



PRINCE GEORGE'S COUNTY MEMORIAL  
LIBRARY SYSTEM

REQUEST FOR PROPOSAL  
RFP-AM-2024-005  
GENERAL CAT CABLING-SYSTEM-WIDE

<b>ISSUE DATE:</b>	<b>April 29, 2024</b>
<b>SITE VISITS:</b>	<b>There will be no site visits for this project.</b>
<b>PROJECT MANAGER:</b>	<b>Carla Moore, Director of Information Technology</b>
<b>DEADLINE FOR QUESTIONS:</b>	<b>May 13, 2024 by 5:00 PM</b>
<b>RESPONSES TO QUESTION:</b>	<b>May 15, 2024</b>
<b>DEADLINE FOR PROPOSAL SUBMISSION:</b>	<b>May 31, 2024 by 5:00 P.M.</b>
<b>PROPOSAL SUBMISSION FORMAT:</b>	<b>PDF</b>
<b>EMAIL TO SUBMIT PROPOSAL:</b>	<b><a href="mailto:procurement@pgcmls.info">procurement@pgcmls.info</a></b>

REQUEST FOR PROPOSAL  
RFP-AM-2024-005  
GENERAL CAT CABLING: SYSTEM-WIDE

Table of Contents

Background	2
Point of Contact	2
Acceptable Submissions	2
Vendor Inquiries	2
Standard/Licensure Requirements	3
Experience	3
Safety	3
Basis of Award	3
Proposal Evaluation	4
Payment Terms	4
Agreement Required	4
Insurance Requirements	4
Vendor Rights	5
Reservation of Rights	5
Proposal Format	6
Late Proposals Not Considered	7
Inconsistency or Error in the RFP	7
Vendor Errors or Omissions	8
Addenda	8
Vendor Incurred Costs	8
Modification or Withdrawal of Proposal	8
Rejection of Solicitation Responses	9
Vendor Certification	9
Warranties	9
Service	10
Contract Period	10
Site Visits	10
Protest of Award	10
Termination for Convenience	11
Termination for Default	11
Scope of Work	12

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REQUEST FOR PROPOSAL  
RFP-AM-2024-005  
GENERAL CAT CABLING: SYSTEM-WIDE

### Background

The Prince George's County Memorial Library System (PGCMLS) consists of 19 branch libraries, a facility in the County Correctional Center and an administrative office. PGCMLS is a valued resource in the community with 69% of the county population registered as borrowers and almost 2.5 million visits last year. PGCMLS is a component unit of Prince George's County government with over 350 employees and governed by a 7-member Board of Library Trustees.

### Point of Contact

All communication regarding this RFP or any matter relating thereto must be transmitted electronically by email to the single Point of Contact ("POC") as follows, phone calls and visits will not be accepted:

**POC: Tee Bonés, Procurement Specialist**

**Email: [procurement@pgcmls.info](mailto:procurement@pgcmls.info)**

### Acceptable Submissions

No submission shall be accepted in any format other than as a PDF format file attached to an email addressed to [procurement@pgcmls.info](mailto:procurement@pgcmls.info). This provision shall override any other method or form of submission referenced in this RFP.

Vendor shall bear the responsibility of ensuring its submissions are received and acknowledged by PGCMLS.

In order for proposal to be considered for this RFP, please submit a proposal as described below no later than 5:00 p.m. on May 31, 2024.

### Vendor Inquiries

Any questions relating to this RFP shall be directed via e-mail no later than 5:00 p.m. on May 13, 2024 to Procurement Specialist:

**[procurement@pgcmls.info](mailto:procurement@pgcmls.info)**

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REQUEST FOR PROPOSAL  
RFP-AM-2024-005  
GENERAL CAT CABLING: SYSTEM-WIDE

Standard/Licensure Requirements

The selected Contractor shall provide documentation to the Library evidencing all necessary licenses/documents to perform the services prior to the awarding of the contract.

Experience

Five years or more experience is required by Vendor.

Safety

Safety is the foremost concern in any contract operation. Any Bidder performing an unsafe act or operation shall be notified to stop work until the unsafe act or operation is corrected. If unsafe acts or operations continue, it shall result in the termination of the Contract. This project encompasses areas that may include both public and private right-of-way. Therefore, in addition to the workmen, consideration must also be made for the general public and for private property.

Guidelines for health, safety and traffic control standards have been established by various agencies. Bidder shall comply with all Health, Safety and Traffic Control standards and procedures as required by the jurisdictional agencies and regulations as applicable.

