



Request for Proposal/Bid 25-007	
Kansas City Kansas Community Education Health and Wellness Center – Low Voltage	
RFP/Bid Issued:	May 22, 2025
Question/clarification deadline:	June 5, 2025, 10:00 AM CST
Proposals/Bids Due:	June 12, 2025, 10:00 AM CST
Buyer:	Linda Burgess Purchasing Specialist Kansas City Kansas Community College 7250 State Avenue, Kansas City Kansas 66112 Email: lburgess@kckcc.edu

FORM A

RESPONDENT ACKNOWLEDGEMENT

RFP 25-XXX

The undersigned certifies that he/she has the authority to bind this company in an agreement to supply the service in accordance with all terms and conditions specified herein. Please type or print the information below.

Respondent is REQUIRED to complete, sign, and return this form with their submittal.

Company Name	Authorized Person (Print)
Address	Signature
City/State/Zip	Title
Phone #	Date
Fax #	Tax ID #
Email Address	

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INSTRUCTIONS FOR SUBMITTING PROPOSALS

SECTION 1: GENERAL INSTRUCTIONS

All submittals must be in accordance with these instructions.

- A. Must submit three (3) original paper copies of the submittal response in a sealed envelope, labeled with the project number and project title for each of the partner areas specified in the scope of services section. A pdf copy of the proposal should be emailed to lburgess@kckcc.edu by the deadline. Paper copies should be mailed or delivered to 7250 State Avenue, Kansas City, Kansas 66112, Attention: Linda Burgess, Purchasing Specialist, Administrative Offices, Upper Jewel.
- B. The College reserves the right to waive defects and informalities in submittals, to reject any or all submittals, or to accept any submittals as may be deemed in the best interest of the College, in its sole discretion.
- C. Any submittal may be withdrawn at any time prior to the time specified herein for the opening of submittals, but no submittal may be withdrawn for a period of ninety (90) days after the submittal.
- D. Any exceptions taken to the terms, conditions, or specifications of the RFP must be clearly noted in the submittal as follows: **Exceptions to RFP 25-007**. If not so noted, then the successful respondent expressly agrees to the terms, conditions, and specifications of the RFP in its entirety and any exception after submittal will be held invalid and/or cause to reject the submittal, in whole or in part, at the sole discretion of the College.
- E. Questions and information pertaining to any item of this request may be obtained by submitting a request via email prior to the submittal deadline as noted on Page 1. Except in writing as noted on page 1, no other communication will take place between respondents and employees of the College during the RFP process.
- F. Services shall **not** be subcontracted or assigned, in whole or in part, without the express written consent of the College. Areas of work that cannot be accomplished by the respondent must be identified in the submittal, including the identification of other firms to be used. However, ultimate responsibility for the goods/services and all obligations relating to the goods/services will remain with the successful respondent.
- G. It is the responsibility of each respondent to become familiar with the requirements of this RFP. Lack of knowledge concerning the RFP's requirements will not relieve the respondent of conditions submitted in response to the submittal.
- H. If it becomes necessary to revise this RFP in whole or in part, an addendum will be provided to all respondents on record as having received the RFP and posted on the College's website. **It is important to note, however, that it remains the responsibility of the respondent to determine**

if any addenda have been issued and to obtain those addenda prior to submitting their submittal.

- I. The College will not be liable for any costs that a respondent may incur in the preparation of or presentation of the submittal.
- J. In all cases, no verbal communication will override written communication, and only written communications are binding.
- K. The College shall not be obligated to return the respondent's submittal once submitted, whether or not the submittal is withdrawn.

SECTION 2: EVALUATION CRITERIA

Evaluation will be in accordance with the College's policies and practices and purchasing policy. The College shall base its selections for professional services required for a project upon, but not limited to, the following criteria:

- A. **Approach to the Scope of Services.** The scope of the services offered and the extent to which they meet or exceed the requirements of the College.
- B. **Personnel.** Professional credentials and experience of all personnel who will be involved with the project. The specialized experience and technical competence of the respondent with respect to the type of services required.
- C. **Capacity to Perform the Work.** The capacity and capability of the respondent to perform the work in question, including specialized services, within the time limitations fixed for the completion of the project. Total resources of the respondent that can be applied to the Project, including project schedule.
- D. **Experience.** The past record of performance of the respondent with respect to such factors as control of costs, quality of work, and ability to meet schedules. Previous experience with similar or like services as outlined in this RFP, including references, level of satisfaction of present and former clients with accounts of comparable size and complexity.
- E. **Familiarity.** The respondent's proximity to and familiarity with the College and/or higher education. Understanding of the scope and work required as evidenced by the submittal and the ability of the respondent to deliver services as requested.
- F. **Fee Proposal.** Selection will be made based upon the most responsible respondent in the sole discretion of the College, including costs. A responsible respondent is a firm who has the capability and experience in all aspects to perform fully the contract requirements and the integrity and reliability which will assure good faith performance.

