



REQUEST FOR PROPOSAL
FOR
Data Cable Installation Services

RFP # IT20240422

Information Technology Department
La Clínica de La Raza, Inc.
1600 Harbor Bay Parkway, Suite 120
Alameda, California 94502

By 5:00 PM
Monday, April 29, 2024

PROPOSALS WILL NOT BE ACCEPTED AFTER THIS DATE AND TIME

This Request for Proposals (RFP) is not a commitment or contract of any kind. La Clínica de La Raza, Inc. (La Clínica) reserves the right to pursue any and/or all ideas generated by this request. Costs for developing the proposals are entirely the responsibility of the applicants and shall not be reimbursed. La Clínica reserves the right to reject any and all proposals and/or terminate the RFP process if deemed in the best interest of La Clínica. La Clínica reserves the right to waive any requirements of this RFP when it determines that waving any requirements is the best interest of La Clínica.

La Clínica cannot represent or guarantee that any information submitted in response to the RFP will be confidential. If La Clínica receives a request for any document submitted in response to this request, it will not assert any privileges that may exist on behalf of the person or business entity submitting the proposal to assert any applicable privileges or reasons why the document should not be produced.

If you have any questions or require any clarifications, please contact Jorge Peña via e-mail or jpena@laclinica.org or by phone at (510) 715-5606. If you choose not to submit a proposal, please notify Jorge Peña immediately.

La Clínica reserves the right to reject any or all proposals with or without cause and accept any proposal that, in Clínica 's sole judgment, will be in the best interest of La Clínica.

REQUEST FOR PROPOSAL
FOR
DATA CABLE INTALLATION SERVICES

RELEASED BY
LA CLINICA DE LA RAZA, INC.
INFORMATION TECHNOLOGY DEPARTMENT

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Introduction

Purpose of the Request for Proposal

The purpose of this Request for Proposal (RFP) is issued for selecting a vendor for cabling services to remove and reuse existing cabling in designated locations. La Clínica is soliciting proposals, from a select list of cabling vendors, for cabling data services within an existing two-story building located at 1525 Fruitvale Avenue, Oakland, CA 94601 (site) which will be renovated as part of a larger project for its community health care clinic project in Oakland, CA. The project involves removing and re-installing cables in phases. A General Contractor has been hired for the renovation part and the cabling vendor will need to adapt and to coordinate with the established schedule issued by INDE Architecture Builders, as the owner representative providing overall project management, and construction management services.

The objective of this RFP is to provide sufficient information for qualified data cable service vendors to submit a written proposal. La Clínica will conduct a review of the responses received from this RFP. The information will be evaluated, and a determination made which will result in the selection of the most qualified vendor to provide service to La Clínica.

La Clínica de La Raza, Inc. (La Clínica) is a non-profit Federally Qualified Health Center with 51 years of experience providing comprehensive, culturally competent, clinical and community health services. The mission of La Clínica is to improve the quality of life of the diverse communities it serves by providing culturally appropriate, high quality, accessible health care for all. In response to the lack of health care services for people in East Oakland, La Clínica was founded in 1971 by a group of concerned students, health professionals and community activists who came together to establish a multi-service free clinic that would be controlled by the community it served.

Originally staffed by five volunteers in a storefront clinic, La Clínica has grown to become one of the largest community health centers in California, with 34 service sites across Alameda, Contra Costa, and Solano County. La Clínica served approximately 85,000 patients in 2023, with comprehensive services including pediatrics, family medicine, women's health care, behavioral health, dental, vision, and health education. Services are offered regardless of patients' ability to pay or insurance coverage.

Scope of Work and Specifications

All data locations and quantities noted on plans. Red triangle symbols (▲) represent 2 cable wall data drops, except where noted. Cable drops must be adjacent to power outlets unless specified. Vendor shall furnish all required labor and services, supervision, and project management to complete project.

Existing building has existing CAT5e cabling. Re-use and relocate existing CAT5e cabling where service loop is available. Relocate existing CAT5e cables where cabling can reach its new location as noted in Appendix 10.1. Run new CAT6 cables where needed and where existing CAT5e cables can't be reused or relocated. Some existing CAT5e cabling will be removed and labeled for future use. This will be discussed during the on-site walkthrough. All THE NEW CABLING SHALL BE CAT6 CABLING. This will include installation of all cables end to end. This will also include racks, panels, cable management and testing if needed.

