

Request for Proposal Network Cabling



Contact:
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Director
Purchasing Department

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Table of Contents

1.0 General Requirements.....	1
1.1 Objectives	1
1.2 Background.....	1
1.3 Communication	1
1.4 Submission	2
1.5 Timetable	2
1.6 Site Walkthroughs and Vendor Conference.....	3
1.7 E-Rate.....	3
1.8 Conditions	4
1.8.1 General conditions.....	4
1.8.2 Interpretation of RFP	5
1.8.3 Proposal Effective Period	6
1.8.4 Proposers' Questions	6
1.8.5 Presentations.....	6
1.8.6 Prime Proposer.....	6
1.8.7 Terms	6
1.8.8 Insurance.....	7
1.8.9 Identification	8
1.8.10 Information.....	8
1.9 Evaluation	9
1.9.1 Eligibility.....	9
1.9.2 Process.....	9
1.9.3 Rubric	10
1.10 Award.....	10
1.10.1 Process.....	10
1.10.2 Award or Rejection of Proposer Proposals.....	11
1.10.3 Funding Termination or Cancellation.....	11
1.11 Requirements.....	12
1.11.1 Minimum Eligibility	12
1.11.2 Defense and Indemnification	13
1.11.3 Compliance with Laws	13

1.11.4 Sub-Proposers.....	13
1.11.5 Non-Collusive Bidding Certification	14
2.0 Response Requirements	16
2.1 Content	16
2.1.1 Executive Summary.....	16
2.1.2 Table of Contents	17
2.1.3 Proposer Qualifications	17
2.1.4 Solution Qualification.....	18
2.1.5 Exceptions to RFP	19
2.1.6 Conflicts of Interest.....	19
2.1.7 Pricing Information (separately sealed document)	19
2.2 Pricing Information	20
2.3 Cabling System Line Item Pricing	21
3.0 Technical Requirements	28
3.1.1 Special Conditions.....	28
3.2 Solution Requirements.....	33
3.2.1 Methods.....	33
3.2.2 Implementation Plan.....	33
3.2.3 Design Specifications	34
3.2.4 Installation Specifications	40
3.2.5 Cable Installation Standards.....	41
3.2.6 Optical Fiber Cable Installation Standards	42
3.2.7 Grounding and Bonding.....	43
3.2.8 System Testing Requirements	43
3.2.9 Electromagnetic Interference (EMI).....	44
3.2.10 Integration Procedures	45
3.2.11 Existing Conditions	46
3.2.12 Cable Material Specifications	46
3.2.13 Communication Closet Specifications	47
3.2.14 Cable and Rack Organization Specifications	48
3.3 Sample School Design Solution.....	48
Appendix A – Standard Drop Configurations.....	54
3.4 Data Port Configurations.....	54

3.4.1	Student Outlet Configuration	54
3.4.2	Teacher / Computer Lab Outlet Configuration.....	55
3.4.3	Wireless / Administrative Outlet Configuration	56
Data Distribution Location Configuration.....		57
3.4.4	Intermediate / Main Data Distribution Configuration	57
Appendix B – Required Notifications and Forms.....		59

Note:

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1.0 General Requirements

1.1 Objectives

- A. The objective of this Request for Proposal (RFP) is to contract with a single Proposer to provide network cabling installation and maintenance for all schools in the Birmingham City School System.
- B. Contracts will be negotiated for an initial term of one (1) year with two (2) additional one (1) year options for renewal for a total contract term of up to three (3) years.
- C. Obtain fixed unit pricing to add capacity to the end to end cable system to support the districts standards based cabling adds, moves and changes as well as the new standard classroom configurations.
- D. In order to insure that the required services are provided with the highest possible quality and professional services, the Birmingham City Schools is interested in establishing a contract with a Proposer experienced and qualified in such contracts and that will provide the quality of services, products and equipment requested in a professional and timely manner.

1.2 Background

- A. Birmingham City Schools is the fourth largest urban school district in Alabama. There are approximately 27,525 students in the district, attending 57 K-12 schools. The district encompasses an area of approximately 120 square miles and owns over 65 facilities. Birmingham City Schools employs more than 3300 employees.
- B. For more information on the District, please visit the District's web site at www.bhm.k12.al.us.

1.3 Communication

- A. Communication regarding the RFP should be referred to the contact below:

Mr. Edward McMullen, Director, Purchasing

Birmingham City Schools
Department of Purchasing – Room 202
Birmingham Board of Education
2015 Park Place, North
Birmingham, AL 35203
205-231-4885

- B. Submit questions in writing via email to emcmullen@bhamcityschools.org. Answers will be posted by addendum before the RFP deadline to the district web site at

<http://tinyurl.com/BCSERATE>. Proposers are responsible for downloading and reviewing all addendums posted at this website.

