



Request for Proposal

I. Purpose

EightCAP Incorporated, on behalf of Central Area Michigan Works! Consortium (CAMWC), is soliciting proposals to purchase computer equipment and network wiring services for the Isabella county Michigan Works office.

Responding companies are permitted to bid on one or all sections of this RFP. CAMWC may choose to award one section, multiple sections or all sections of this RFP to a single bidder. Please specify the different sections you are bidding on. ***Keep all sections separated on individual quote sheets and include all associated costs (such as shipping).***

The information contained in this RFP will be made available in alternative format (large type, audio tape, etc.) upon special request received by this office.

II. Who may respond

Only companies which specialize in the sales and support of business class computer equipment and/or network wiring will be awarded business.

III. Instructions on Proposal Submission

A. Closing Submission Date

Proposals must be submitted no later than 4:00 p.m. on August 26, 2010.

B. Inquiries

Inquiries concerning this RFP should be directed to Steve Powell, Information Systems Manager. **Email questions to stevep@8cap.org.** Questions and answers will be emailed to all bidders.

C. Conditions of Proposal

All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the responding company and will not be reimbursed by EightCAP, Incorporated or CAMWC.

D. Instructions to Prospective Providers

Your proposal should be addressed as follows:

Steve Powell, Information Systems Manager
EightCAP, Incorporated
904 Oak Drive – Turk Lake
Greenville, MI 48838

The submitted proposal will need to have the signature of the Offeror's Executive Leader along with the signature of the Account Manager preparing this RFP. Please make copies from signed original proposal. It is important that the Offeror's proposal be submitted in a sealed envelope clearly marked in the lower left-hand corner with the following statement:

“Request for Proposal: 2010 CAMWC Mt. Pleasant move”

Failure to do so may prevent your proposal from being time stamped and reviewed.

It is the responsibility of the Offeror to ensure that the proposal is received by EightCAP, Incorporated by the date and time specified above.

Late proposals will not be considered.

E. Right to Reject

CAMWC reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be based upon the factors described in this RFP.

F. Small and/or Minority-Owned Businesses

Efforts will be made by CAMWC to utilize small businesses and minority-owned businesses.

An Offeror qualifies as a small business firm if it meets the definition of “small business” as established by the Small Business Administration (12 CFR 121.201), by having average annual receipts for the last three fiscal years of less than six million dollars.

G. Notification of Award

It is expected that a decision selecting the successful bidder will be made within 1 week of the closing date for the receipt of proposals. Upon conclusion of final negotiations with the successful bidder, all offerors submitting proposals in response to the RFP will be informed, in writing, of the name of the successful company.

H. Delivery Schedule

If the successful bidder fails to make delivery of its products within the time schedule proposed, CAMWC may, by written notice of default to the Offeror, terminate the whole or any part of the contract.

IV. Submission of Proposals

The signature of the Offerors Executive Leader and the Account Manager will need to be on the original copy of the proposal. All submissions shall include a signed original proposal and two (2) copies of the signed proposal. These documents will become part of the contract. Proposals shall be good for 30 days after August 26, 2010.

A. Non-responsive Proposals

Proposals may be judged non-responsive and removed from further consideration if any of the following occur:

1. The proposal is not received timely in accordance with the terms of this RFP.
2. The proposal is not adequate to form a judgment by the reviewers.

V. Detailed characteristics of the equipment required

The following specifications are to be used as guidelines in quoting this project. Although specification changes are permitted, *the quality of the product/service requested **must** be based upon industry standards at time of delivery.*

CAMWC reserves the right to accept or reject any or all quotations. The proposal will need to specify all costs associated with this RFP.

Responding companies are permitted to bid on one or all sections of this RFP. CAMWC may choose to award one section, multiple sections or all sections of this RFP to a single bidder. Please specify the different sections you are bidding on. ***Keep all sections separated on individual quote sheets and include all associated costs (such as shipping).***