SUMMARY: Total of 37 cables.

| 1525 Fruitvale Avenue, Oakland, CA 94601 | | | |
|--|---------------------------------------|------------|-------------------|
| Room # | Description | # of Drops | Total # of Cables |
| 101 | Foyer | 1 | 1 |
| 102 | Conference Room | 4 | 8 |
| 103 | Community Activity Space/Breakroom | 4 | 8 |
| 104 | Storage | 1 | 1 |
| 105 | Safe Space | 2 | 4 |
| 106 | Supervisor Office/Testing | 3 | 6 |
| 107 | Navigation/Ryan White Services Office | 2 | 4 |
| 108 | Exam/Testing Room | 3 | 5 |
| 109 | Gender Neutral Toilet | 0 | 0 |
| 110 | Storage | 0 | 0 |
| 111 | Furnace | 0 | 0 |
| 112 | Stairs | 0 | 0 |
| 120 | Hallway | 0 | 0 |
| 121 | Hallway | 0 | 0 |
| 122 | Vestibule | 0 | 0 |
| GRAND TOTAL | | 20 | 37 |

Cable drops shall be terminated on a patch panel located in the large computer room at the back of the building.

Wall Mount Phones:

1. One cable CAT 5e on a wall mount plate for emergency phone indicated on the map.
2. 48 inches high from the floor to top of the wall mount plate
3. Allow 6 inches from center of wall mount plate in all directions

This is the site location for your reference: **1525 Fruitvale Avenue, Oakland, CA 94601**

Data Symbol



Triangle symbol in floor plans means 2 cables CAT5e for every triangle, except where noted.

Current Network cabling Standards

Cabling is defined as:

- Pulling, terminating, and testing of CAT 5e non plenum cable.
- Mounting racks, patch panels, and faceplates.
- Installing surface mounted raceways at locations where required.
- All new drops installed will require new faceplates and jacks.
- All cabling will be labeled at both the patch panel and terminated ends.
- All labeling will conform to a uniform standard throughout the building.
- If drops penetrate a fire rated wall, then the wall must be restored to rating.

Grounding

Rack(s) installed need to be grounded.

Labeling

- a) Label each outlet with permanent self-adhesive label with minimum 3/16 in. high characters.
- b) Use labels on face of data patch panels.
- c) Labels shall be machine-printed. Hand-lettered labels shall not be acceptable.
- d) Label cables, outlets, patch panels, and punch blocks. Continue with consecutive numbering from existing patch panes and label the same way as currently labeled.

Testing

- a) All racks need to be tested/
- b) Test each pair and shield of each cable for opens, shorts, grounds, and pair reversal. Correct grounding, and reversed pairs. Examine open and shorted pairs to determine if problem is caused by improper termination. If termination is proper, tag bad pairs at both ends and note on termination sheets.

Equipment and Warranty Requirements

Vendor will provide warranty for work performed. State terms and conditions of warranty.

Provide Qualifications

Company Overview

Organizational Background – Describe the Company’s history, mission, programs, and services and experience providing similar services.

Proof of Insurance

Proof of insurance certificates indicating liability insurance (for each of the following: comprehensive general, motor vehicle, professional and worker’s compensation) will be requested upon selection of cabling vendor.

References

Include 3 references for customers of similar scope and size. At least reference is preferred in the SF bay area and one reference in a health service-related agency. This reference list shall include the following information:

- Company Name
- Customer contact – name and title
- Telephone Number
- Address

Proposal Format

As part of your response, you must present satisfactory evidence indicating your ability to meet the scope of work as detailed in this RFP. To this end, your response must be prepared in the following format and contain the requested information.

Proposal shall be organized into the following major sections:

- Cover Letter
- Table of Contents
- Executive Summary
- Scope of Services
- Company Background
- Client References
- Cost Proposal
- Exceptions to the RFP

The applicant must sign proposals. An unsigned proposal may be rejected.

Any and all costs associated with the preparation of responses to this Request for Proposal, including site visits, oral presentations and any other costs shall be entirely the responsibility of the Proposer and shall not be reimbursable in any manner by La Clínica.

Instructions for Submitting Proposal

Submission Instructions

Proposals can be **emailed** by the final filing date and time to:

jpena@laclinica.org

mrobles@laclinica.org

fcortez@laclinica.org

SUBJECT LINE: RFP# IT20240422

Information Technology Department

La Clínica de La Raza, Inc.

1600 Harbor Bay Parkway, Suite 120

Alameda, California 94502

Final Filing Date

Received by La Clínica by 5:00 PM (PST), Friday, April 29, 2024

Submittal of Questions

Applicants are encouraged to submit questions about this RFP. **Questions are to be received at La Clínica by 5:00 PM, April 25, 2024.** Submit all questions by e-mail only to :

jpena@laclinica.org

mrobles@laclinica.org

fcortez@laclinica.org

Answers to the questions will be distributed by e-mail on April 26, 2024, to all who participate in the RFP.

