offer any other times to conduct site visits.
- I. Any figured dimensions shown on Contract Documents are for reference purposes only. The Contractor is required to verify and confirm all dimension in the field and report any discrepancies to the Owner's Representative immediately. Contractor's request for additional payment, additional time, or reconsideration of their bid will be denied if the claim is based on reliance on the figured dimensions shown on the Contract Documents only.

## 4.0 Requirements & Specifications

### Project Locations

The initial cabling installation will occur at the following buildings. The College reserves the right to contract with the awarded vendor for additional locations as needed through March 6, 2027.

<https://www.wccnet.edu/visit/documents/wcc-campus-map.pdf>

- **SR** - Shipping and Receiving Building
- **DF** - Damon Flowers Building
- **HL** - Henry Landau Building

### Scope of Work

It is the College's expectation that the scope of work for the initial project will include the following. Proposals should provide suggestions and/or recommendations as needed to complete this scope of work as well as a detailed installation plan. The College reserves the right to revise this scope of work for all locations as needed through March 6, 2027.

- **Cabling Installation:**
  - Install Cat6A unshielded Ethernet cabling in all designated areas as per the provided maps.
  - Cabling color: Blue
  - Cabling type: solid copper (non CCA).
  - Rating: Riser or Plenum, based on location requirements.
  - All terminations to adhere to T568B standards.
  - J-hooks should be used to support cable where cable tray is unavailable.
  - Wireless endpoint locations should terminate to a Biscuit jack within 1 ft of the wireless mounting location.
  - All wall plates and patch panels must be labeled.
- **Equipment & Materials:**
  - Keystones: Hubbell brand, blue for data, yellow for wireless.
  - Patch Panels: Hubbell brand, unloaded, with a window for labeling.
  - Faceplates: White for standard locations, metal for exposed areas. Both should be windowed.
  - Wall Boxes: Provided where required for termination inside interior walls.
  - Cable Management: Only Velcro (hook and loop) should be used (no plastic zip ties).
  - Pathways: Should avoid any potential sources of EMI.
  - Firestopping: Required for all cabling passing through walls into telecom rooms.
- **Testing & Certification:** The contractor must perform comprehensive copper testing, including:
  - Length
  - Delay and delay skew
  - Impedance (TDR)

- Resistance
  - Capacitance
  - Attenuation
  - Near-End Crosstalk (NEXT)
  - Line Mapping
  - Return Loss
  - Power Sum Near-End Crosstalk Loss (PSNEXT)
  - Power Sum Equal-Level Far-End Crosstalk Loss (PSELFEXT)
  - Equal-Level Far-End Crosstalk Loss (ELFEXT)
  - These tests to be provided (electronically) to the college after completion of job.
- **Removal of Old Cabling:**
    - Old cabling must be removed once the new cabling is installed.
    - Faceplates must be installed over any empty boxes where network drops were removed but not replaced.
  - **Job Site Requirements:**
    - Vendor is responsible for maintaining cleanliness and removing all scrap materials.
    - Existing pathways should be used whenever available.
    - Any required permits for installation are the vendor's responsibility.
    - A minimum of a 3-year warranty must be provided for all cabling.
    - Final documentation and as-built drawings must be submitted upon project completion.

#### **Project Timeline & Work Schedule**

- **Completion Deadline:** March 15, 2025
- Vendors must provide:
  - Anticipated length of time to complete the job.
  - Proposed work hours and scheduling.
  - Number of employees working on-site at any given time.
  - Storage requirements for materials (e.g., job box).
- The vendor is required to stay in daily contact with the **Director of Infrastructure** and provide status updates throughout the project.
- Building access coordination must be communicated daily with the **Director of Infrastructure**.

## **5.0 RFP Requirements – General**

The following requirements must be met when responding to this RFP:

- A.** A detailed installation plan with complete with suggestions and recommendations to complete this scope of work.
- B.** Consultants should address their approach to meeting the project's intent and project timeline.

