

CITY OF PADUCAH, KY

# Request for Proposal (RFP)

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## FY25 Data Communications Cable Rewiring for City Hall

Issued: February, 4 2025

Pre-bid Meeting: February, 24 2025 2:00 PM

Submission Due: March, 10 2025 2:00 PM

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## **Table of Contents**

- I. Introduction
- II. Current Environment
- III. Scope of Work/Services
- IV. Project Approach
- V. Pricing Information
- VI. Proposal Contents
- VII. Communication
- VIII. Proposal Submission and Evaluation
- IX. Attachments

## **I. Introduction**

The City of Paducah (KY) is requesting proposals from qualified firms to provide services to install data communications cabling throughout City Hall.

Paducah's City Hall is located at 300 South 5th Street, Paducah, KY and was built beginning in 1963. The dedication of City Hall was held February 28, 1965.

The building has three levels (two main floors and a basement). The first floor contains the Finance Department, Human Resources, Fire Prevention Division, Human Rights Commission, and the Paducah Ambassadors. The second floor houses the Administration Department which includes offices for the Mayor, City Manager, City Clerk, and Communications Manager. Also, on the second floor are the Engineering Department, Planning Department, and the City Commission Chambers and Conference Room. The basement houses meeting and storage space in addition to mechanical components.

## **II. Current Environment**

City Hall has one Main Distribution Frame (MDF) located on the first floor.

Due to the age of City Hall and various projects/upgrades over time, there is a mixture of CAT-3, CAT-5, CAT-5e, and CAT-6 cabling.

City Hall utilizes a plenum ceiling for air circulation and to house mechanical and electrical equipment.

There are approximately 258 voice/data jacks in City Hall.

## **III. Scope of Work/Services**

Install customer provided Main Distribution Frame (MDF) rack in Basement of City Hall in room #038 directly below the existing MDF

Install customer provided Intermediate Distribution Frame (IDF) rack on the Second Floor of City Hall in the TV/media room #230.

Provide and interconnect MDF and IDF with 6-strand single mode fiber with LC connectors. Fiber must be capable of 10Gbps bandwidth.

Provide and install CAT6 patch panels in both MDF and IDF.

Provide and run CAT6 plenum rated cable from either MDF or IDF, whichever is the shorter run, to each wall and floor location specified on drawings.

Provide and run CAT6a plenum rated cable from either MDF or IDF, whichever is the shorter run, to each ceiling location specified on drawings.

CAT6 and CAT6a cabling shall be different colors in order to easily distinguish them apart.

Provide and install white faceplates with white CAT6 jacks at each wall and floor location specified on drawings.

Provide and install surface mount box jacks for ceiling locations specified on drawings.

Terminate, test, and label all cabling, fiber, and faceplates.

Upon successful installation of new cabling, all unused cabling, jacks, patch panels, and racks, shall be removed by Vendor.

### **Considerations**

City Departments will need to remain operational during and throughout this project. Proper planning of this project will be required and should be coordinated with the Project Manager.

The Vendor shall protect all furniture, carpeting, flooring, doors, door facings, ceilings, windows, and interior walls from damage, and shall make all repairs or replacements at the Vendor's expense.

The Vendor shall protect all existing equipment, wiring, and cabling that is not scheduled for vendor removal, and shall make all repairs or replacements at the Vendor's expense.

The Vendor shall keep work areas clean and free of debris while not working.

### **Permitting, Licensing, and Inspection**

Permits are required along with a valid City of Paducah Business License.

Vendor is responsible for all required permits and inspections.

### **Code Compliance**

All work must comply with current, adopted, National Electric Code at time of permitting.

These shall include but are not limited to:

- Cable shall be sealed, strapped, and supported
- Cable shall be plenum rated
- Unused data communications cabling shall be removed from walls and ceilings

#### **IV. Project Approach**

The Bidder must provide a detailed but concise description of your approach to this project. This must include a description of the tasks required for each objective and the time required for their completion. This description should address but is not limited to the following:

- Provide deliverable dates for each of the major aspects of this project
- Identify any needs from the City to complete the project
- Identify any needs you have to subcontract services

#### **V. Pricing**

The City seeks a clear and comprehensive understanding of all costs associated with this effort. The City will evaluate proposals based on the "Total Cost". The Proposer's pricing should, by line item, identify all costs on a single sheet, with a clearly identified "Total Cost". The contract "not to exceed" amount will be based on this "Total Cost".

