

Puyallup Tribe of Indians

IT-RFP-0002

Open Date: 08 DEC 2010

Close Date: 28 JAN 2011

Information Technologies Request for Proposal Data Center Air Conditioning



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1.0 Definitions, Abbreviations and Acronyms

1.1 Definitions

1.1.1 Bidder

Contractor, supplier or vendor that responds to an RFP

1.1.2 Cable

An electrical wire for conducting electricity.

1.1.3 Contractor

A person or company contracted to complete work.

1.1.4 Customer

Customer means PTOI

1.1.5 May

Optional.

1.1.6 Must

Must means required.

1.1.7 Pigtail

An electrical cable provided by a manufacturer attached to the equipment.
The end of the pig tail may have a plug.

1.1.8 Shall

Shall means requirement.

1.1.9 Watertight

Not allowing water to enter. Refers to connection boxes, terminal boxes, equipment being watertight.

1.1.10 Wire

An insulated conductor usually one of two more wires in a cable.

1.2 Abbreviations

1.2.1 Dept

Department

1.3 Acronyms

1.3.1 NEC

National Electric Code

1.3.2 PTOI

Puyallup Tribe of Indians

2.0 Project Overview

The Puyallup Tribal IT department needs to have an air conditioning unit installed in the data centers for the following four sites:

Puyallup Tribe of Indians Fisheries,
6824 Pioneer Way E, Puyallup, WA 98371

Puyallup Tribe of Indians Clarks Creek Hatchery,
5722 66th Ave E, Puyallup, WA 98371

Puyallup Tribe of Indians Children's Services,
5308 12th St E Ste A, Fife, WA 98422

Puyallup Tribe of Indians Justice Center,
1638 E 29th St, Tacoma, WA 98404

3.0 Authority

This RFP has been developed under the authority of the Director of IT.

4.0 RFP Open and Close Dates

Opening Date for this RFP is:	08 DEC 2010
Site Walkthrough	29 DEC 2010
Closing Date for this RFP is:	28 JAN 2010
Contract Award Date:	25 FEB 2010
Start Date of Work:	11 MAR 2011

5.0 Scope of Work

The scope of work described in this RFP does not constitute a waiver of regulatory compliance or a replacement to regulatory compliance. Where there is a conflict between what is specified in this RFP and regulatory compliance then the most stringent shall apply. Where there is confusion as to what is most stringent the most stringent interpretation favoring PTOI shall be used.

5.1 General

All disturbed areas must be restored to original condition.

5.2 Guidance Drawings

PTOI will not provide guidance drawings showing approximately where equipment is located. A Site walkthrough will be provided where PTOI will identify approximate locations of equipment and provide bidders the opportunity to take measurements and ask questions to ensure a more accurate bid and clarify project requirements.

5.3 Equipment Specification

The air conditioning system must:

- One ton ductless split system
 - Mounting materials for indoor and outdoor units
 - Refrigerant pipe installation
 - Thermostat control wiring
- Electrical installation
 - Sufficient electrical wire from electrical disconnect to all components
 - Electrical distribution panel must have sufficient space for additional circuit.

- Labor and materials needed for standard installation for all items listed above.
- Start up, test and one year parts and labor warranty for all items listed above.
- Three year maintenance 24/7, 2 hour turn-around.
- System is to be turnkey

All costing must be broken down

5.4 Government Furnished Equipment

- Foundation for outdoor unit.
- Electrical distribution panel.

5.5 Warranty

One year parts and labor covering equipment and installation.

5.6 Safety Plan

The contractor shall submit a Safety Plan for equipment, workers and the general public. Safety Plan shall be compliant with OSHA and State of Washington Department of Labor and Industry regulations.

5.7 Drawings

Contractor shall provide drawings showing air conditioning equipment locations, connection boxes, wiring, and other equipment with dimensions. Dimensions shall be +/- 1/8 inch. All drawings shall be compliant with ASTM Drafting practices. PTOI will provide the drawings for the facility.

5.8 Interference/Noise Elimination

Contractor shall install system interference free from all electrical or electronic sources.

