

REQUEST FOR QUOTATIONS



Fair Oaks Library- Data Wiring RFQ

Project Location: 2510 Middlefield Rd,
Redwood City, CA 94063

County of San Mateo Public Works

Release Date: March, 22, 2018

Responses must be Received
by 3:00 p.m. Pacific Standard Time
on April, 3, 2018

**REQUEST FOR QUOTATIONS
FOR
Fair Oaks Library- Data Wiring RFQ**

Interested respondents may check updates on the County website at

<https://publicworks.smcgov.org/projects-out-bid>

Responses must be submitted electronically to the San Mateo County representative for this RFQ:

Sina Oshaghi
Construction Project Manager
Email: aoshaghi@smcgov.org

By 3:00 p.m. Pacific Time on April 3, 2018

RESPONSES WILL NOT BE ACCEPTED AFTER THIS DATE AND TIME

Note regarding the Public Records Act:

Government Code Sections 6250 *et seq.*, the California Public Record Act, defines a public record as any writing containing information relating to the conduct of the public business. The Public Record Act provides that public records shall be disclosed upon written request and that any citizen has a right to inspect any public record unless the document is exempted from disclosure.

Be advised that any contract that eventually arises from this Request for Quotations is a public record in its entirety. Also, all information submitted in response to this Request for Quotations is itself a public record **without exception**. Submission of any materials in response to this Request for Quotations constitutes a waiver by the submitting party of any claim that the information is protected from disclosure. By submitting materials, (1) you are consenting to release of such materials by the County if requested under the Public Records Act without further notice to you and (2) you agree to indemnify and hold harmless the County for release of such information.

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SECTION I – GENERAL INFORMATION

A. STATEMENT OF INTENT

As outlined in more detail in Section II – Scope of Work, This RFQ seeks responses from any and all qualified agencies or individuals to provide data wiring services. This work will be as part of the Fair Oaks Library remodel, the contractor will coordinate with County of San Mateo and Library staff for pulling wire and termination. The tentative target start date and term for the proposed services is April 2018 through May 2018, subject to negotiation of a final agreement.

B. THE REQUEST FOR QUOTATIONS

The County of San Mateo seeks by way of this RFQ to obtain quotes from all qualified providers who have knowledge and expertise with providing data wiring services, or similar services, indicated. Agencies or individuals must be able to show that they are capable of performing the services requested. Such evidence includes, but is not limited to, the respondent's demonstrated competency and experience in delivering services of a similar scope and type and local availability of the respondent's personnel and equipment resources.

Respondents must demonstrate the ability to provide services beginning on April 9, 2018, or within reasonable time given start-up needs that are well justified in their quote.

Respondents should submit only one quote, but may be a participant on more than one response.

SECTION II – SCOPE OF WORK

A. DESCRIPTION

Location of Project: 2510 Middlefield Rd, Redwood City, CA 94063

INSTALLATION SCOPE:

Provide cabling and install the following Category 6 CMP cabling for 14 floor quad voice/data outlet (2-voice & 2-data) & 15 wall mounted voice/data (1 voice & 1 data) locations as shown in project plans.

Terminate, test and label to San Mateo County & industry standards.

Install two 48-port modular patch panel with expansion capability at IDF closet. Cable managers shall be provided.

Contractor shall coordinate with Count Project Manager and Library staff.

EXCLUSIONS

Electrical contractor will be responsible for data rough-in such us conduits, junction boxes, raceway, wire basket tray, cable tray.

Installation of Wireless Access Point

SECTION III – GENERAL TERMS AND CONDITIONS

Read all Instructions. Read the entire RFQ and all enclosures (if any) before preparing your response.

Questions and Responses Process. Submit all questions relating to this RFQ to the designated questions field associated with this RFQ to the County of San Mateo Public Works Department representative.

All questions must be received no later than 3:00 p.m. on March, 29, 2018.

If changes to the RFQ are warranted, they will be posted to the County website at <https://publicworks.smcgov.org/projects-out-bid>. It is the responsibility of each respondent to check the website for changes and/or clarifications to the RFQ prior to submitting a response.