Basis of Award

All submittals will not only be reviewed based on cost, but will also receive a technical analysis, which will analyze the following:

- |                                |                      |
|--------------------------------|----------------------|
| Product/Pricing                | Presentation Quality |
| Qualifications and Credentials | Control Procedures   |
| Performance                    | Project Management   |
| Capabilities                   | Liability Insurance  |
| Company Longevity              | Adequate Support     |
| Proposal                       | Staff                |

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REQUEST FOR PROPOSAL  
RFP-AM-2024-005  
GENERAL CAT CABLING: SYSTEM-WIDE

### Proposal Evaluation

Proposal will be evaluated by the Library and the highest ranking Vendors may be asked to make formal presentation to the Evaluation Committee. Evaluation of the Proposals will include but not limited to the following areas:

1. Proven service capabilities and overall quality and completeness of service (Based on recommendations by other customers, or otherwise)
2. Understanding of Library service needs
3. Cost of service (fees and charges)
4. Interview questions and answers with the top three Vendors (optional).

### Payment Terms

The Library makes monthly payment at work completion, during the next 30 days after the invoice date. Please include in your proposal any payment terms that deviate from monthly payment at work completion.

### Agreement Required

We will issue a Purchase Order to the successful Vendor. The Vendor shall be required to sign an Agreement for Services for this engagement. No work shall begin under this contract until a Purchase Order has been issued and the Agreement for Services has been signed by both parties. The Vendor should ensure that the contract is completed within the specified time.

### Insurance Requirements

The Vendor shall purchase and maintain during the term of any resulting Contract Professional Liability Insurance with limits of at least \$1,000,000 each occurrence and \$3,000,000 aggregate.

REQUEST FOR PROPOSAL  
RFP-AM-2024-005  
GENERAL CAT CABLING: SYSTEM-WIDE

### Vendor Rights

All materials submitted in response to this RFP become the property of the Library upon delivery and shall be appended to any formal documentation, which would further define or expand the contractual relationship between the Library and the Vendor. Each Vendor, as an express condition for the Library's consideration of such Vendor Proposal, agrees that the contents of every other proposal is confidential, proprietary and trade secret information in all technical areas and waives any right to access to such proposals. No submissions for supporting documentation will be returned to Vendor.

Vendors submitting proposal should recognize that the Library is a public body and, as a public body, the Library is subject to disclosure requirements and must abide by public record laws. Neither party shall be liable for disclosures required by law.

### Reservation of Rights

This RFP does not commit the Library to award a Services Agreement, to pay any costs incurred in the preparation of a proposal to this request, or to otherwise contract for any services.

The Library reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified sources, or to cancel in part or in its entirety this RFP, if it is in the best interest of the Library to do so.

The Library will evaluate proposal based upon the effectiveness of the perceived performance as it relates to the Library's specific requirements. The lowest fee proposal shall not necessarily be selected. The Library specifically reserves the right to reject any or all proposals or any part thereof; or to waive any defects or informalities in a proposal when it is determined by the Library to be in the Library's best interest.

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REQUEST FOR PROPOSAL  
RFP-AM-2024-005  
GENERAL CAT CABLING: SYSTEM-WIDE

### Proposal Format

The Proposal shall be signed by an individual authorized to bind the Vendor and shall contain a statement to the effect that the proposal is a firm offer for a one hundred eighty (180) calendar day period from the date of the opening.

The Proposal shall provide the name, title, address and telephone number of individuals with authority to contractually bind the Contractor and who may be contacted during the period of the Services Agreement. All fees quoted shall be firm and fixed for the full contract period and any extension.

The proposal shall be presented in the following format and include, at a minimum, all the information specified. Responses should be specific and complete in every detail, prepared in a simple straightforward manner:

1. A letter of proposal submission and introduction, including the name and address of the firm submitting the proposal, and name of the contact person, shall be the first page of the proposal. The proposal shall be signed by an authorized representative of the Vendor and shall include the name(s), title, address, telephone number of the individual(s) authorized to negotiate a Services Agreement with the Library.
2. An executive summary highlighting the Vendor's background, experience and variety of services, and any service enhancements unique to the Vendor shall immediately follow the letter of proposal submission and introduction.
3. A brief statement of the Vendor understands of the services required and the accounts to be serviced.
4. A work plan detailing the approach the Vendor intends to follow in providing the services required as outlined in this RFP.

