Allegany College of Maryland

12401 Willow Brook Road
Cumberland, Maryland 21502

Request for Proposals:
Fiber wiring Project Cumberland Campus

For specific information regarding this Request for Proposals:

Mrs. Sherry Buffenmyer
Director of Fiscal Affairs
12401 Willow Brook Road
Cumberland, Maryland 21502
301-784-5225
sbuffenmyer@allegany.edu

April 14, 2021
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Owner:
Allegany College of Maryland

Invites sealed proposals:
Fiber wiring project Cumberland Campus

Type of bid:
Bids shall be on a lump sum basis

Bid Submission:
Sealed bids may be emailed to Mrs. Sherry Buffenmyer, email address: sbuffenmyer@allegany.edu. All bids must be clearly marked in the subject line as Bid- ACoM Fiber Project. Sealed bids marked in the same manner may be hand delivered to: Mrs. Sherry Buffenmyer, Allegany College of Maryland, Cumberland campus, College Center Building, Room CC-166. Faxed bids will not be accepted. All bids must be received by 1:00 p.m. on May 13, 2021. A bid opening will be held at the Cumberland Campus, in the College Center Building, Room CC-166, on May 13, 2021 at 1:00p.m.
Objective

Allegany College of Maryland is currently soliciting quotes in response to this Request for Proposal (RFP) for the installation and build out of campus fiber optic infrastructure. This work will include but is not limited to, the physical installation of fiber optic pathways, fiber optic cables, splicing, termination, and enclosures to support the campus network infrastructure. The duration of the project should not exceed four months after the bid is awarded and contract is signed. Anticipation completion date is September 30, 2021.

RFP Overview

Allegany College of Maryland “College”, invite you (the “SUPPLIER”) to submit a quote in accordance with the requirements, terms, and conditions in this Request for Proposal (RFP) for the purpose of this Request for Proposal (RFP) is to solicit proposals from contractors (“Supplier”) for the Fiber optic infrastructure cabling project. It will be the responsibility of the selected Supplier to install the fiber optic cables from each designated IDF. The fiber optic system will be installed to connect core switches located in the IDF’s throughout the main campus buildings across existing tunnel system, conduits, and floors. This RFP process is your opportunity to demonstrate your strong commitment to partnering with the College and ensures highly competitive pricing with quality customer support services. This RFP solicits a detailed offering that includes line item pricing as well as a detailed response regarding your services, initiatives and Contract/Payment Terms compliance. We encourage you to submit a Quote that is aggressively priced which will exceed our expectations for a successful project implementation. Award of this project is contingent upon final approval from the College Board of Trustees.

Milestones Calendar

<table>
<thead>
<tr>
<th>Milestones</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP Release Date</td>
<td>April 19, 2021</td>
<td>4:00p.m.</td>
</tr>
<tr>
<td>Site Tour &amp; Bidders Conference</td>
<td>April 26, 2021</td>
<td>9:00a.m.</td>
</tr>
<tr>
<td>Additional Questions due</td>
<td>April 30, 2021</td>
<td>4:00p.m.</td>
</tr>
<tr>
<td>Answers to Suppliers due</td>
<td>May 6, 2021</td>
<td>4:00p.m.</td>
</tr>
<tr>
<td>Proposal due</td>
<td>May 13, 2021</td>
<td>1:00p.m.</td>
</tr>
<tr>
<td>Bid Opening</td>
<td>May 13, 2021</td>
<td>1:00p.m.</td>
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</tbody>
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Upon completion of the build out, cable maps and as-built drawings will be documented by the Supplier and provided no later than two weeks after the cabling is 100% complete. As-built drawings are to be provided for the entire project to the Information Technology Department along with test results for each cable run.
Required RFP Response Format

Suppliers are required to submit their Proposal in the specified electronic format. Supplier will submit their entire RFP response electronically via e-mail to sbuffenmyer@allegany.edu with Supplier’s information and responses provided as specified herein. The required electronic submission formats are PDF or Microsoft Word and Microsoft Excel. Any supporting graphic or presentation-based slides may be submitted in a separate PowerPoint file.