Additional Information

If La Clínica determines, at its sole discretion, that additional information is required or desirable beyond that provided in the proposal(s) of any of the applicant(s), La Clínica shall invite the applicant(s) to make oral and/or written presentations to the Evaluation Committee.

Evaluation Committee

An Evaluation Committee selected by the Chief Information Officer will evaluate the proposals. The Evaluation Committee will evaluate proposals and qualifications of applicants submitting proposals. The evaluation criteria include but are not limited to those listed in Evaluation Criteria section. The Evaluation Committee will submit to the Chief Information Officer the results of the committee's evaluation together with the committee's recommendations of a proposal to be selected by the Chief Information Officer.

Evaluation Criteria

- Completeness of vendor's proposal.
- "Best overall fit" of vendor's solutions to La Clínica's operating requirements.
- Service Description.
- There is a clear understanding of the scope of services to be provided.
- Organizational capacity.
- History of successfully providing similar services.
- History of successfully managing other contracts with health care agencies.
- Cost Proposal.
- Pricing.

| Evaluation Criteria | Weight |
|--|--------|
| Cost of effectiveness of service | 40% |
| Comprehensive implementation designed to minimize disruption of business activities. | 30% |
| References, Experience and capabilities of vendor | 20% |
| Certifications | 10% |

Notification

Notification of the announcement will be done by e-mail. Please include e-mail and contact information in your Proposal.

Inability to Negotiate a Contract

After the applicant has been recommended by the Evaluation Committee and selected by the Chief Information Officer, La Clínica and such applicant will negotiate a contract for submission to the CEO and/or Board of Directors for consideration and possible approval. Applicants must advise La Clínica in their proposals of any objections to any terms in La Clínica's contract. If no objections are stated, La Clínica will assume the applicant is prepared to sign La Clínica's contract as is. If a satisfactory contract cannot be negotiated, La Clínica may, in its sole discretion, begin contract negotiations with one or more than one of the remaining applicants.

Pricing Proposal

In the pricing proposal, provide pricing for both prevailing and standard wages. Include in your pricing proposal a materials list with the following information:

| Quantity | Description (All Items Complete per Specifications) | Manufacturer |
|----------|--|--------------|
| | | |
| | | |

Vendors may include in their proposal any and all their standard forms for this type of bidding process in addition to the ones described herein.

Key Action Dates/Timeline

Required Site Walk Through

All vendors submitting a proposal MUST participate in a site walk through on **Wednesday April 24, 2024, at 9:00 AM**. The group will begin the site visit at 1525 Fruitvale Avenue, Oakland, CA 94601. A question-and-answer session will be held at the completion of the walk through.

Timeline

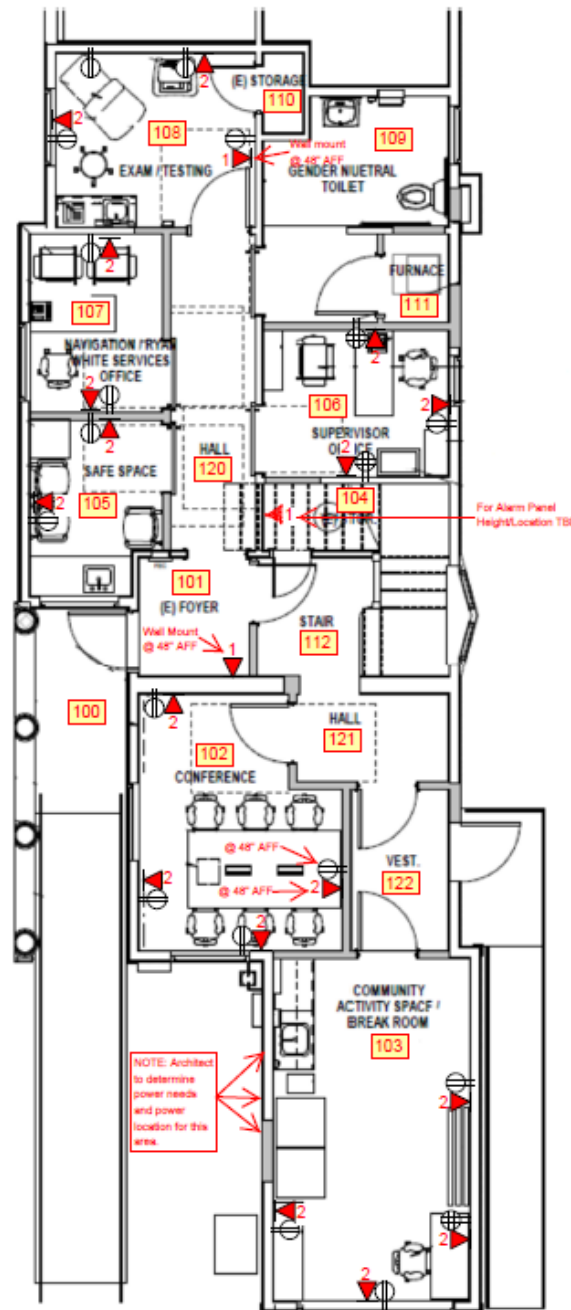
The following summarizes calendar of events:

- | | |
|---|---------------------------------------|
| 1) Release of RFP | April 22, 2024 |
| 2) Required Walk Through and Q&A Session | April 24, 2024 @ 9 AM at Site |
| 3) Deadline for written questions | April 25, 2024 |
| 4) Answers to written questions | April 26, 2024 |
| 5) Proposal Due Date | April 29, 2024 @ 5:00 PM (PST) |
| 6) Review of Proposal | April 30, 2024 |
| 7) Notification of Selection | May 1, 2024 |
| 8) Contract Start Date | May 6, 2024 |
| 9) Completion of Work | May 24, 2024 |

Appendix

10.1 Proposed First Floor Power/Signal Plan

1525 FRUITVALE AVE, OAKLAND, CA 94601



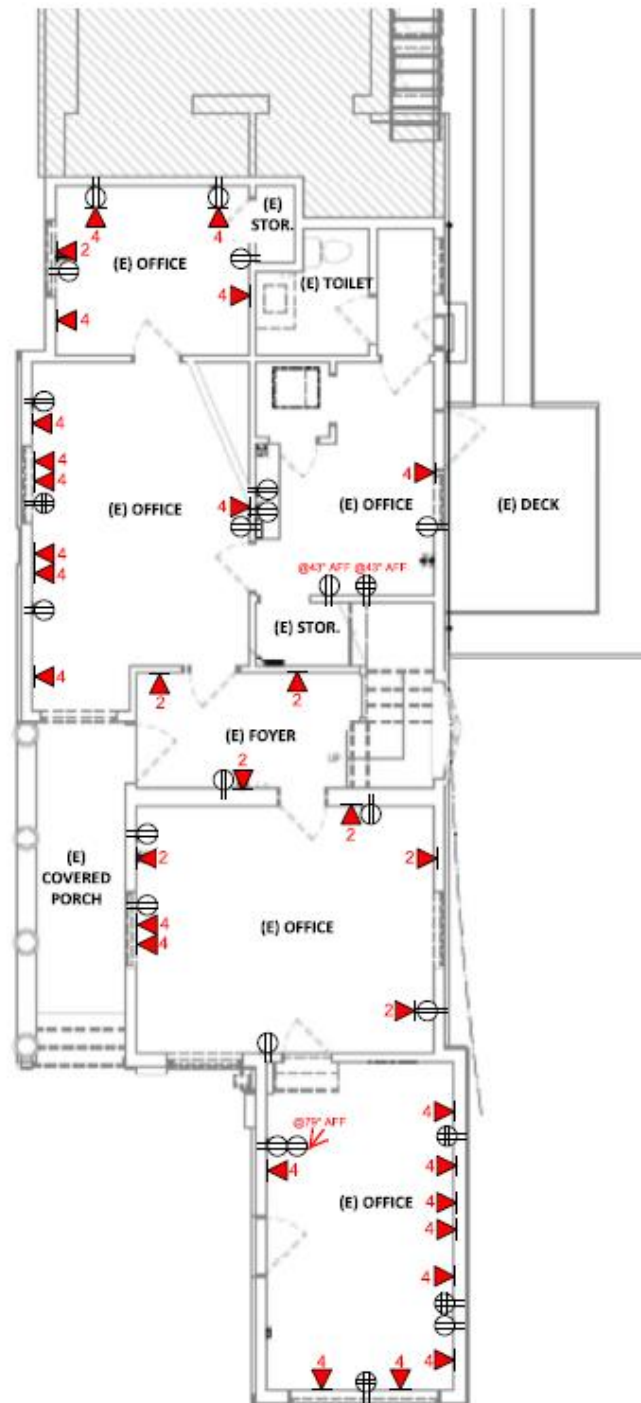
PROPOSED FIRST FLOOR POWER/SIGNAL PLAN

SCALE: 1/4" = 1'-0"

Dated: March 18, 2024

10.2 Existing First Floor Power/Signal Plan

1525 FRUITVALE AVENUE, OAKLAND, CA 94601



EXISTING FIRST FLOOR POWER/SIGNAL PLAN

SCALE: 1/4" = 1' - 0"