SECTION 3: PROPOSAL SUBMITTALS

Bid/Proposal Format – the following should be clearly identified in your proposal:

1. Respondent Acknowledgement Sheet – Completed copy of page 2 of this RFP.
2. Company Overview and History - Describe your company, officers, number of employees, and operating policies. State the number of years your organization has been in business and the financial stability of your company (no more than 2 pages).
3. Experience/References – Describe your experience in performing the services requested in this RFP. Indicate if you have previously contracted with KCKCC, and if any contract with KCKCC was terminated or declared in default by the College due to performance, breach, or other concerns. Provide three (3) references, preferably those that include current and former public higher education clients for similar work.
4. Key Personnel – Identify key personnel who would be assigned to this project to provide the services described in the Scope of Work, highlighting the primary point of contact for the College. Include an organizational chart and resumes as appropriate.
5. Project Approach – Describe in detail the approach to the project. Provide a detailed, task-oriented timeline for the project as it relates to the project requirements.
6. Fee Proposal – Describe how your firm is compensated for services and describe all fees for services on our account. Include itemized costs for all components and features to be delivered. Unless stated, the College shall assume that no other fees will be assessed in connection with the provision of services.

SCOPE OF SERVICES

SECTION 1: INTRODUCTION TO PROJECT

The KCK Community Education Health and Wellness Center (KCK CEHWC) is accepting bids from qualified contractors to furnish all labor, equipment, supplies, and material as necessary for the KCK CEHWC cabling project as stated in this Request for Proposal. The KCK CEHWC will award the bid to the contractor/vendor with the best offering deemed most advantageous to the KCK CEHWC, price/cost being the primary consideration. The determination of whether the bid is acceptable and meets the minimum requirements of the solicitation is solely within the discretion of the KCK CEHWC.

SECTION 2: SCOPE OF WORK

The scope of work for the project is divided into three sections based on the drawings provided designating the areas belonging to each of the partners. The sections of the building are color coded and labeled on the provided technology plans on page 1.

The KCK CEHWC is requesting cabling at the KCK Community Education Health and Wellness Center Building. All pathways are to be verified and provided by the contractor. All other associated materials as required are to be included in this turnkey solution. Additional patch panels and all other data closet equipment as specified are required to be installed. The project is considered an all-inclusive cabling turnkey solution. Building electrical/low-voltage diagrams will be provided.

Contractors are to furnish all labor, equipment, supplies, and material as necessary for the copper, fiber, data closet and all other components of the installation project. The project is to include the installation of specified cabling per the identified materials in the specification sheet. The installation will use industry standards and comply with all applicable safety and building codes in addition to the requirements listed in this bid. All cabling test results, and as-built engineering documents are to be provided in both physical hard copy and electronically 30 days from project completion. There shall be a warranty for all materials and labor for a period of not less than one full year after the work has been accepted by the KCK CEHWC. This in no way limits or reduces the warranty offered by any manufacturer of material or equipment used in maintenance or repairs.

All dry wall and drop ceiling penetrations are to be conducted by the contractor. Core drills if required will be performed by the contractor. Surface mounts will be provided and cabling in surface mounts will be pulled, terminated and tested by the contractor. Additional associated materials are to be installed by the contractor. Jack termination labelling per KCK CEHWC requirements are to be completed and test results provided prior to signing off. All modular RJ's to fully populate a patch panel must be supplied, meaning if a jack is not punched down, the patch panel should not be left empty, and a RJ should be placed in all slots.

Copper Cable and Pathway Requirements:

- Modular patch panels itemized in specification section for all cables are required.
- Cat6a Blue Cable is to be used for all runs.
- Plenum cabling must be used in areas with air circulation to comply with fire codes.
- To minimize interference, avoid running cables parallel to electrical lines.
- Appropriate cable management used to avoid tangling and damage. Proper bend radius should be used for all cables to prevent damage.
- Cat6a Shielded Blue Cable is to be used for all Audio or Video runs.
- All terminations must be tested to 500 MHZ and test sheets must be bound and given to technical services for future reference.
- All test documentation shall be delivered in hard and soft copy. Test documentation will include build out floor plan and cable test results.
- All cable runs will be home run from the distribution frame to each work area.
- Bridge taps and splices are not permitted as part of the horizontal cabling.
- Black 24-port 1U patch panels will be utilized for Data Closet Terminations
- Cat6a modular jacks are to be utilized in conjunction with the Patch Panel for Data Closet Termination. All patch panel Jacks must be left populated even if a cable is not terminated. All ports in the patch panel must be populated with a jack. The modular jack is installed even if the jack is not punched down.
- Modular jacks to be colored code based on list below:
 - Blue | computer workstations
 - White | wireless access points
 - Yellow | Security Cameras
 - Red | Fire Systems
 - Green | Door access controls
- All patch panels and cables must be labelled.
- All cables must be pulled to their final location. If conduits or cut outs are not supplied, or furniture mounting is required, the completion of the cable pull must be completed as requested.
- Provide support for cabling throughout the facility via J-hooks or other similar means.
- Assure all pathways are properly sleeved.
- Pathways and/core drills may be required and should be included as part of the requirements of the project.

