REQUEST FOR PROPOSALS

Sussex County, Virginia

Sheriff's Office Wiring Project and Switch Replacement

RFQ No.: 27-002

Issue Date: October 20, 2026

Closing Date and Time: November 9, 2026

Issued By:

Sussex County Government
C/O Finance Department
20135 Princeton Road
Sussex, Virginia 23884

Contact: Jaime Poole/Finance Director

jpoole@sussexcountyva.gov

1. Purpose

Sussex County, Virginia ("the County") is soliciting sealed proposals from qualified contractors to provide network rewiring services, network closet cleanup, switch replacement (if applicable), documentation updates, and project coordination for the Sussex County Sheriff's Office. The intent of this project is to improve the reliability, organization, and maintainability of the network infrastructure.

2. Background

The Sheriff's Office facility currently contains a mixture of legacy cabling, inconsistent labeling, and areas where cabling infrastructure has degraded or become disorganized. The County seeks a comprehensive cleanup and rewiring effort, along with updated documentation and identification of surplus equipment.

3. Scope of Work

3.1 Network Rewiring

Install approximately 40 new Ethernet drops throughout the Sheriff's Office. Run each drop as a dedicated home run to the core network room, avoiding intermediate switches or cascaded connections unless approved by County IT. Properly label both ends of every cable according to County naming conventions. Terminate and test all new runs using industry-standard certification tools. Provide documentation identifying cable locations, patch panel assignments, and network drop mapping. Dress, secure, and organize cabling in all associated network spaces. Identify and document existing cabling or infrastructure issues affecting reliability.

3.2 Network Closet Cleanup and Organization

Clean and organize the core network room and additional IT/network closets. Remove abandoned or unauthorized cabling where permitted. Organize patch panels, cabling, and hardware to improve accessibility and appearance. Identify obsolete or unused network and IT equipment. Provide an inventory of potentially surplus equipment. Coordinate with County IT prior to disconnecting, removing, or disposing of any equipment or cabling.

3.3 Project Coordination and Deliverables

Meet with County IT staff to verify cable locations and finalize scope prior to work. Provide an itemized written quote including labor, materials, equipment, cleanup, testing, etc. Identify all assumptions, exclusions, and potential additional costs. Upon completion, supply updated cabling diagrams, labeling charts, certification test results, and a cleanup/surplus summary.

4. Vendor Qualifications

Minimum 3 years experience in structured cabling and network installation. Experience working in government or public safety environments preferred. Proper licensing and low-voltage qualifications. Staff certifications (BICSI, OEM certifications, etc., preferred). Strong references for similar work.

5. Proposal Requirements

Executive summary. Detailed project approach and methodology. Proposed schedule and anticipated duration. Itemized pricing including materials, labor, and optional services. Company background, staff qualifications, and resumes of key personnel. Identification of any subcontractors. List of required assumptions, exclusions, or potential additional charges. Proof of required insurance. Three relevant references.

6. Evaluation Criteria

Technical approach and understanding of the project. Experience and qualifications. Cost proposal. Ability to meet schedule. Quality and completeness of submission. References and past performance.

7. Contract Term

The awarded contract shall commence upon execution and shall continue until project completion. Work completion is expected within the timeline proposed by the vendor and agreed to by the County.

8. General Terms & Conditions

The County reserves the right to reject any or all proposals. Vendors must comply with all federal, state, and local laws. All work performed inside the Sheriff's Office may require escorted access and background screening. Sensitive areas may only be accessed during approved hours. All equipment and materials become property of the County upon installation. Vendor shall repair any damage caused by their work at no additional cost. The County may modify the scope during the project; adjustments will require written approval.

Cooperative Procurement

Pursuant to § 2.2-4304 of the Code of Virginia, this procurement is being conducted by Sussex County on behalf of itself and other public bodies. To the extent permitted by law and upon agreement of the successful offeror, other public bodies may purchase under any contract resulting from this RFP at the same prices, terms, and conditions.

Each participating public body shall be responsible for its own orders, payments, and contractual obligations. Sussex County shall not be responsible for purchases made by other public bodies.

9. Insurance Requirements

Commercial General Liability: $1,000,000 per occurrence / $2,000,000 aggregate. Workers' Compensation: Statutory limits. Employer's Liability: $500,000 minimum. Automobile Liability: $1,000,000 combined single limit. Professional Liability or Technology Errors & Omissions: $1,000,000 preferred. Certificates of insurance must list Sussex County as an additional insured.

10. Bonding Requirements

Performance Bond equal to 100% of contract value. Payment Bond equal to 100% of contract value, if required by County procurement.

11. Submission Instructions

Proposals must be sealed and clearly labeled. Submissions must include one original, three hard copies, and one electronic copy. Deliver to Sussex County Procurement Office by the deadline.

12. Questions and Addenda

All questions must be submitted in writing to the County contact. Responses will be issued via addendum. Vendors are responsible for obtaining addenda.

13. Award

Award will be made to the vendor whose proposal is determined to be the most advantageous to the County, considering price, qualifications, and evaluation criteria.