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REQUEST FOR PROPOSAL  
RFP-AM-2024-005  
GENERAL CAT CABLING: SYSTEM-WIDE

5. The price quoted shall include all materials, labor, supplies, equipment, insurance, travel expenses, taxes and all other charges related to the job. The Library will not make any allowance for errors made in job planning by the Contractor.
6. The Vendor shall define the capability of its organization to meet the intended objectives of this RFP. Description of the Vendor's organization chart, names of staff members to be primarily assigned to this account, the role of each staff member, and resumes of principal officers showing education and experience relevant to this type of work.
7. At least 3 references showing prior experience in the areas as outlined in this RFP preferably with libraries, government agencies and/or corporate clients. Each reference shall include the name and address of client as well as the name and telephone, e-mail address of individual who can be contacted for verification of services.
8. Copy of the Service Agreement.
9. Include any other information that is considered to be important by the Vendor.

### Late Proposals Not Considered

Proposal received after the stipulated Proposal Submission Deadline will not be considered.

### Inconsistency or Error in the RFP

Any Vendor believing that there is any ambiguity, inconsistency or error in the RFP shall promptly notify the Library in writing of such apparent discrepancy. Failure to so notify the Library by the Proposal Submission Deadline will constitute a waiver of claim of ambiguity, inconsistency or error.

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REQUEST FOR PROPOSAL  
RFP-AM-2024-005  
GENERAL CAT CABLING: SYSTEM-WIDE

### Vendor Errors or Omissions

The Library is not responsible for any Vendor's errors or omissions.

### Addenda

The Library shall not be responsible for any oral instructions given by any employees of the Library in regard to the proposal instructions, specifications or proposal documents as described in this RFP. Any changes will be in the form of an addendum, which will be furnished to all Vendors who are listed with the Library as having received the RFP, or to any other Vendor who requests an addendum.

Vendors must routinely monitor RFP Notices of Updates and Addenda for changes. Please check website <http://www.pgcmls.info/Procurement> for updates and addenda.

### Vendor Incurred Costs

The Vendor shall be responsible for all costs incurred in preparing or responding to this RFP. All materials and documents submitted in response to this RFP become the property of the Library and will not be returned after the Proposal Submission Deadline.

### Modification or Withdrawal of Proposal

A Proposal may not be modified, withdrawn or cancelled by a Vendor for one hundred eighty (180) days following the Proposal Submission Deadline and each Vendor so agrees in submitting the proposal.

Proposals may be withdrawn, altered and/or resubmitted at any time prior to the submission deadline.

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REQUEST FOR PROPOSAL  
RFP-AM-2024-005  
GENERAL CAT CABLING: SYSTEM-WIDE

Notice of pre-submittal date withdrawal must be in writing over the signature of the Vendor. Withdrawn Proposals may be resubmitted up to the Proposal Submission Deadline, provided that they are then fully in conformance with these general terms and conditions.

### Rejection of Solicitation Responses

The Library reserves the right to reject any or all responses received, or any part thereof; to accept any response or any part thereof; or to waive any informality when it is deemed to be in the Library's best interest. Any Vendor objecting to the rejection of Proposal or portion thereof, must submit a written protest stating the reasons for the protest to the Library within five (5) calendar days from the date of the Library's Notification of Award letter.

### Vendor Certification

By submission of a proposal, the Vendor certifies that the Vendor has not paid or agreed to pay any fee or commission, or any other item of value contingent on the award of a contract to any employee, official or current contracting consultant of the Library.

### Warranties

All warranties by Vendor and manufacturer on both products and labor must be specified in the proposal. The Vendor's warranties shall commence with acceptance of/or payment for the work in full. Minimum acceptable warranty on hardware, parts, and labor is 5 years.

Any Vendor submitting a proposal in response to this RFP warrants and guarantees that the Vendor is fully capable of performing every task set forth in the proposal. No limitation or exception to this warranty provision will be acceptable to the Library; except, it is understood that the Vendor is not responsible for any problems in performance caused by improper acts or omissions by the Library.

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REQUEST FOR PROPOSAL  
RFP-AM-2024-005  
GENERAL CAT CABLING: SYSTEM-WIDE

### Service

The Vendor must provide terms of service should repair become necessary and the work and materials needed that are not covered under warranty.

### Contract Period

The Service Agreement shall cover the period depending upon date of the Services Agreement is awarded. The agreement may be renewed at the expiration of its terms by mutual agreement of the parties. The renewal may be two additional one (1) year terms.

### Site Visits

There will be no site visits for this project. Floorplans will be available upon request.

### Protest of Award

Any person, who has an objection to the awarding of the Services Agreement to any Vendor by the Library, shall lodge that protest, in writing, with the Library no later than 4:00 p.m. local time of the fifth (5th) calendar day, following release of the Library's Notification of Award letter. The Library retains the right to reject all protests not filed within this time, those found to be without merit, or those requesting confidential information regarding other bidders.