1.4 Submission

- A. Proposals must be received in the Purchasing Department no later than noon (Central Standard Time), December 22, 2010.
- B. Proposers must submit one signed original Proposal response. A set consists of the technical response and the pricing response in separately sealed and clearly labeled. Original must be clearly marked as "Original". Eight (8) copies must also be submitted, clearly marked "Copy Number X of 8", with technical and cost proposals separate and where "X" is the copy set sequence number and each is in its own binder.
- C. In addition to the original and 8 hard copy proposal sets; the Proposer must submit 8 electronic versions in their entirety in either a PDF or Microsoft Word Format either on CD, DVD or USB Memory Stick.
- D. Although an electronic version of this document will be made available to each Proposer in preparing Proposals, the Proposal must be submitted in hard copy to:

Purchasing Department
ATTN: Mr. Edward McMullen, Director of Purchasing

Birmingham City Schools
Department of Purchasing – Room 202
Birmingham Board of Education
2015 Park Place, North
Birmingham, AL 35203
205-231-4885

The package shall be marked "SEALED NETWORK CABLING RESPONSE-TO BE OPENED BY ADDRESSEE ONLY. – December 22, 2010". Please ensure your firm's name is included on the outside of the package. If you are using a commercial delivery company that requires you to use their shipping package or envelope, your Proposal should be placed within a second sealed package labeled as detailed above. This will ensure your Proposal is not prematurely opened.

- E. Nothing herein is intended to exclude any responsible Proposer, his/her service or in any way restrain or restrict competition. On the contrary, all responsible Proposers are encouraged to submit a proposal and their proposals are solicited

1.5 Timetable

The following timeline is subject to change by the District.

Event	Time and Date
RFP release date	November 23, 2010
Non-Mandatory Proposers' Conference	December 8, 2010 – 2:30PM CST
Site Walkthroughs (at proposer discretion)	December 9, 2010 – 10:00AM CST
Questions Due	December 10, 2010 – noon CST
Answers to Questions posted via Addendum	December 14, 2010
Proposals due	December 22, 2010 – noon CST
Evaluation complete	January 5, 2011
Anticipated Commencement of Services	July 1, 2011

1.6 Site Walkthroughs and Vendor Conference

- A. There is a vendor conference scheduled in Wednesday December 8, 2010. Vendors are not required to attend the vendor conference but are encouraged to attend. The vendor conference will start at 2:30PM (CST) and complete at 3:30PM (CST). The conference will be located in the Board Auditorium within the Birmingham Board of Education Building on 2015 Park Place North.
- B. There are site walkthroughs scheduled on Thursday December 9, 2010. Vendors are not required to attend the site walkthroughs. The Walkthroughs will begin promptly at 10:00AM CST in front of the Phillips Academy located at 2316 Seventh Avenue North, Birmingham, AL 35203.
- C. Please note that due to time constraints and coordination issues with both the Security Department as well as School Principals, the scheduled Site Visits will be the only opportunity for vendors to walkthrough and conduct site visits.

1.7 E-Rate

- A. The Federal Communications Commission (FCC) adopted rules on May 7, 1997, implementing section 254 of the Telecommunications Act of 1996 that provides telecommunication discounts for K-12 schools and public libraries. The rules were incorporated into the FCC's Universal Service Order (CC Docket No, 96-45). The Order ensures that all eligible schools and libraries have affordable access to modem telecommunication services, internal connection, and the Internet. This Universal Service discount program is popularly known as the "E-rate." in the school and library communities. See <http://www.sl.universalservice.org> for more information about the program.
- B. Under the Universal Service program, Birmingham schools are eligible for 40%-90% discounts on Internet services, telecommunications services, and internal network infrastructure and on the maintenance of all E-rate eligible items. To be eligible the District must have an approved technology plan and use a competitive process for

- obtaining the goods and services. In addition, the District must follow procedures required by the Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC), which oversees implementation of the Universal Service provisions of the Telecommunications Act of 1996. As required by the E-rate program, price will be the largest, but not sole, consideration.
- C. It is anticipated that some goods or services obtained under this procurement may be eligible for the E-rate discounts, and the District intends to apply for such discounts. Under the program, providers receive the full amount they contract for, however payment for the eligible goods and services is split between the District and the Universal Service Fund (USF). Contractors who wish to respond to this RFP must:
- apply for Service Provider Identification Number and provide it with the bid proposal. Call the Schools and Libraries Division at 888-203-8100 for additional information
 - agree that the District's portion of the contract is subject to the availability of the discount to the District schools on a year by year basis.
 - agree to invoice the Schools and Libraries Corporation for the discount amount using the SLD-approved forms and procedures.
 - agree to invoice the District only for the after-discount amount.
 - agree to assist the District in resolving any administrative issues that arise from the USF program.
 - agree that the contract may be canceled, at the District's option, if the District does not receive the anticipated discounts.
- D. The Contractor shall refer to the Eligible Services List (FCC Docket No. 96-45) at the Schools and Libraries' website at www.sl.universalservice.org. The Contractor is responsible for ensuring that all submissions are on the Eligible Services List, or if not, are so noted and priced separately.
- E. Contractor invoices must separate ineligible USF services and equipment from eligible USF services and equipment. Start and completion dates are required with each invoice.

