

February 22, 2013



Request for Proposal

CML 13-009
Cable Management

For Columbus Metropolitan
Library (the Library)

Issued by:

Purchasing Division
96 S. Grant Ave.
Columbus, OH 43215

Deadline for Submittal:

March 8, 2013
No later than 12:00 Noon
EST



Wanda Dixon, Procurement Specialist
 Procurement Division, Financial Services Department
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REQUEST FOR PROPOSAL COVER SHEET

The Columbus Metropolitan Library is seeking sealed, signed, written proposals from qualified firms to provide **Cable Management services** according to the requirements described in the Scope and other documents included with this Request For Proposal (RFP). The Proposal Identification Number is **CML 13-009**.

Sealed Proposals will be received at the Columbus Metropolitan Library, 96 South Grant Avenue, Columbus, Ohio 43215 **no later than 12:00 Noon EST on March 8, 2013**. Any proposals arriving after 12:00 Noon will be marked late and will receive no consideration for selection to provide the specified equipment, supplies and/or services.

Any questions or clarifications regarding this RFP should be sent to purchasing@columbuslibrary.org. All questions should be submitted no later than March 1, 2013.

The vendor declares to have read and understood and agrees to be bound by all the instructions, terms, conditions and specifications of this RFP and agrees to fulfill the requirements of any contract for which it is selected to provide the specified equipment, supplies and/or services at the prices proposed.

The vendor certifies, by signature affixed to this Request for Proposal Cover Sheet, that the information provided by it in response to the RFP, including certified statements, is accurate and complete.

Federal Taxpayer Identification Number (TIN)		
Name of person signing bid proposal (Please print or type)	Title	
Vendor Name		
Mailing address		
City	State	ZIP
Telephone	Toll Free Telephone	
Contact Person	Fax Number	
E Mail address		
Authorized Signature (Original signature only) Please use Blue Ink.		

THIS FORM MUST BE SIGNED AND SUBMITTED WITH THE PROPOSAL

Summary

The Library is seeking proposals for cable management services to ensure safety, create an orderly appearance, and provide an aesthetically pleasing environment.

Background

The Columbus Metropolitan Library is a county district library organized and existing under Chapter 3375 of the Ohio Revised Code and is a political subdivision of the State of Ohio.

The Library is an award-winning, forward-thinking organization that serves a population of 850,000 residents. The Library's vision is to create a **thriving community where wisdom prevails** with a purpose to **INSPIRE** reading, **SHARE** resources and **CONNECT** people.

CABLE DEFINITION

For the purposes of this RFP, the term *cables* shall be inclusive of:

- Ethernet data cables
- Computer power cables
- Other power cables (e.g. lighting, scanners, peripherals)
- Extension cords and power strips
- Electrical junction boxes, as needed

CABLE MANAGEMENT GOALS

It is the Library's desire to:

1. Ensure the safety of its customers and staff by having cables off of the floor or contained within raceways;
2. Reduce the visibility of cables where possible, and contain and wrap elsewhere, to present a more welcoming image to its customers. All cables should be off of the floor - first conceal if possible, then mount above if possible, then mount below;
3. Ensure all power strips have surge protection for electronic equipment, and mount all power strips either to furniture or the wall, as directed, to protect our asset investments;
4. Install grommet holes on work surfaces, as directed, to minimize cable clutter; and
5. Modify the locations of electrical outlets as needed, to support the above outcomes.

All areas within the Library system should have cables with a neat, orderly appearance, cables that do not cause potential safety issues, and cable management solutions that are aesthetically pleasing in their surrounding environment.

SCOPE OF WORK

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- The Library estimates 8 temporary labor positions completing the work weekday mornings at the 17 locations below; Library addresses can be found at <http://www.columbuslibrary.org/locations>

Dublin	7 AM – 11AM, 1 day
Franklinton	7 AM – 11AM, 1 day
Hilliard	7 AM – 11AM, 1 day
Hilltop	7 AM – 11AM, 1 day
Karl Road	7 AM – 11AM, 1 day
Linden	7 AM – 11AM, 1 day
Livingston	7 AM – 11AM, 1 day
Main Library	7 AM – 11AM, 5 days
Martin Luther King	7 AM – 11AM, 1 day
New Albany	7 AM – 11AM, 1 day
Northern Lights	7 AM – 11AM, 1 day
Northside	7 AM – 11AM, 1 day
Parsons	7 AM – 11AM, 1 day
Shepard	7 AM – 9AM, 1 day
South High	7 AM – 11AM, 1 day
Southeast	7 AM – 11AM, 2 days
Whetstone	7 AM – 11AM, 1 day

Library staff from Information Technology and Property Management will partner with the proposal finalist to schedule branch location visits, and will be available as the work is performed to provide guidance and instruction. When the vendor has completed cable management work at a given location, a team comprised of Information Technology and Property Management staff will review the work and sign off on its completion.