Proposal Due Date, Delivery Instruction and Communication

All Proposals are due by May 13, 2021 no later than 1:00 P.M. ET

Send your complete electronic response via email to: sbuffenmyer@allegany.edu

Bidders Note: All questions regarding interpretation or specifications must be submitted in writing to sbuffenmyer@allegany.edu only. Under no circumstances shall Supplier contact any other employee of Allegany College of Maryland. 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

Supplier shall have no rights in this document or the information contained therein and shall not duplicate or disseminate said document or information outside the Supplier’s organization without the prior written consent of Allegany College of Maryland.

Costs Incurred

All costs incurred in the preparation and presentation of the Proposal shall be borne by Supplier. By submitting a Proposal, Supplier agrees that the rejection of any Proposal in whole or in part will not render the College liable for incurred costs and damages.

Right to Reject Any and All Bids

Nothing in this RFP shall create any binding obligation upon Allegany College of Maryland. Moreover, the College, 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. The College reserves the right to apportion this bid. All bids should be governed by the College’s standard Polices, Procedures, Terms and Conditions.

Effective Period of Prices

All pricing Proposals by Supplier will remain fixed and firm until project completion.

Site Tour and Bidders Conference

A walk through and information session will be held at the Cumberland campus, Technology building, conference center, room 118, April 26, 2021 at 9:00a.m. This meeting is not mandatory however attendance is encouraged.
Request for Proposal Scope

Supplier will need to be on-site for walk-through and measurements. Supplier will install a complete and operational fiber optic system connecting all building designated IDF’s to the MDF. Supplier shall be responsible for all associated fire stopping material due to work associated with this contract, labeling, testing and terminating. All fire rated sleeves required for installation of fiber optic system shall be furnished and installed by the Supplier. Supplier shall be responsible for supplying fiber optic mounting and fastening hardware throughout the distribution, and the installation of fiber can take place during normal working hours 8 a.m.– 4 p.m. Monday through Friday. Conduits, Tubes, TDUs, fiber panels, and cables shall be labeled as per location cabling standard. All suppliers must include a detailed warranty in the bid. All terminations will need test post terminals at both ends. as follows:

An interactive map of the fiber paths is available here.
https://www.google.com/maps/d/u/0/edit?mid=1Lhn3WTk8OUVmsst-ZOmEmRUBxbW-kpiNH&usp=sharing

All fiber is to be OS2 single mode. All termination patch panels are to be LC.

1. Data Center to Club House

This run is approximately 1900 feet. The path consists of 3” and 4” underground conduit, free air through ceilings and conduit through buildings. Less than 10 feet of excavating or free air may need to be completed at the club house. 24 strands of OS2 single mode will be required. Termination in the Data center will be in a provided 19” rack. You will provide a rackmount termination panel utilizing LC connectors. Termination in the Club House will be on a wall mount rack with a termination panel utilizing LC connectors. This wall mount rack will also need to house LC termination connectors for the fiber runs to the individual student dorms.

2. Club House to Dorms 1,2,3,4,5.

Each of these runs is estimated to be less than 300 feet. The paths consist of 4” underground conduit. There are 5 runs in total. A wall mount rack/termination panel will need to be provided for each of the 5 network closets. 12 strands of OS2 single mode fiber will be required for each run.

3. Data Center to PP (Physical Plant)

This run is approximately 500 feet. The path consists of 4” underground conduit, free air through ceilings and conduit through buildings. 24 strands of OS2 single mode will be required. Termination in the Data center will be in a provided 19” rack. You will provide a rackmount termination panel utilizing LC connectors. You may utilize the same termination panel to house the LC connector modules for all fiber drops terminating in the data center. There is an existing 19” wall mount rack in the PP which can be utilized for termination panel to LC connectors you provide.

4. PP (Physical Plant) to Welding

This run is estimated to be around 100 feet. The path consists of 4” conduit and free air through ceilings. 24 strands of OS2 single mode will be required. Termination in the PP will be in an existing 19” wall mount rack using
termination panels and LC connectors you provide. Termination in Welding will be in a rack you provide. Either wall mount or free standing. You will also provide a termination panel utilizing LC connectors.