*PROTEST DEPOSIT: A deposit is required from the protester to compensate the library for the expenses of administering the protest. If the protest is decided in the protester's favor, the entire deposit shall be returned to the protester. If the protester is determined to be without merit, the deposit shall be forfeited to the library. The deposit shall be in the form of cash or a cashier's check and shall be in the amount of \$1,000.00 or 1% of the amount of the pending award, whichever is greater, up to the maximum of \$8,000.00.*

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REQUEST FOR PROPOSAL  
RFP-AM-2024-005  
GENERAL CAT CABLING: SYSTEM-WIDE

### Termination for Convenience

The performance of work under the contract may be terminated by the Library within 30 days written notice, or such time as mutually agreeable to the parties not to exceed 30 days, in accordance with this clause in whole, or from time-to-time in part, whenever the Library shall determine that such termination is in the best interest of the Library. The Library shall pay all reasonable costs associated with this contract that the Contractor has incurred up to the date of termination and all reasonable costs associated with termination of the contract. However, the Contractor shall not be reimbursed for any anticipatory profits, which have not been earned up to the date of termination.

### Termination for Default

If the Contractor fails to fulfill its obligations under the contract properly and on time or otherwise violates any provision of the contract, the Library may terminate the contract by written notice to the Contractor. The written notice shall specify the acts or omissions relied on as cause for termination. All furnished services provided by the Contractor shall, at the Library's option, become the Library's property. The Library shall pay the contractor fair and equitable compensation for satisfactory performance prior to receipt of notice of termination, less the amount of damages caused by the Contractor's breach. If the damages are more than the compensation payable to the Contractor, the Contractor shall remain liable after termination and the Library can affirmatively collect damages or deduct from monies due the Contractor on this or other Library contracts. Damages may include excess re-procurement costs.

REQUEST FOR PROPOSAL  
RFP-AM-2024-005  
GENERAL CAT CABLING: SYSTEM-WIDE

Scope of Work

PGCMLS is seeking proposals from qualified Vendors for installation of structured cable plants for internal connections between July 01, 2024 and June 30, 2025. PGCMLS shall require a varying number of network drops installed at one or more of the following locations:

ADMINISTRATIVE OFFICES 9601 Capital Lane Largo MD 20774

ACCOKEEK BRANCH 15773 Livingston Rd. Accokeek MD 20607

BADEN BRANCH 13603 Baden-Westwood Rd. Brandywine MD 20613

BELTSVILLE BRANCH 4319 Sellman Rd. Beltsville MD 20705

BLADENSBURG BRANCH 4820 Annapolis Rd. Bladensburg MD 20710

BOWIE BRANCH 15210 Annapolis Rd. Bowie MD 20715

FAIRMOUNT HEIGHTS BRANCH 5904 Kolb St. Fairmount Heights MD 20743

GLENARDEN BRANCH 8724 Glenarden Pkwy Glenarden MD 20706

GREENBELT BRANCH 11 Crescent Rd. Greenbelt MD 20770

HILLCREST HEIGHTS BRANCH 2398 Iverson St. Temple Hills MD 20748

HYATTSVILLE BRANCH 6532 Adelphi Rd. Hyattsville MD 20782

LARGO-KETTERING BRANCH 9601 Capital Lane Largo MD 20774

LAUREL BRANCH 507 7th St. Laurel MD 20707

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REQUEST FOR PROPOSAL  
RFP-AM-2024-005  
GENERAL CAT CABLING: SYSTEM-WIDE

MOUNT RAINIER BRANCH 3409 Rhode Island Ave. Mount Rainier MD 20712

NEW CARROLLTON BRANCH 7414 Riverdale Rd. New Carrollton MD 20784

OXON HILL BRANCH 6200 Oxon Hill Rd. Oxon Hill MD 20745

SOUTH BOWIE BRANCH 15301 Hall Rd. Bowie, MD 20721

SPAULDINGS BRANCH 5811 Old Silver Hill Rd. District Heights MD 20747

SURRATTS-CLINTON BRANCH 7400 Temple Hills Rd. Temple Hills MD  
20748

UPPER MARLBORO BRANCH 14730 Main St. Upper Marlboro MD 20772

**Scope Requirements:**

1. Plenum rated cable is required. List plenum cable as outlined below. Pricing should include installed, terminated, tested and labeled including wall plate, jack, and certification report.

