REQUEST FOR PROPOSALS:

NETWORK CABLELING INSTALLATION SERVICES

Issue Date: January 19, 2018
Due Date: February 2, 2018

In order to be considered, proposals must be signed and returned via email to oleon@wested.org.

Hard copies may be mailed to the WestEd Procurement Department at 4665 Lampson Ave., Los Alamitos, CA 90720 by February 2, 2018.

Proposal responses will be considered valid for a period of 120 calendar days after the proposal due date.
PROPOSAL FOR NETWORK CABLING FOR THE ALAMEDA OFFICE

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I. INTRODUCTION

WestEd is soliciting proposals from qualified firms to provide network cabling installation services for a new office in Alameda, CA.

This request for proposal (RFP) contains background information on WestEd and specific information that must be included in the proposals submitted. An electronic version of the proposal must be received no later February 2, 2018.

Electronic copies must be delivered via email to oleon@wested.org. If necessary, physical copies may be delivered directly to our office at the following address:

WestEd
4665 Lampson Ave.
Los Alamitos, CA 90720
Attn: Oscar Leon, Procurement Manager

II. BACKGROUND

WestEd is a not-for-profit research, development, and service agency that works with education and other communities to promote excellence, achieve equity, and improve learning for children, youth, and adults. WestEd has over 640 employees, located in 13 offices across the United States, and had revenue in excess of $160 million for Fiscal Year 2017.

WestEd is a Joint Powers Agency (“JPA”) formed under the California Joint Exercise of Powers Act, California Government Code section 6500 et seq. and governed by public entities in Arizona, California, Nevada, and Utah. WestEd’s Board of Directors is comprised of members representing agencies from these states, as well as other national education and business leaders. WestEd’s income is tax exempt under Section 115 (1) of the Internal Revenue Code.

WestEd complies with the required federal regulations on procurement, as well as applicable State procurement law and procedures.

Efforts, including affirmative steps prescribed by federal regulation (if applicable), will be made by WestEd to utilize small and minority-owned businesses, women’s business enterprises and labor surplus area firms when possible. The selected firm may be required to undertake affirmative steps to utilize such firms in subcontracts if this contract is federally funded. A firm qualifies as a small business firm if it meets the definition of “small business” as established by the Small Business Administration (13 CFR 121.201, Subsector 238210) by having average annual receipts for the last three fiscal years not exceeding $15 million.
III. WESTED CONTACT

All communications, including any requests for clarification, concerning this RFP should be addressed in writing to the following:

Oscar Leon
Procurement Manager
oleon@wested.org
IV. SOLICITATION FORM

FAILURE TO SIGN THIS PAGE WILL DISQUALIFY YOUR RESPONSE

If awarded, the undersigned offers and agrees to furnish the services listed in this RFP at the prices and terms stated, subject to mutually agreed upon terms and conditions. The undersigned warrants and represents their authority to bind the firm into an agreement subject to the terms and conditions of this Request for Proposal.

Company Name:

Street Address:

City, State Zip:

Email:

Telephone:

By (Authorized Signature) Date Signed:

Print name and title of Authorized Signatory

ALL SPECIFICATIONS, TERMS, AND CONDITIONS OF THIS REQUEST FOR PROPOSAL WILL BE INCORPORATED INTO ANY RESULTING AGREEMENT.
V. SOLICITATION KEY DATES AND TIMELINE

<table>
<thead>
<tr>
<th>RFP Activity</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP Released</td>
<td>January 22, 2018</td>
</tr>
<tr>
<td>Questions Due by bidders</td>
<td>January 26, 2018</td>
</tr>
<tr>
<td>Response to questions posted</td>
<td>January 30, 2018</td>
</tr>
<tr>
<td>Proposal Due Date</td>
<td>February 2, 2018</td>
</tr>
<tr>
<td>Interviews</td>
<td>TBD – as needed</td>
</tr>
<tr>
<td>Award Notice</td>
<td>February 9, 2018</td>
</tr>
<tr>
<td>Meeting with the General Contractor to commence work</td>
<td>TBD</td>
</tr>
<tr>
<td>Work to commence</td>
<td>Mid March</td>
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</table>
VI. SCOPE OF WORK

WestEd will receive proposals for Network Cabling for 2470 Marine Sq., Alameda, CA.