5.9 Wiring

5.9.1 Corrosive Contamination

All power wiring shall be protected from corrosive elements including but not limited to water, oil, coolants etc.

5.9.2 Contiguous Runs

All wiring runs shall be contiguous. No run shall include spliced wiring.

5.9.3 Weather Exposed Cable

All cable exposed to weather shall be protected. Cable insulation is not sufficient protection against weather exposure.

5.9.4 Securing Cables

All Cables shall be secured in a manner that does not pinch or crush the cable. Cables shall be secured every 24 inches. Cables bundled together in the same run shall not produce excessive heat. Cable bends shall be secured at the beginning of the bend, the midpoint of the bend, and at the end of the bend.

5.9.5 Bend Radius

Electrical wiring shall use a bend radius of 8 times the outside diameter.

5.9.6 Pigtails

Pigtails must be a minimum of 24 inches in length.

5.9.7 External Connection Boxes

Where used externally, all connection/terminal boxes shall be water tight.

Cabling to connection boxes shall be bottom fed.

Connection boxes shall be within 6 inches of the mounting point of the equipment.

5.9.8 Rat Proofing

All wiring penetrations shall be rat-proofed.

5.9.9 Weather Penetrations

All wiring penetrations to weather shall be water tight.

5.9.10 Wire Spare Requirement

All wiring lengths shall be length needed plus 20%. Wiring from a terminal to an individual piece of equipment shall have wiring equal to $T = L + W$ where T is the Total length of wire needed; L is the length of the room; W is the width of the room.

5.9.11 Terminal Board Spare Requirement

All terminals boards/blocks shall have 20% spare.

5.9.12 Equipment Grounding

All Electrical equipment shall be properly grounded.

5.10 Equipment Mounting

5.10.1 General

All standalone equipment shall be mounted in a safe and secure manner and shall be secured for earthquake safety. All equipment installation must meet manufacturer and regulatory compliance.

5.10.2 Surface Mounting

Equipment to be surface mounted shall be mounted to studs. Where it is not possible to mount to studs, a doubler plate spanning studs shall be secured to studs sufficiently for the weight of the equipment. The material used for a doubler plate shall be of sufficient strength to support the equipment. The doubler plate material shall be of deterioration resistant material.

5.10.3 Equipment Access

All equipment shall be mounted in a manner to allow technicians to have easy access to the equipment or allow for easy removal for service.

5.11 Placards

5.11.1 Hazard Marking

Equipment that poses potential electric shock hazard shall have a red phenolic plate with white lettering identifying the hazard.

5.11.2 General Marking

All equipment shall have a phenolic plate, black with white lettering identifying the equipment identification number. This identifier must be indicated on drawing(s).

5.12 Inspection and Approval

Inspections will be conducted by PTOI or its approved designee and shall be inspected in accordance with State of Washington and local jurisdiction standards.

6.0 Regulatory Compliance

The contractor shall comply with NEC best practices for electrical equipment and wiring.

The contractor shall comply with local building codes.

The contractor shall comply with State of Washington Electrical codes and standards.

The contractor shall comply with city of Tacoma electrical codes.

The TERO Ordinance is waived for this project. See attachment X for CDR authorization.

All sub contractors retained by the contractor are bound by the same regulatory requirements under this RFP.

7.0 Procurement

7.1 Evaluation Procedure

The evaluation process is subjective based on the interpretation of PTOI. To minimize subjective evaluation PTOI will base evaluation on:

1. Compliance with RFP.
2. Best quality/price.
3. Qualification/reputation of bidder.
 - a. Must provide proof of license in Washington State
 - b. Must provide proof of bonding

7.2 Selection Process

PTOI will hire an independent air conditioning vendor to cost out this RFP. This vendor will not be allowed to bid on the project. This bid will be used as the median cost of this project. Bidders' proposals beyond +/- 10% of the median will be disqualified. The bidders within +/- 10% of median will be evaluated based on how well PTOI believes the bidder understands the project, qualifications, experience and reputation of the bidder.

Preference will be given to Puyallup Tribal member vendors. Secondary preference will be given to qualified Native companies or companies with 20% Native employees.