1.8 Conditions

1.8.1 General conditions

- a. The District reserves the right to waive informalities in the proposals submitted and waive minor discrepancies in the proposal process.
- b. The District may make inquiries necessary to determine the qualifications and integrity of any Proposer. Evidence may be requested to verify financial stability, performance on projects of a similar nature, performance with Proposers and subcontractors, performance in a timely manner or to verify personnel, certifications, qualifications, capabilities, equipment and facilities.

- c. Those entities providing costs for material and service to the Proposers shall be qualified to do so as defined in this RFP. The District may reject proposed subcontractors when it cannot be demonstrated that they are qualified to accomplish the work.
- d. Proposers are encouraged to propose additions or enhancements to the services, features or other requirements of this RFP or any awarded contract. These additions, improvements or enhancements may be proposed to save money, to improve performance or for any other purpose which presents a service advantage to the District. As part of the proposed changes, submit a complete proposal for evaluation. Those proposed service additions or enhancements that are acceptable will be processed as modifications to the contract or as new contracts as appropriate.
- e. The District will not be liable for proposal preparation costs or any delay in acting upon proposals. Proposers may withdraw, in whole or in part, any proposal not accepted within the period specified in the proposal.
- f. Except for existing equipment, brand names should be read as "or equivalent".

1.8.2 Interpretation of RFP

- a. Carefully examine the Request for Proposal requirements, specifications and conditions and fully understand the goods, services or systems required.
- b. If any Proposer finds discrepancies or omissions in this RFP, or is in doubt as to the meaning of a particular requirement, submit notifications and questions in writing or via e-mail for interpretation, correction or clarification.
- c. Any change required in the RFP will be posted by addendum before the RFP deadline to the district website located at <http://tinyurl.com/BCSERATE>. Proposers are responsible for downloading and reviewing all addendums posted at this website.
- d. The apparent silence of this RFP and any Addendum regarding any details or the omission from the specification of a detailed description concerning any point shall be regarded as meaning that only the best available units shall be provided and the best commercial practices are to prevail, and that only materials and workmanship of first quality are to be used. All interpretations of this specification shall be made upon the basis of this agreement.
- e. The District reserve the right to ask questions of a clarifying nature once proposals have been opened, interview any or all proposers that respond to the RFP, or make their recommendations based solely on the information contained in the proposals submitted.
- f. Before submitting their proposal, each Proposer is required to carefully examine the request for proposal specifications and requirements and to completely familiarize themselves with all of the terms and conditions that are contained within this request. Failure of the Proposer to familiarize themselves with the

proposal will in no way relieve them of any of the obligations and responsibilities which are a part of the request for proposal.

1.8.3 Proposal Effective Period

Proposals remain in full effect for at least 120 days after the closing date for the RFP responses.

1.8.4 Proposers' Questions

Questions concerning any condition or requirement of this RFP must be received on or before the designated date and time. Questions must be submitted in writing. Questions will be answered in communication to all proposers as an Addendum. Any information given by any party of the District that is not written as an addendum is not binding. Only the information provided in this RFP or its Addenda shall be considered by Proposers in their proposal.

1.8.5 Presentations

Proposers who submit a proposal may be asked to make a presentation or demonstration of their proposal products or services to the Selection Committee. Presentations provide an opportunity for the Proposer to clarify their proposal and demonstrate the proposed products or services to ensure a thorough and mutual understanding of the work.

1.8.6 Prime Proposer

In the event that multiple proposers submit a joint proposal for any one or more of these areas, identify a single proposer as the Prime Proposer in each area. The Prime Proposer is responsible for administering the overall project and coordinating and monitoring plans and schedules, maintaining the project budget and status information, administering necessary changes, presiding over project meetings and overseeing the preparation of reports and presentations.