Alameda Office Space Network Cabling requirements:

- 24 locations for 6 medium conference rooms 4 locations each (2 wall locations, 1 cable per) (2 floor locations, 1 cable per) = 24 total cables
- 60 locations Private Office/Hotel/Focus rooms 2 cables per location = 120 total cables
- 20 locations Open Office (cubicles, make/model is Knox Dividends Horizon) 2 cables per location = 40 total cables
- 16 WAP ceiling locations (2 cables per location) = 32 total cables
- 4 locations Print Room (2 cables per location) = 8 total cables
- 14 locations Main Conference Room (1 cable per location) = 14 total cables
- 1 location (2 cables) Reception desk = 2 total cables
- 4 locations for 2 small conference rooms (2 cables per location), 2 locations per each of 2 small conference rooms = 8 total cables
- 3 locations (2 cables per location) Mail room = 6 total cables
- 1 location (2 cables) Wellness room = 2 total cables

Grand Total = 256 cables to 147 locations

Please price it with all Cat7, with an option for Cat 6

Notes:
1. Floor plan dimensions are 230ft by 100ft (see attached Amendment A)
2. Everything returns to the server room labeled ELEC, to right of Women’s RR.
3. There are two two-post racks installed and ready for use, along with an overhead cable runway to the ceiling ingress/egress in the server room. We’ll need all other hardware included in your quote.
4. Target installation date March 14 through March 20, 2018

Provide Certificate of Insurance and a Performance Bond.
VII. PROPOSAL OUTLINE

In order to simplify the review process and to obtain the maximum degree of comparability, the proposals should include the following items and be organized in the manner specified below.

1. Letter of Transmittal

A letter of transmittal briefly outlining the firm’s understanding of the work and general information regarding the firm and individuals to be involved is limited to a maximum of two pages. The letter should clearly identify the local address of the office of the firm performing the work, the telephone number, and the name of the authorized representative. The letter shall include a clear statement from Proposer that this offer is binding and shall remain open for 120 days from the due date of this RFP and acknowledges that its proposal cannot be withdrawn within that time without the written consent of WestEd.

2. Table of Contents

Include a table of contents that identifies the material by section, page number, and a reference to the information to be contained in the proposal.

3. Solicitation Form

The Solicitation Form included in the RFP shall be included here.

4. Profile of Firm Proposing

a. State whether the firm is a local, national, or international firm and include a brief description of the size of the firm. State whether the proposer is a qualified small or minority-owned business, women’s business enterprise or labor surplus area firm.
b. State whether the firm is in compliance with the registration and permit requirements to do business in California.
c. Describe the local office from which the work is to be performed.
   1. Location of office.
   2. The size of professional staff by level, such as partner, manager and supervisor, senior, and other professional staff.
   3. The credentials and qualifications of professional staff.

5. Qualifications

a. Describe recent experience with similar engagements to which the proposal relates.
b. Include resumes of all key professional members who will be assigned to the project. Résumés should be included for all professional members of the team. The résumés
should include specific engagements or clients to whom similar services have been provided if possible.

c. Describe the firm's policy on notification of changes in key personnel.

d. Briefly describe the firm's system of quality control to ensure the work meets a high quality standard.

e. Include three client references.

6. Scope of Services and Proposed Project Schedule

Briefly describe the firm’s understanding of the scope of services to be provided.

7. Fees and Compensation

Provide the following information as relevant to the fee proposal:

a. Estimated total labor hours

b. Estimate of material costs

c. Payment schedule

d. Cost of additional related services if requested by WestEd.

If the fee is proposed under a different methodology (e.g., a fixed price for all services) please provide a basis for the proposed fee.

8. Exceptions to Contract Requirements

Any exceptions to the requirements of the sample contract shall be noted in the proposal. WestEd shall have no obligation to accept any exceptions and may reject any proposal noting exceptions to its contract requirements.