Here is a representative photo of the cable management work to be performed:



2 Before Cable Management



1 After Cable Management

MATERIALS AND SUPPLIES

The following materials are recommended materials and supplies needed to achieve the Library's cable management goals.

Materials/Supplies	Purpose	Amount per location, estimated	Total amount, estimated
Hook and Loop cable wrappers, black	Cable wrapping for aesthetics (less than 3 feet)	50 ft.	1000 ft.
"U" hook supplies, plastic or metal	Mount beneath work surfaces to lift cables	20 units	500 units
Furniture grommets, black	Relocating and re-drilling as needed	10 units	210 units
Surge protected power strips 6', 8' and 12', black	Exchange plain power strips for surge protected, and mount power strips underneath furniture or on baseboard, as directed	25 units	600 units
Cable Sleeve, 1/2, 3/4, 1", black	Desktop should appear free of cables	10 ft.	300 ft.
Cable wrap, black	Desktop should appear free of cables	10 ft.	300 ft.
Raceways, tan, white, black	Surfaces should appear free of cables	10 units	300 units
Data port faceplates, various colors	All data ports should be terminated with finished faceplates	5 units	150 units
Power outlet faceplates, 2, 4, 6 gang, assorted colors	All outlets should have faceplates; outlets that are not live should have blank faceplates	5 units	150 units
Furniture channeling	Hide horizontal cable runs	5 units	150 units
Data cables, Cat 5e with boots, black	Exchange for shorter/longer cable as needed	5 units	150 units
Electrical junction boxes	Relocation as needed	As needed	As needed

In your proposal, please include:

- Hourly labor costs, should the Library supply all materials and supplies
- Hourly labor and materials and supply costs, should the vendor supply all materials and supplies

The vendor is also responsible for all tools, hardware and adhesives needed for installation of the above materials and supplies.

PROPOSAL DETAILS

One (1) original, completed and signed in blue ink, and four (4) copies are required. An electronic file of the proposal must also be submitted in .pdf format on either CD-ROM or flash drive.

To facilitate comparison of proposals, vendors must submit proposals in a format that corresponds to the outline below:

- A. **RFP Cover Sheet** – signed by an officer of the firm.
- B. **Table of Contents** listing all sections.
- C. **Vendor Qualifications** – Sufficient documentation that demonstrates the bidders' ability to provide the services as requested in this RFP.
- D. **Price Sheet** – One itemized bid price sheet for labor, and/or one itemized bid price sheet for labor, materials & supplies. Vendor transportation and any other ancillary costs should be inclusive in the proposal.
- E. **Timeline** - An implementation timeline proposal
- F. **References:**
 - 1. Length of time business has provided this type of service.
 - 2. List of References – Minimum of 3 client references to include contact name, organization name, telephone number and email information.

Proposal Submission Requirements

All proposals must be in a sealed envelope or appropriate packaging, with the Proposal Identification Number (CML#13-009) and title of the RFP (Cable Management) clearly marked on the outside, addressed and delivered to:

Columbus Metropolitan Library
Attn: Wanda Dixon, Procurement Specialist
96 South Grant Avenue
Columbus, OH 43215

Proposals may also be delivered in person to the Security Desk, First Floor, Columbus Metropolitan Library, 96 South Grant Avenue, Columbus, Ohio 43215. Proposals submitted via e-mail will not be considered.

Any proposals arriving after 12:00 Noon EST on March 8, 2013 will be marked late and will receive no consideration for selection to provide the requested services. The Library will return, unopened, any proposals that are received after the deadline.

Proposal Questions

Any questions or clarifications regarding this RFP should be sent to purchasing@columbuslibrary.org and reference the Proposal Identification Number (CML#13-009) and title of the RFP (Cable Management). All questions should be submitted no later than March 1, 2013 by 12:00 noon EST.

Answers to all questions will be documented and posted on the “Doing Business with the Library” page of the Library’s website at www.columbuslibrary.org/about/doing-business by no later than March 5, 2013.

EVALUATION

The successful vendor(s) will be chosen based upon the best total point score when evaluated against the criteria below:

- Bid Price for services requested
- Labor and Materials Costs
- Experience and expertise

CML reserves the right to reject any or all bids.

Projected Timeline

The projected timeline for this RFP process is provided below. The Library may, at its sole discretion, modify the schedule as necessary to allow for thorough and complete analysis of responses.

If a change is made to the RFP process, it will be communicated to those organizations reflecting an interest in responding to the opportunity and through a notice published on the “Doing Business with the Library” page of the Library’s website www.columbuslibrary.org/about/doing-business.

Activity	Target Completion Date
Issuance of RFP, Inquiry Period Begins	February 22, 2013
Inquiry Period Ends	March 1, 2013
Final Response to Vendor Questions	March 5, 2013
Proposal Due Date	March 8, 2013
Review & Selection of Finalists	March 15, 2013