Contact With County Employees. As of the issuance date of this RFQ and continuing until the final date for responses, all respondents are specifically directed not to hold meetings, conferences, or technical discussions with any County employee for purposes of responding to this RFQ except as otherwise permitted by this RFQ. Any respondent found to be acting in any way contrary to this directive may be disqualified from entering into any contract that may result from this RFQ.

Respondents will submit questions or concerns using the questions and answers process as stated above.

Miscellaneous. This RFQ is not a commitment or contract of any kind. The County reserves the right to pursue any and/or all ideas generated by this RFQ. The responses will be used to determine the respondent's ability to render the services to be provided. The failure of a respondent to comply fully with the instructions in the RFQ may eliminate its response from further evaluation as determined at the sole discretion of the County.

SECTION IV – REQUEST FOR QUOTATIONS

This section describes the general RFQ procedure used by the County, and the remaining sections of this RFQ list the requirements.

A. TENTATIVE SCHEDULE OF EVENTS

EVENT	DATE
Release Request for Quotations	3/22/2018
Questions Submitted to County Deadline	3/27/2018, 3 PM
Release Responses to Questions	3/29/2018
RFQ Response Deadline	4/3/2018, 3 PM
Review of Responses ⁽¹⁾	4/4/2018

(1) Dates are subject to change

B. SUBMISSION OF RESPONSES

Responses: The RFQ response will be submitted electronically to the County Contact representative for this RFQ by 3:00 p.m. Pacific Standard Time on 3, April, 2018.

All responses must be received by the stated date and time in order to be considered for review. The County will not be responsible for and may not accept late responses due to slow internet connection, or for any other electronic failure (including but not limited to information transmission and internet connectivity failures).

C. RESPONSE REVIEW AND SELECTION

During the review process, the County may require a respondent's representative to answer specific questions orally and/or in writing. The County may also require a visit to the respondent's offices, other field visits or observations by County representatives, or demonstrations as part of the overall RFQ review.

SECTION V – RESPONSE SUBMISSION REQUIREMENTS

The response should be submitted in the following format:

A. GENERAL INSTRUCTIONS

All responses should be typewritten or prepared on a computer and have consecutively numbered pages, including any exhibits, charts, and/or other attachments.

All responses should adhere to the specified content and sequence of information described by this RFQ.

Submit one (1) complete electronic (PDF, Microsoft Word document, etc.) version of your response and any required attachments to the County.

B. RESPONSE CONTENT AND FORMAT

1) Signature Authority

The original quote must be signed by an individual with authority to submit quotes on behalf of the agency. E-mailed quotes will be accepted.

2) Content

Items below contain brief descriptions of material that must be included in this response.

○ Insurance

The County has certain insurance requirements that must be met. In most situations those requirements include the following: the contractor must carry \$1,000,000 or more in comprehensive general liability insurance; the contractor must carry motor vehicle liability insurance, and if travel by car is a part of the services being requested, the amount of such coverage must be at least \$1,000,000; if the contractor has two or more employees, the contractor must carry the statutory limit for workers' compensation insurance; if the contractor or its employees maintain a license to perform professional services (e.g., architectural, legal, medical, psychological, etc.), the contractor must carry professional liability insurance; and generally the contractor must name the County and its officers, agents, employees, and servants as additional insured on any such policies (except workers compensation). Depending on the nature of the work being performed, additional requirements may need to be met.

3) Response Submissions

- Submit one (1) signed, original response electronically to the San Mateo County contact person. Responses must include a company logo and be signed by the respondent. An unsigned response may be rejected. A response may be signed by any authorized agency representative of the respondent.
- If there are multiple pages included in the quote, additional pages should be consecutively numbered; including any attachments. For ease of reference, include a Table of Contents by page number.

4) Response Due Date

All responses must be received by **3 p.m. April, 3, 2018**. Responses are not considered complete unless they include the following items: one (1) original including original signature of respondent. Address responses to:

Sina Oshaghi, Construction Project Manager
San Mateo County Department of Public Works
E-mail: aoshaghi@smcgov.org

Any responses delivered after 3:00 p.m. on April 3, 2018 may be rejected by the County as not meeting the requirements of this RFQ.

SECTION VI – ENCLOSURES

-Fair Oaks Library Data Plans