VIII. PROPOSAL SUBMISSION AND SELECTION PROCESS

By use of numerical and narrative scoring techniques, proposals will be evaluated by WestEd against the factors specified below. The relative weights of the criteria—based on a 100-point scale—are shown below.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Qualifications, experience, references, and ability to carry out the described work</td>
<td>35 points</td>
</tr>
<tr>
<td>2. Proposed methodologies and processes to accomplish work</td>
<td>25 points</td>
</tr>
<tr>
<td>3. Fees / expenses</td>
<td>25 points</td>
</tr>
</tbody>
</table>
4. Completeness of proposal and adherence to RFP instructions.  

<table>
<thead>
<tr>
<th></th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. Completeness of proposal and adherence to RFP instructions.</td>
<td>10 points</td>
</tr>
<tr>
<td>5. Qualified small or minority-owned firm, women business enterprise, or labor surplus area firm.</td>
<td>5 points</td>
</tr>
</tbody>
</table>

IX. REVIEW PROCESS

WestEd may, at its discretion, request interviews/presentations by or a meeting with any or all firms, to clarify or negotiate modifications to the firm’s proposal. However, WestEd reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, that the firm can propose. WestEd contemplates award of the contract to the responsive, responsible firm whose proposal is the most advantageous to WestEd, based on the highest total points and its decision is final.

As a federal contractor, it is WestEd’s policy to utilize, whenever possible, small businesses, disadvantaged small businesses, veteran-owned small businesses, minority-owned firms, and/or woman-owned businesses. Therefore, firms that meet these criteria will be given preference, should they meet all other stated criteria in the RFP.

X. NOTICE TO FIRM(S)

All materials provided to WestEd become the property of WestEd and may be returned only at its sole discretion. WestEd is a public entity. All proposals and any materials submitted with a proposal may be deemed public records subject to disclosure pursuant to the California Public Records Act. No portion of any proposal or materials submitted therewith will be withheld from disclosure as proprietary, trade secret or confidential unless that portion is clearly marked by the firm as such, and the firm agrees to indemnify WestEd against any claim or action to compel disclosure of such portion of the proposal. WestEd is not obligated to accept any proposal or to negotiate with any entity. All transactions are subject to the final approval of WestEd, which reserves the right to reject any and all proposals without liability. All costs directly or indirectly related to a response to this RFP will be borne by the firm.

The contract, if any, shall be awarded to the responsible firm whose proposal is most advantageous to WestEd, based on the evaluation criteria set forth in this RFP. WestEd may at its sole discretion select the response that best fits its needs, may choose to cancel the RFP, or to not select any Firm. A selection committee will evaluate the responses based on established criteria, including compliance with the direction herein, experience and qualifications, cost, financial position of the company, and other factors as stated in
this RFP. If selected, the successful firm will enter into a written agreement with WestEd that will include service agreements and compensation agreements.

All information in this RFP should, for purposes of this RFP, be considered proprietary and confidential. Information contained in this RFP should not be shared or distributed without the expressed written consent of WestEd.

XI. REJECTION OF PROPOSAL(S)

WestEd reserves the right in its sole discretion to reject any or all proposals, in whole or in part, without incurring any cost or liability whatsoever. All proposals will be reviewed for completeness of the submission requirements. The proposal may be rejected if it fails to meet a material requirement of the RFP or if it is incomplete or contains irregularities. A deviation is material to the extent that a proposal is not in substantial accord with RFP requirements.

Immaterial deviations may cause a bid to be rejected. WestEd may or may not waive an immaterial deviation or defect in a proposal. WestEd’s waiver of an immaterial deviation or defect will in no way modify the RFP or excuse a firm from full compliance with the RFP requirements.

Any proposal may be rejected where it is determined to be not competitive, or where the cost is not reasonable.

Proposals that contain false or misleading statements may be rejected if in WestEd’s opinion the information was intended to mislead WestEd regarding a requirement of the RFP.

WestEd may reject a proposal from a firm it finds non-responsive. Any person or entity that has substantially assisted WestEd in preparing any part of this RFP is prohibited from submitting a proposal. Submission of a proposal to WestEd shall constitute the firm’s certification that the proposal is not collusive.