#### **VI. Proposal Contents**

Proposals, together with letters of transmittal, should include the Bidder's description of the work that will be performed and the following information:

- Names, addresses and descriptions of key subcontractors, if any, that your company would employ and a description of their relevant experience and past performance.
- Any subcontractors must be identified in the bid. The City must know if work is being done outside of the firm. Please remember that after contract signing the City reserves the right to approve all subcontractors that were not approved during the RFP process. Denial of a subcontractor by the City will NOT absolve the bidder from getting the work done for the contracted price.
- The name of the person in your firm who would be the official contact person for any contractual relationship.
- At least two comparable previous projects in which the bidder has engaged, with names and telephone number of contacts with whom the bidder's previous performance can be discussed.
- Examples from past projects that reflect the scope that is listed in the scope of work

- A schedule for the work, including the range of start dates to which your firm is prepared to commit and anticipated completion dates.
- A letter stating that the bidder will supply general liability insurance with the City of Paducah as additionally insured.
- Completed Vendor Questionnaire (attached)
- Completed Bid Sheet (attached) including costs of all materials and related installation costs
- Written description and explanation of items listed on the Bid Sheet

Bidders cannot bid on selected scopes of work/services.

## **VII. Communication**

All communication regarding the RFP should be referred to the contact below:

Eric Stuber, Chief Technology Director  
estuber@paducahky.gov

Questions made in writing (email) will be responded to up to 72 hours prior to the bid opening. If questions are submitted, the question(s) and answer(s) are forwarded to all potential bidders in order to maintain a fair and competitive process.

Answers to questions will be posted to the City of Paducah website before the RFP deadline.

## **VIII. Proposal Submission and Evaluation**

### **Pre-submission meeting:**

Prospective bidders shall attend a mandatory pre-bid meeting where detailed information regarding the project can be given.

Failure to attend this meeting will disqualify you as a potential bidder.

The meeting will be held **14 days** prior to the bid opening, at **2:00 p.m. on February 24, 2025**, at the City Hall, 2<sup>nd</sup> Floor Commission Chambers, 300 S. Fifth Street, Paducah, KY.

### **Submission Procedure:**

Three copies of sealed Proposals conforming to the requirements set out below must be received via U.S. Mail or Courier no later than **2:00 p.m., March 10, 2025**. Submittals shall be submitted to:

Paducah City Clerk  
300 South Fifth Street  
PO Box 2267  
Paducah, KY 42002

Physical proposals must be submitted in sealed envelopes and marked, "FY25 Data Communications Cable Rewiring for City Hall". The name and address of the bidder must also appear on the envelope.

Proposals must state that they are valid for a period of at least ninety (90) days from the closing deadline.

The City of Paducah reserves the right to waive irregularities and to reject any or all bids. The City also reserves the right to negotiate with the selected bidder in the event that the price exceeds available funds.

The City of Paducah may consider informal any bid not prepared and/or not submitted in accordance with the provisions hereof and may waive any informalities or reject any and all bids. Any bid may be withdrawn prior to the above scheduled time for the opening of bids or authorized postponement thereof. Any bid received after the time and date specified shall not be considered.

**Modification of Bids:**

Modifications to bids already submitted will be allowed if submitted in writing prior to the time fixed in the RFP. Modifications shall be submitted as such and shall not reveal the total amount of either the original or revised bids. Modifications shall follow submission requirements.

**Opening, Evaluation and Contracting:**

Proposals will be opened by the City of Paducah at City Hall located at 300 South 5<sup>th</sup> Street on **March 10, 2025 at 2:00 pm**. All proposals must be submitted to the Paducah City Clerk's office in a sealed envelope and marked "FY25 Data Communications Cable Rewiring for City Hall." All proposals satisfying the requirements of this Request for Proposals will be evaluated to establish which of the bidder's best fulfills the needs of the City and this project.