**Cat6 Plenum Cable:**

0-150 feet – Pulls, include pricing for: (0-10)

(11-50)

(51-100)

(101-200)

151 – 300 feet – Pulls, include pricing for: (0-10)

(11-50)

(51-100)

(101-200)

REQUEST FOR PROPOSAL  
RFP-AM-2024-005  
GENERAL CAT CABLING: SYSTEM-WIDE

2. Each data drop shall be terminated in Vendor provided patch panels mounted in a Vendor provided open relay rack installed on the same floor in the communications room. The Vendor shall comply with industry best practices for securing cables through walls, above drop ceilings and routing of cable bundles.
3. The wall plate of each data drop shall be labeled identifying the jack position, patch panel and communications room ids (ex. 1-a-24, indicating room 1, panel a, jack position 24). Each patch panel shall be labeled starting at the letter "a" from the top of rack. The composition and color of wall plates and jacks must follow architect's specification.
4. Each data drop shall be tested and certified for Cat6 compliance. Vendor shall provide test results for all drops in an Excel formatted spreadsheet. Bidders shall provide a sample certification spreadsheet with their proposal.
5. Any additional network drops are usually near existing power outlets. If and when additional power is needed, PGCMLS will hire and electrician to add the additional power needed. The cabling Vendor is responsible for adding the network drops only.
6. Vendor shall warrant the performance of all drops and equipment for a period of five years after acceptance by PGCMLS.
7. Vendor shall coordinate all work with the General Contractor's Project Superintendent at the branch. The Vendor must supply all supervision, tools, equipment, hardware, material, transportation, and construction, and all other related services unless specific provisioning by the customer has been denoted. The Vendor is responsible for providing all necessary working/building permits required under this contract, which includes, local, state, or federal permits, as needed. Low voltage permits are required for new construction projects, but not for maintenance.

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REQUEST FOR PROPOSAL  
RFP-AM-2024-005  
GENERAL CAT CABLING: SYSTEM-WIDE

8. Vendor shall ensure that all work is performed in a good and workman-like manner. The bidder is responsible for providing evidence that all materials and installation practices will meet or exceed BICSI specifications for CAT6 (minimum) materials and installation.
9. There may be some instances where there is no acceptable space for an equipment rack. In those instances, use of wall space is an acceptable option.
10. There are no special product requirements.
11. Additional cost should be noted for specific requirements. Submitted pricing charts must include a breakdown of all materials such as:
  - Rack and installation
  - Cable Ladder
  - Network patch cables
  - Network cables - installed, tested, terminated with wall plate, jack and certification report.
  - Patch Panel
  - Brackets J-hooks Raceway
  - Labor Rate



REQUEST FOR PROPOSAL  
RFP-AM-2024-005  
GENERAL CAT CABLING: SYSTEM-WIDE

12. Include installed patch cables pricing based on the lengths and quantities listed below:

**4ft. Patch Cable** – include pricing for: 1-24 cables  
25-99 cables  
100-249 cables  
250-499 cables

**5ft. Patch Cable** – include pricing for: 1-24 cables  
25-99 cables  
100-249 cables  
250-499 cables

**6ft. Patch Cable** – include pricing for: 1-24 cables  
25-99 cables  
100-249 cables  
250-499 cables

**7ft. Patch Cable** – include pricing for: 1-24 cables  
25-99 cables  
100-249 cables  
250-499 cables

**10ft. Patch Cable** – include pricing for: 1-24 cables  
25-99 cables  
100-249 cables  
250-499 cables

**14ft. Patch Cable** – include pricing for: 1-24 cables  
25-99 cables  
100-249 cables  
250-499 cables

REQUEST FOR PROPOSAL  
RFP-AM-2024-005  
GENERAL CAT CABLING: SYSTEM-WIDE

13. Cableways must be utilized where available. If a sleeve does not exist in the existing corridor walls, a new (minimum size is 1") conduit should be installed for penetrations through walls or floors and shall be sealed with intumescent firestop system in accordance with the UL testing detail. Grout mixture or firestop system should be used to seal the perimeter of the new conduit installed in the corridor walls.
14. Cabling shall not be laid on ceiling grid structure, ceiling tiles or supported on any structure not specifically designed for supporting cables. If a cable tray is not present, provide cable supports at intervals of every 4-6 feet. Cable supports shall be "J" hooks other supporting devices with a minimum 1-inch cable-resting surface. Cable support devices shall be independently suspended from or attached to building structure or walls. Cable sag between supports shall not exceed 12 inches. All cables shall be neatly bundled and secured with appropriately rated fasteners. Some drops may require raceway, if so, the raceway must be plastic.
15. Cables should not be installed within 4-feet of transformers/motors, when running parallel of power conduits or fluorescent light fixtures maintain a 1-foot separation.