

REQUEST FOR QUOTATION: RTCC DATA CABLING PROJECT

Please submit written quotations by **Thursday, October 9th at 11:59pm** to **Glenn Gustafson** at glenn@ralphthornton.org. Quotes should include all labour, materials, equipment, disposal, testing, documentation, assumptions, exclusions, applicable taxes, and any optional or recommended work priced separately.

Late or incomplete submissions may not be considered.

ADDITIONAL INFORMATION

RTCC staff will provide a detailed floorplan with data drop locations by request.

A site visit is strongly recommended before submitting a quotation. Vendors should use the site visit to verify existing cabling conditions, access constraints, routing options, decommissioning requirements, and locations of active services that must not be disturbed. Site visits must be coordinated in advance with RTCC staff.

If you require an on-site visit in order to quote, or have any questions or clarification requests, please send to **Mark Johnson** at markj@ralphthornton.org. Responses that materially affect the scope or quotation requirements will be shared with all vendors invited to quote.

ABOUT US

The Ralph Thornton Community Center is a City-owned, community managed facility which offers space, support, and service to many community organizations and partners. RTCC is where neighbours meet, events are celebrated, programs are enjoyed, and support is exchanged.

RTCC shares the historic Post Office building at 765 Queen St. East with partner tenants the Queen/Saulter branch of Toronto Public Library and the South Riverdale Child Parent Centre. The building was constructed in 1914 and renovated for new purpose in 1979 with additional renovations over the last 45 years.



THE PROJECT

This project supports the rollout of RTCC's VOIP phone system by adding new or tidying up existing ethernet drops for program areas and replacing or improving existing Ethernet drops to offices where needed. The over 40 cable runs are expected to vary from 12 to 90 metres (40 to 300 ft). The building includes active cabling that supports RTCC and building partners, as well as older cabling that may be derelict or recently made redundant. The selected cabling vendor will be expected to verify existing conditions before removing, rerouting, or installing cabling.

Please note, a vendor for installing and configuring the VOIP Phones has already been secured— this quote is for the cabling only.

OBJECTIVE

The overall VOIP implementation supports RTCC's emergency preparedness by improving phone system reliability, internal communication, and access to phones in program and office areas. Additionally, we aim to:

- Revamp/clean-up/organize some of the existing and often hap-hazard ethernet wiring throughout our building, including the removal of any derelict wiring.
- Decommission derelict cabling, including obsolete phone telecom wiring, only after confirming that it is not required for RTCC operations, building partners, security systems, alarm systems, or elevator phone service.
- Clear, future-proof wiring routes, between floors and to key networking areas.

SCOPE OF WORK

INCLUDED

Step 1: Investigation

- What is in use by Building Partners (Phone, Internet, and Security)
- What is associated with RTCC Operations
 - Security Cameras
 - Alarm System
 - Elevator Phone Line
- How does our cabling link from floor to floor? Front to back?
- What cabling is derelict and can be removed?
- What is our existing capacity to host PoE connections at our Server rack?

Step 2: Mapping and consultation

- Confirming configuration of phones/ethernet drops
- Confirming floor to floor cabling route
- Confirming decommissioning
- Any "future proof" considerations.
 - Adding more wifi access points

- Adding or moving more phones/ethernet drops
- Servicing new areas of the building.

Step 3: Removal and decommissioning

- Showing extra attention NOT to take out or affect any services above (Step 1).

Step 4: Routing and installation

- Coordinate with RTCC staff to ensure closure of/access to areas of the building as needed.

Step 5: Testing and documentation

- Test and label all completed drops, confirm that required access points or PoE-connected devices are powered and functioning where applicable, and provide updated cabling documentation showing routes, drop locations, labels, and any decommissioned cabling removed.
- Updating wiring guide.

EXCLUDED

Do NOT remove or interfere with any wiring or networking relevant to:

- TPL's operations (Phone and internet)
- SRCPC (Phone and internet)
- The elevator phone system (remaining with Bell).
- The Security cameras.
- Alarm system.

QUOTE EVALUATION

RTCC may evaluate quotations based on completeness and clarity of submission, total and itemized cost, understanding of the scope and site constraints, relevant experience with similar cabling projects, proposed schedule, approach to minimizing disruption to operations and building partners, warranty and support terms, and overall value. RTCC is not obligated to select the lowest-priced quotation.

CONSTRAINTS AND CONSIDERATIONS

CONTRACTOR RESPONSIBILITIES

The selected vendor will be responsible for protecting existing building finishes, maintaining safe work areas, coordinating access with RTCC staff, identifying any work that could affect active services before proceeding, and leaving work areas clean at the end of each work period. Any damage, service interruption, or unexpected site condition must be reported to RTCC immediately.

OPERATIONAL

- While some work can occur concurrent with RTCC operations, we will need to selectively close-down portions of the building to conduct the work.
- Prior coordination with RTCC staff on timing, access, etc. is essential. No work can be carried out without coordinating access.
- Supervision/coordination with RTCC Management to ensure consistency with decisions is critical.
- Cabling work that could affect building partners, including TPL and SRCPC, must be coordinated in advance with RTCC and, where required, with the affected partner's operational constraints.

SITE CONDITIONS

Recent cabling work was done with a clear plan, and our existing server rack area (Third Floor Reception) has several ethernet switches, some of which are powered— this means that some of our existing internet drops are satisfactory and potentially already (or easily) powered.

ASSUMPTIONS AND CHANGES

Vendors should clearly identify any assumptions used to prepare their quotation. Any work outside the approved scope, including additional drops, rerouting, materials, after-hours work, or remediation of unforeseen conditions, must be priced and approved by RTCC in writing before the work proceeds.

PROPOSED SCHEDULE

Work must be completed by December 4, 2026. Final invoicing must be submitted no later than December 31, 2026. Vendors should include their proposed start date, estimated duration, key milestones, and any required RTCC access windows in their quotation.