XII. COMPLIANCE WITH LAWS

Any Firm must affirmatively agree and certify that it will comply with all applicable federal, state, and local laws and regulations, including but not limited to the provisions of the Fair Employment and Housing Act (Govt. Code, § 12900 et seq.) and any applicable regulations promulgated there under (Cal. Code of Regs., tit. 2, § 72850.0 et seq.). Any Firm must affirmatively agree to include the non-discrimination and compliance provisions of this clause in any and all subcontracts to perform work under the agreement.
XIII. WRITTEN QUESTIONS AND ADDENDA

Written questions or comments regarding this RFP must be in writing and received no later than January 26, 2018. Questions should be emailed to the Procurement Manager at oleon@wested.org. All questions will be responded to via email. Firm(s) invited to submit proposal understand and agree that they have an affirmative duty to inquire and seek clarification regarding anything in this RFP that is unclear or open to more than one interpretation.

WestEd, at its sole discretion, may make questions submitted by Firms and responses to the submitted questions available to all Firms.

WestEd reserves the right in its sole discretion to revise or amend this RFP prior to the stated submittal deadline. Any such revisions will be made by written addenda to this RFP. Firms are responsible for verifying they have received, and all proposals shall acknowledge receipt of, all addenda issued by WestEd relating to this RFP. Failure to acknowledge receipt of all such addenda may render a proposal nonresponsive.

XIV. SUBMISSION

Electronic copies of responses must be received by February 2, 2018. Any response received after this date may be returned or not considered. Responses should be submitted electronically to the Procurement Manager at oleon@wested.org. If Firms wish to also submit a hard copy of the proposal, it needs to be postmarked no later than the due date and mailed to 4665 Lampson Ave., Los Alamitos, CA 90720; Attn: Oscar Leon. Submission of a proposal shall constitute the firm’s representation that it:

- Has thoroughly examined and become familiar with the scope of work set forth in this RFP;
- Understands the requirements of the scope of work, the nature of the work and all other matters that may affect the work;
- Will honor its proposal for no less than 90 days after the submission date stated in this RFP (or until execution of a final contract with the selected firm, if sooner), and acknowledges that its proposal cannot be withdrawn within that time without the written consent of WestEd;
- Will comply with all requirements set forth in this RFP, and in the ensuing contract, if any.

XV. PROTESTS

Following the selection of the apparent successful firm, WestEd shall notify all firms of its intent to award a contract to such firm. Any protest to the award of the contract to the apparent successful firm shall be submitted to WestEd in writing within no less than five
(5) calendar days from the date of such notice. Any protest shall state with specificity the ground on which the protestor alleges the contract may not be awarded to the apparent successful firm. WestEd shall consider any properly submitted protest and may accept or reject such protest as it determines appropriate in its sole discretion.

XVI. GENERAL PROVISIONS

A. Amendments to RFP. WestEd reserves the right to amend the RFP or issue to all Respondents a Notice of Amendment to answer questions for clarification.

B. No Commitment to Award. Issuance of this RFP and receipt of proposals does not commit WestEd to award a contract. WestEd expressly reserves the right to postpone the RFP process for its own convenience, to accept or reject any or all proposals received in response to this RFP, to negotiate with more than one Respondent concurrently, or to cancel all or part of this RFP.

C. Amendments to Proposals. No amendment, addendum or modification will be accepted after the deadline stated herein for receiving Proposals. Respondent may modify or amend its Proposal only if WestEd receives the amendment prior to the deadline stated herein for receiving Proposals.

D. Non-Responsive Proposals. A Proposal may be considered non-responsive if conditional, incomplete, or if it contains alterations of form, additions not called for, or other irregularities that may constitute a material change to the Proposal.

E. Late Proposals. WestEd will not be responsible for Proposals that are delinquent, lost, incorrectly marked, sent to an address other than that given herein, or sent by mail or courier service and not signed for or acknowledged by WestEd.

F. Costs for Preparing. WestEd will not compensate any Respondent for the cost of preparing any Proposal, and all materials submitted with a Proposal shall become the property of WestEd. WestEd will retain all Proposals submitted and may use any idea in a Proposal regardless of whether that Proposal is selected.

G. Alternative Proposals. Only one final proposal is to be submitted by each Firm. Multiple proposals will result in rejection of all proposals submitted by the Respondent.

H. Public Documents. All Proposals and all evaluation and/or scoring sheets shall be available for public inspection at the conclusion of the selection process.