The City of Paducah will select the most qualified firm based on the following criteria:

**Criteria Points:**

<b>Factor</b>	<b>Possible Points</b>	<b>Description</b>
Price and Quality	35	Price of products and services (20 points)
		Quality of products and services (15 points)
Prior Experience	20	Experience with similar projects and references (10 points)
		Experience with this applicant (10 points)
Personnel Qualifications	10	Qualifications of management (5 points)
		Qualifications of staff (5 points)

Responsiveness	15	Responsiveness of the bidder (replies promptly to communication) (5 points)
		Proximity of sales and service offices (5 points)
		Assigned representative is available locally (5 points)
Technical Merit	20	Quality / technical merit of the proposed solution to meet needs of the City of Paducah. (10 points)
		Compliance with listed requirements of the project scope and bidding requirements, whether or not the proposal includes all information requested; timelines met, services will commence as requested (10 points)

TOTAL POSSIBLE POINTS: 100

The city anticipates entering into a contract with one bidder to provide the scope of work/services provided herein. This RFP, however, does not commit the City to award a contract, to pay any costs incurred in the preparation of a proposal or to contract for the goods and/or services offered. The City reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified bidders or to cancel this RFP, if it is in the best interests of the City to do so. The decision of the City shall be final.

After the selection of a Company the schedule should include a period of collaboration between the City and the Company to better define, elaborate upon and fix the Company's exact and final scope of work/services (the "Final Scope"). The Final Scope will be attached to the executed contract. The Company warrants to the City that the scope of work/services reflected therein can be completed by the Company, in a form substantially similar to the preliminary scope, for the amount of the compensation set forth in the Proposal Content.

**IX. Attachments**

Vendor Questionnaire

Sample Bid Spec Sheet

City Hall Floor Plans (provided to vendors that attend the pre-bid meeting)



# FY25 Data Communications Cable for City Hall

## Vendor Questionnaire

Vendor Name \_\_\_\_\_

Address \_\_\_\_\_

Years in Business \_\_\_\_\_

Have you completed similar projects as outlined in this scope of work? Yes No

Reference 1 of similar project

\_\_\_\_\_  
Business name, City, State, Zip

\_\_\_\_\_  
Contact name, Phone, Email

Reference 2 of similar project

\_\_\_\_\_  
Business name, City, State, Zip

\_\_\_\_\_  
Contact name, Phone, Email

Reference 3 of similar project

\_\_\_\_\_  
Business name, City, State, Zip

\_\_\_\_\_  
Contact name, Phone, Email

Have you conducted other projects with the City of Paducah, KY? Yes No

Length of vendor relationship with the City of Paducah: \_\_\_ months \_\_\_ years

Location of Home Office \_\_\_\_\_  
City, State

Distance from the City of Paducah's City Hall of service officers/personnel: \_\_\_ miles

Distance from the City of Paducah's City Hall of assigned representative: \_\_\_\_ miles

Days required to begin work upon award of contract: \_\_\_\_ days

Days required for completion of scope of work: \_\_\_\_ days

What standards will be used for materials and termination? For example, ANSI/TIA-568

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## FY25 Data Communications Cable for City Hall

### Bid Spec Sheet

#	Item	Location	Quantity	Labor	Material	Total Cost
1	Category 6 Drops <sup>1</sup>	Basement				
2	Category 6a Drops <sup>2</sup>	Basement				
3	Category 6 Drops <sup>1</sup>	First Floor				
4	Category 6a Drops <sup>2</sup>	First Floor				
5	Category 6 Drops <sup>1</sup>	Second Floor				
6	Category 6a Drops <sup>2</sup>	Second Floor				
7	Fiber Interconnect	MDF to IDF				
8	Install Customer Provided Racks	MFD and IDF				
9	Removal of unused cabling and racks	Throughout				
10	Other Items (listed below)					
<b>Project Total</b>						

<sup>1</sup> including patch panel termination and data wall jack termination

<sup>2</sup> including patch panel termination and surface mount ceiling box termination