5. Welding to Transportation

This run is estimated to be around 100 feet. The path consists of existing 2" and 3" conduit. 12 strands of OS2 single mode will be required. Termination in Transportation will be on a wall mount rack you provide. You will also provide a termination panel utilizing LC connectors. Termination in Welding will be in the rack you provided utilizing a termination panel with LC connectors.

6. Transportation to Workforce

This run is estimated to be around 100 feet. The path consists of existing 2" and 3" conduit. 12 strands of OS2 single mode will be required. Termination in the Workforce building will be on a free standing or wall mount rack you provide. You will also provide a termination panel utilizing LC connectors. Termination in Transportation will be in the rack you provided using a termination panel utilizing LC connectors.

7. Welding to Garage

This run is estimated to be around 250 feet. The path consists of 3" conduit. 12 strands of OS2 single mode will be required. Termination in the Garage will be on a wall mount or free-standing rack you provide. You will provide a termination panel utilizing LC connectors. Termination in Welding will be in the rack you provided using LC connectors.

8. Data Center to CC (College Center)

This run is estimated to be around 500 feet. The path consists of 3" and 4" underground conduit, crawl space, free air through ceilings and conduit through buildings. Excavation may be required near the CC where there is rumored to be an underground pull box. 48 strands of OS2 single mode fiber will be required. Racks exist at both ends of this run and you will provide termination panels utilizing LC connectors.

9. CC (College Center) to Bookstore

This run is estimated to be around 200 feet. The path consists of 4" conduit across the sidewalk, the rest of the path is through drop ceilings and chases. 12 strands of OS2 single mode will be required. 19" racks exist at both ends and you will provide termination panels utilizing LC connectors.

10. CC (College Center) to Library

This run is estimated to be around 400 feet. The path consists of free air through ceilings an underground trough which also contains HVAC plumbing. 24 strands of OS2 single mode will be required. 19" racks exist at both ends and you will provide termination panels utilizing LC connectors.

11. CC (College Center) to Science

This run is estimated to be 400 feet. The path consists of free air through ceilings, 4" conduit and a crawl space under the science building. 24 strands of OS2 single mode will be required. 19" racks exist at both ends and you will provide termination panels utilizing LC connectors.
12. Gym to Batting Practice
This run is estimated to be 200 feet. The path consists of free air through ceilings. Some hole boring through masonry walls may be required. 12 strands of OS2 single mode will be required. A wall mount rack will need to be provided in the Batting Practice building. A 19" rack exists in the Gym. You will provide LC termination panels at each end.

13. Gym to Baseball Field Dugout
This run is estimated to be 800 feet. The path consists of free air through ceilings. A trench and conduit will need to be provided or direct burial fiber in a trench may be utilized. 12 strands of OS2 single mode will be required. A wall mount rack will need to be provided in the dugout. A 19" rack exists in the Gym. You will provide LC termination panels at each end.

14. Science to Gym
This run is estimated to be 400 feet. The path consists of 4" conduit, crawl space, free air through ceilings and a chase. 12 strands of OS2 single mode will be required. 19" racks exist at both ends. You will provide LC termination panels at each end.

15. CC (College Center) to Humanities
This run is estimated to be 500 feet. The path consists of free air through ceilings and a trough which also contains HVAC plumbing. 24 strands of OS2 single mode will be required. 19" racks exist at both ends. You will provide LC termination panels at each end.

16. Humanities to CE (Continuing Education)
This run is estimated to be 750 feet. The path consists of a crawl space, free air through ceilings, 4" conduit and a short access trough in CE. 24 strands of OS2 single mode will be required. 19" racks exist at both ends. You will provide LC termination panels at each end.

General Conditions
The supplier shall provide all labor, materials, tools, and equipment necessary to complete the Scope of Work, as stated herein, in compliance with these specifications.

If necessary, the supplier is responsible to acquire all applicable permits, inspections, and final approvals from all Federal, State, and local authorities having jurisdiction for this work.

Additionally, the supplier is solely responsible for the removal from college grounds of all debris resulting from the work performed. Disposal of this material must be in a manner compliant with all Federal, State and local requirements.
Deliverables

The Supplier shall provide the following deliverables for this project:

- As-built drawings in a PDF format.
- Copies of any other relevant documentation created during this project, such as punch lists, meeting minutes, change orders, etc.
- Copies of the manufacturer’s cable plant certification documentation.
- Optical fiber cable test results in PDF format.
- Contractor shall provide a detailed installation schedule with milestones throughout the duration of the project. Contractor shall provide weekly updates on progress throughout duration of project to the IT Department.