- C. A statement acknowledging the consultant’s understanding of the scope of this RFP. (Signature Page)
- D. The consultant must provide a comprehensive price proposal that outlines costs of services, rates by individual, travel expenses and any other costs incurred as well as all assumptions. Itemize subtotal costs by location as well as a grand total cost. Subtotals should include estimates for all material, parts, labor, and any additional fees. Washtenaw Community College holds a tax-exempt status and shall not be charged any Federal or State taxes where allowed. Tax-exempt documentation shall be presented when required.
- E. The consultant must warrant its products and services to the requirements and objectives in this RFP.
- F. Vendor proposals must comply with EIA/TIA/BICSI standards.
- G. Consultants submitting a proposal agree to work with the College to develop a detailed Statement of Work that will be part of the contract at no cost to the College.
- H. Proof of Insurance - shall be maintained and a copy shall be provided to the College. No changes are permitted in the insurance coverage unless agreed to in writing by the College. Insurance shall be maintained for the following coverages in the amounts stated below.
  - 1. Commercial general liability insurance (occurrence form) with respect to the premises, including contractual and products/completed operations coverages. The limits of liability are not to be less than \$1,000,000 combined single limit of bodily injury and property damage per occurrence and \$2,000,000 combined single limit of bodily injury and property damage annual aggregate.
  - 2. Automobile liability insurance with limits not less than \$1,000,000 combined single limit of bodily injury and property damage per accident. Statutory workers’ compensation employer’s liability.
  - 3. Umbrella or excess liability with limits not less than \$2,000,000 per occurrence and aggregate.
  - 4. Professional liability insurance. Specify amounts carried.
- I. References - The Consultant must provide 3-5 current customer references. References should reflect organizations that have similar requirements and business goals, scope of work and contract value. In addition, we would prefer at least one reference from the educational space.
- J. Consultant Company Information
  - 1. Background - Brief history and background of your company as well as the length of time you have supplied services requested in this RFP. Describe the product(s) and service(s) being offered for this solution. Also indicate experience with State of Michigan projects and other projects that may be similar in nature.
  - 2. Industry Recognition - What industry recognition has your company received?
  - 3. Customers- Who are your key customers? Do you specialize in a certain types of work?
  - 4. Implementation -Please describe how you go about implementing services requested in the RFP.
  - 5. Employee Background - Vendor shall provide a “professional resume” for members of the team that will be working on this project.
  - 6. Certifications / Licensed held – Provide a list of all current certifications / licensed held by the organization.

## 6.0 Submission Directions

- A. Proposals following the guidelines outlined in this document are due on or before February 26, 2025 at 2:00 p.m. EST, at the following location:

**Submit proposals electronically via email to:**

**Don Harrison**  
**Washtenaw Community College**  
[pur@wccnet.edu](mailto:pur@wccnet.edu)  
**RFP # 6708 Structured Cabling**

- B. Submit **one (1) Proposal** and **one (1) signed copy of the Signature Page** in a single PDF format. Faxed and mailed replies are not acceptable and will be rejected. It is the responsibility of the vendor to ensure that proposals are received at the location stated above on or before the due date and time. The college's normal office hours are 8:00 a.m. to 4:30 p.m. EDST. The vendor assumes all responsibility for delivery to the location given above regardless of the method of shipment and delivery used and the time received to the specified location on campus.
- C. Questions must be addressed to Don Harrison, Purchasing Agent, at [pur@wccnet.edu](mailto:pur@wccnet.edu). The deadline to submit questions is **02/20/2025 at 2:00 p.m. EST**. All questions received by the deadline date will be posted with answers on the WCC Purchasing website <https://www.wccnet.edu/about/purchasing/bids-rfp.php> by **02/20/2025 at 2:00 p.m. EST**.

## **SIGNATURE PAGE**

### **This page must be signed and submitted with the proposal.**

By virtue of submittal of a proposal, Vendor acknowledges:

- That all of the requirements of this RFP have been read and understood.
- That Vendor is presently not debarred, suspended, proposed for debarment, declared ineligible, nor voluntarily excluded from covered transactions by any Federal department or agency.
- Any responses, materials, correspondence, or documents provided to WCC are subject to the State of Michigan Freedom of Information Act and may be released to third parties in compliance with the Act.
- By signing below the Vendor warrants that the information submitted is complete and factual.
- The individual signing below has authority to enter into this on behalf of Vendor.
- Supplier agrees that in the event there is any conflict between the Terms & Conditions referenced in this RFP and those included or referenced in any response to this RFP, the Terms & Conditions referenced herein shall prevail
- Proposal shall remain valid for a minimum of ninety (90) days.

Signature

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
Email

Indicate if your company is:

Minority-owned yes \_\_\_ or no \_\_\_

Woman-owned yes \_\_\_ or no \_\_\_

Include documentation to verify status if available.

The Vendor agrees to comply with all applicable federal, state, local and College laws, rules and regulations in providing goods and services under this agreement.