Fiber Installation Requirements:

- 24 Strand Single Mode fiber cable as specified is required
- All fiber optics strands are to be terminated into the Data Closet rack patch panels. This is a turnkey solution. All necessary materials and labor will be provided by the contractor company.
- Install, splice, terminate, and test Single Mode fiber on both ends of each fiber run as specified.

- As-builds, in both hard and soft copy, to be provided 30 days after completion.
- Fiber test results, in both hard and soft copy, to be provided 30 days after completion.
- All equipment used for testing must be certified and calibrated within the previous 365 days.
- To maintain the optical fiber's performance, the following installation practices shall be followed:
 - All fiber must be LC connections.
 - Do not exceed the recommended pulling tension.
 - Do not exceed the recommended minimum bend radius.
 - A slack loop of 25' shall be left in each Data Closet.
 - Any parts, components, subassemblies, or materials not specified, but necessary for a complete and functioning system, must be furnished as part of the finished product. No additional allowances will be made for items omitted from the specifications.

Data Closet and Rack Requirements:

- Provide ladder rack and associated equipment.
- Provide appropriate and required equipment for cable bend radius when waterfalling into the rack.
- Provide fire caulking in all required locations.
- Provide appropriate support.

Product Specifications:

Copper Labeling:

- Cables to be labeled at both ends per the specified partners standard. This will be provided after the bid award.

Please see attached PDFs for Section3-Common Work Results for Communications and Technology Plans-Drawings.

GENERAL CONTRACT TERMS AND CONDITIONS

SECTION 1: GENERAL TERMS

- A. Governing Law.** A standard contract document will be negotiated once the successful respondent(s) has been selected. Per state statute, Form DA-146a is required and the State of Kansas will be the governing law.
- B. Independent Contractor.** The respondent is now and shall remain a separate and independent entity from the College.
- C. Submittal.** The submittal received from the successful respondent, along with the RFP, will be incorporated into the Agreement between the College and the respondent, and all provisions therein shall be provided by the respondent in accordance with the requirements of the submittal, unless superseded by the terms and conditions of the Agreement, RFP, or any subsequent amendment. **No contract award shall exist until an agreement is approved by the College and executed by both parties.**
- D. Term.** The agreement shall include the project schedule and acceptance of the final product. The initial term of the agreement shall be one (1) year with four (4) renewable years. The contract will automatically renew unless the College provides notice at least thirty (30) days prior to the expiration of the annual renewal period.
- E. Insurance.** While performing the services, the respondent will maintain minimum insurance coverage specified herein. The College will be listed as an additional insured in respect to general liability, automobile liability, and umbrella/excess insurance. However, the addition of the College as an additional insured shall not in any way nullify coverage for claims or actions the College may have against the respondent. The respondent will provide the College certificates evidencing the required coverage prior to commencing services.

<u>Type of Coverage</u>	<u>Limits of Liability</u>
Workers' Compensation	Statutory
Employers' Liability	\$500,000
Comprehensive General Liability	\$1,000,000 per occurrence, \$2,000,000 aggregate
Automobile Liability	\$1,000,000 per occurrence, \$2,000,000 aggregate
Umbrella	\$2,000,000
Professional Liability	\$1,000,000 per claim

F. Equal Employment Opportunity Clause.

Respondent hereby agrees to the following provisions:

1. No Discrimination

The respondent will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin, or any other classification protected by law. The respondent will ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin or any other classification protected by law.

2. Posting Non-Discrimination Notices

The respondent agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

The respondent will, in all solicitations or advertisements for employees placed by or on behalf of the respondent, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin, or any other classification protected by law.

3. No Retaliation

The respondent will not discharge, or in any other manner discriminate against, any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant, or for filing a complaint of discrimination. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the respondent's legal duty to furnish information.

4. Noncompliance

In the event of the respondent's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the respondent may be declared ineligible for further government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

5. Subcontractors

The respondent will include the nondiscrimination provisions herein in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued

pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor.

6. Secretary of Labor Compliance

The respondent agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of respondent and subcontractors with the equal employment opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.

- G. Debarred Contractors.** The respondent further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, government contracts and federally assisted construction contracts pursuant to the Executive Order, and will carry out such sanctions and penalties for violation of the equal employment opportunity clause as may be imposed upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order. In addition, the respondent agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the respondent under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such respondent; and refer the case to the Department of Justice for appropriate legal proceedings.
- H. Smoke and Tobacco-Free College.** The respondent agrees to abide by the Smoke and Tobacco-Free College policy for all employees and subcontractors while at college locations.
- I. Sales Tax Exemption.** The College is exempt from sales tax and it should be excluded from all proposals.