Meetings and Site Visits

- The supplier is expected to attend up to 1 required coordination meeting as requested by Allegany College of Maryland.
- The supplier should budget time for weekly on-site status meetings. The expected duration of this project is 4 months.

RFP Questions, Inquiries, Clarifications and Addenda

- All inquiries regarding this RFP must be submitted via email to sbuffenmyer@allegany.edu. Inquiries and questions will be accepted through April 30, 2021 until 4:00pm.
- Allegany College of Maryland will issue responses to inquiries and any other corrections, amendments, and the like which it deems necessary in written addenda. Allegany College of Maryland will endeavor to email addenda to each person recorded as having been furnished a copy of the RFP to ensure they have obtained and acknowledged all addenda (if any).
- Proposers must acknowledge receipt of addenda and include it with their submission.
- Proposers should not rely on any representations or statements of clarifications not made in either this RFP or a formal addendum.
- Allegany College of Maryland reserves the right to waive minor informalities in proposal submissions.

Pricing

Suppliers are required to provide a detailed price estimate. Failure to provide a detailed pricing sheet will result in the Vendor’s bid being rejected without further consideration.

Payment Schedule and Terms

Upon completion of all work specified and cleanup of the work area, the supplier will submit an invoice to Allegany College of Maryland, Accounts Payable office, 12401 willow brook road, Cumberland, Maryland 21502. An electronic submission can be sent to acmap@allegany.edu. The College agrees to provide full payment within 30 days following acceptance of an approved invoice.
Past Performance and References

Please provide a list of three academic institutions who have received services on similar engagements as the one outlined by this RFP and include the information below.

- Client name and 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 Allegany College of Maryland will result in the Supplier’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
- Average number of years of application and implementation experience and business process definition for consultants and managers
- Provide a detailed description of value-added services that differentiate your company from your competitors

Proposed Staffing Approach

Provide an outline of 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

Allegany College of Maryland reserves the right to refuse proposed staff.

Indemnification Clause

The company awarded this contract, must name Allegany College of Maryland as an additional insured on all liability insurance policies, as well as clearly state that it will hold harmless and defend Allegany College of Maryland, its Board of Trustees, faculty, staff, agents and employees, from any and all claims, actions, or judgments including the expenditure of attorney’s fees and costs arising out of or incident to the performance of the contract, on the Certificate of Insurance.
**Insurance**

During the performance of the service under this contract, the company awarded the contract shall maintain necessary insurance policies, and be written by an insurance company authorized to do business in the State of Maryland. Approval of insurance by the College will not relieve or decrease the liability of the company. Company shall procure and maintain throughout the term of the contract policies of insurance from a carrier with an A.M. Best rating (in Maryland of A-1X or better).

The company must furnish proof of insurance to the College. The certificates must show the type, amount, class operations, effective dates and date of expiration of policies within ten (10) days from receiving the “Notice to Proceed.” Waiver of Subrogation in favor of the College is required for General Liability and Workers Compensation.

Allegany College of Maryland reserves the right to require complete copies of all required insurance policies at any time. If requested, copies must be furnished within 10 working days from the date of the original request.

Allegany College of Maryland will not be liable for payment of any premiums under any required policies of insurance.

Any and all subcontractors hired by the company are required to carry appropriate insurance as required by the proposal and also, the policies should name the firm as an additional insured on such subcontractor’s policies. Evidence that all insurance coverages have been issued must be provided to the College prior to award of this contract.

The insurance policy provided for the protection of the company must cover any liability assumed under its contract. The College must be furnished with certified evidence that insurance is in full force and effect and in appropriate form throughout the contract.

The awarded company must assume full responsibility for any and all damages, or claims of damage, for injury to persons, property, or equipment which may result from any service performed under this contract.

Misrepresentation of any material fact, whether intentional or not, regarding the company’s insurance coverage, policies, or capabilities may be grounds for termination of this contract.