Quality/price and the qualification/reputation of the bidder carry more weight than Tribal member/Native preference. As an example, if the median bid is \$20,000 and a Tribal member bids -10% off the median bid at \$18,000 and a non Native bidder bids at +10% of median at \$22,000 if the Tribal member firm has a poor reputation and the non Native bidder has an excellent reputation then the non Native bidder could likely be awarded the contract.

8.0 Proposal Format

8.1.1 Paper Specification

Paper shall be 8-1/2 x 11 inches, semi-gloss 20 lb bond paper. General commercial copy paper meets this criterion.

8.1.2 Orientation

Paper orientation for general text of the proposal shall be portrait. Drawings and charts may be landscape for clarity.

8.1.3 Lettering color

Lettering shall be black for all text. The use of color should be minimized and only to highlight important safety or performance criteria. Color is allowed for clarity but should be used sparingly. Logos are exempt from this section.

8.1.4 Font Type by Use

8.1.4.1 Body Text

Century schoolbook 12 pt for body text

8.1.4.2 Title Text

Proposal Title shall be 18 pt Arial bold

8.1.4.3 Company Name

Company Name shall be 12 pt Arial bold

8.1.4.4 Section Titles

Section titles shall be 18 pt Arial bold

8.1.4.5 Subsection Titles

Subsection titles shall be 14 pt Arial bold

8.1.5 Drawing Sizes

Drawings included in proposals shall be either ASTM A size sheet or B size sheet. B size sheets must be foldouts.

8.1.6 Margins

Margins shall be:
left side: 1 inch
top, right, and bottom side: ½ inch.

8.1.7 Footnotes, Endnotes

Foot notes, end notes shall be consistent with MLA standard.

8.1.8 Footers

Footers shall have the proposal name on the left 10 pt Century School book, italicized font. The right side shall have the page number using 10 pt Century School book italicized font.

8.1.9 Front Matter

Front matter shall have page numbers in small roman numerals using 10 pt Century school book italicized font. Title page shall not have a footer or page number.

8.1.10 Print Quality

Printed proposal must be a minimum of 600 dpi. Proposal must be printed on a laser printer. Dot matrix or ink jets are not allowed.

8.1.11 Required Software Format

Proposals must be in Word 2007 format.

8.1.12 Proposal Format

Format of Proposal shall be:

- a. Title Page
- b. Table of Contents
- c. Introduction
- d. Qualifications
- e. Proposal
- f. Appendix (if needed)

9.0 Proposal Submission

Proposals will be submitted to:

Project Manager Data Center AC Project
Information Technologies
Puyallup Tribe of Indians
3009 E. Portland Ave
Tacoma, WA 98404

Principal Point of Contact:

Larry Mauritsen, Director of IT (253) 573-7806

Stann Sicade, Assistant Director of IT (253) 573-7861

Proposals will be submitted in a 8 ½ x 11 inch envelope.

The envelope shall contain both address and return address.

Both one printed copy of the proposal and one electronic copy containing the proposal in Word Format (See section 8.1.11) shall be included.

In the lower right corner shall be printed the RFP identification number.

RFP Identification number: IT-RFP-0002

No handwritten envelopes will be accepted.

10.0 Extensions and Waivers

No extensions or waivers of requirements in this RFP will be allowed.

11.0 RFP Clarification

Thirty days after initial release of this RFP DATE, a meeting shall be held with potential bidders to answer questions or clarify this RFP and its

content. Potential bidders shall submit in writing their questions 20 days in advance of this meeting. PTOI will provide a written response from all potential bidders and provide all responses to all potential bidders.

12.0 Change Orders

Change orders are to be submitted to the Project Manager in writing specifying the work needed that is not included in the RFP, cited by section number and provide line item costing for each item. Billable items will be at cost plus 10%. When approved a contract modification will be issued by the Project Manager to the contractor.

13.0 Disqualification

Bidders will be disqualified for not complying with any portion of this RFP.

14.0 Final Authority

The Project Manager for PTOI for this RFP shall have final say and authority. There is no appeal process.