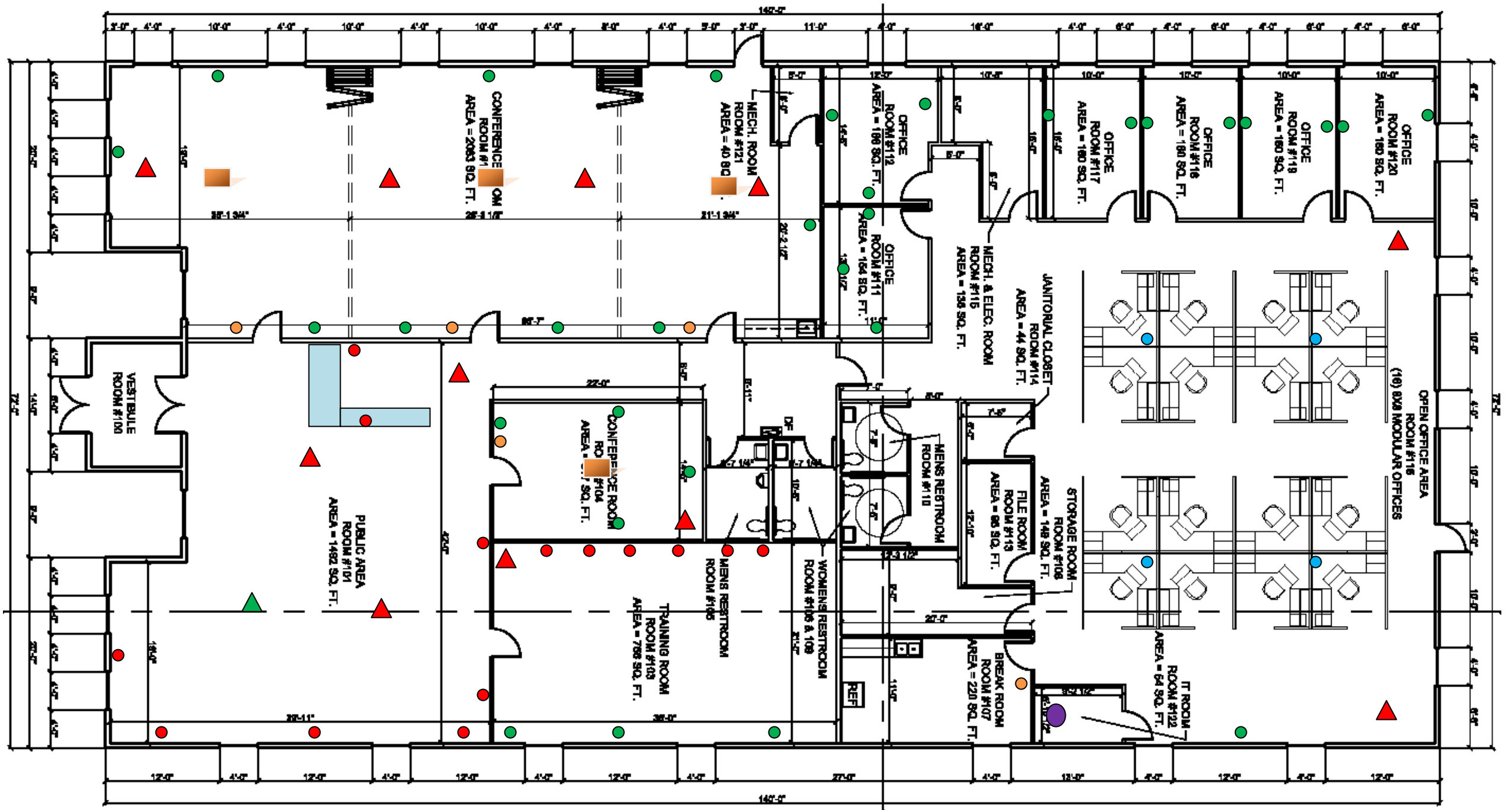
CAMWC will be moving into the new space on October 1, 2010. All products listed below must be delivered and all work listed below will need to be completed by September 27, 2010.

<u>Quantity</u>	<u>Mfg. Part Number</u>	<u>Item Description</u>
<u>SECTION A:</u>		
1	Appendix A	Ethernet network wiring – see Appendix A – 172 drops
		-Include punch down blocks for wiring rack.
		-All cables need to be clearly labeled.
		-EightCAP owns switches: will need to be installed in rack.
		-Move current phone system and connect phone lines
		** Provide estimated installation time / date of completion
<u>SECTION B:</u>		
1		Full size computer rack to mount all punch down blocks,
		Switches, servers, monitor, phone system. No doors.
		** Provide estimated installation time / date of completion
<u>SECTION C:</u>		
50		2 foot Ethernet patch cables
50		4 foot Ethernet patch cables
<u>SECTION D:</u>		
3	3C10402B-US	3Com 3102 phones
3	3C10412	3Com phone licenses – Group 2 NBX

Proposals will be evaluated based on:

- Product offered: compatibility & quality (0-10 points possible)
- Cost (0-10 points possible)
- Past History or experience (0-10 points possible)
- Estimated installation time / date of completion (0-20 points possible)

Total of 50 points possible.



Appendix A

- Purple dot IT Room
- Red dots 4 drops – in wall (14 dots = 56 drops)
- Green dots 2 drops – in wall (31 dots = 62 drops)
- Blue dots 8 drops – Power polls – also requires power (4 dots = 32 drops)
- Orange dots 1 drop for phone – standing height (5 dots = 5 drops)
- ▲ Red Triangle 1 drop – above ceiling – Surveillance camera (11 triangles = 11 drops)
- ▲ Green Triangle 2 drops – above ceiling – Surveillance camera (1 triangle = 2 drops)
- ▭ Orange Box 1 drop – AV projector - Power above ceiling (4 boxes = 4 drops)

There are a total of 172 drops.