1.8.7 Terms

- a. Quotations of price and schedule in this RFP remain in effect for 120 days after opening of the proposal.
- b. Payment schedule will be negotiated and attached as an addendum to the negotiated contract prior to signing the contract.
- c. When a contract is awarded to a Proposer, it shall be signed within seven days by the proposer firm after approval for signing by the District.
- d. At contract signing, the proposing firm will furnish a Performance and Payment Bond with good and sufficient sureties, satisfactory to the District, in the amount of 100% of the accepted proposal, in force for the life of the project. The Proposer further agrees that in the event of the Proposer's default or breach of contract the bond shall be forfeited as liquidated damages.

- e. The District reserves the right to narrow the scope of the project from this document at any time prior to signing the contract.
- f. The District reserves the rights to supplement, amend or otherwise modify this RFP at any time prior to the selection of a proposer. The District also reserves the right to accept or reject at any time prior to execution of a contract in connection with this RFP, any or all proposals, or any part of any proposal submitted in response to this RFP, and to waive any defect or technicality and to advertise for new proposals where the acceptance, rejection, waiver or advertisement would be in the best interest of the District. A proposal that is incomplete, obscure, conditional, unbalanced or which contains irregularities, including alterations or erasures, may be rejected. Any proposal that fails to comply with any of the mandatory requirements of this RFP will be rejected.
- g. If it is in the best interest of the District, the District reserves the right to withdraw this RFP at any time prior to the time and date specified for the proposal opening.
- h. In order to protect the integrity of the Contracting process, proposals will not be disclosed until after award and signing of the Contract. To the extent the law allows, the District will not disclose bids to other Proposers before a Contract is signed. This will ensure fair competition without undue advantage to any Proposer leading to private gain and public loss. The bids shall be deemed public records, excepting those portions, which have been designated by law as proprietary.
- i. Response to a request to view or copy a bid shall be according to public disclosure procedure. If any information is marked as proprietary or confidential in the proposal, such information shall not be made available without giving the submitting Proposer an opportunity to seek a court order to prevent such disclosure.
- j. Proposers shall hold the district harmless pursuant to security and protection of information marked proprietary or confidential.
- k. Contracts will be negotiated for an initial term of one (1) year with two (2) additional one (1) year options for renewal for a total contract term of up to three (3) years.

1.8.8 Insurance

- a. Proof of the following insurance will be furnished by any awardee to the District by Certificate of Insurance within 15 days of notification of award. Such certificate must contain a provision for notification to the District 30 days in advance of any material change in coverage or cancellation. The District shall be named as an additional insured under the General Liability policy. The insurance information must be submitted on an insurance carrier's Certificate of Insurance.
 - General Liability Insurance with limits of not less than \$1,000,000 per occurrence combined single limit for bodily injury and property damage.
 - Professional Liability insurance with limits of not less than \$1,000,000 per occurrence.

- Auto Liability Insurance covering all owned, non-owned and hired vehicles used in connection with this RFP, with bodily injury limits of liability of not less than \$1,000,000 per person; and \$1,000,000 per occurrence and property damage limits of not less than \$1,000,000.
- Worker's Compensation in accordance with statutory limits and Employer's Liability Insurance.

The insurance policies shall be issued by companies qualified to do business in the state. The insurance companies must be rated at least A- VI by AM Best or AA3 by Moody's Investor Service. All policies must remain in effect during the performance of the contract.

1.8.9 Identification

- a. A photo identification badge is required for all workers and contractors other than those making deliveries. A contractor shall be required to have all its employees, sub-contractors or agents who will be entering onto District property as a result of this award wear, while on District property, a photo identification badge issued by the District or other similar badge and identification as deemed acceptable by the District.

1.8.10 Information

- a. **RFP Revision:** If it is necessary to revise any part of this RFP, an addendum will be posted before the RFP deadline to the District Website located at <http://tinyurl.com/BCSERATE>
- b. **Evaluation:** Proposals will be evaluated by an evaluation team consisting of independent evaluators and BCS employees. The evaluation team will present their independent evaluation results using a standard scoring rubric which will be compiled and presented to the district Executive Committee. The Executive Committee will review the independent scoring review results and recommend the final Proposer to the Board of Education who will authorize the District to negotiate the final contract.
- c. **Oral Presentations:** Proposers who submit a proposal may be asked to make an oral presentation or demonstration of their proposal products or services to the evaluation team or Executive Committee. Presentations provide an opportunity for the Proposer to clarify its proposal and demonstrate its proposed products or services to ensure a thorough and mutual understanding of the project.
- d. **Final Approval:** The final award of this proposal is contingent upon the approval of the Board of Education.
- e. **Proposer Notification:** Proposers responding to the original RFP will be notified of their selection following contract award by the Board of Education. All proposers who are not awarded the contract will be notified by the district following the contract award by the Board of Education.

- f. **Reservation of Rights:** The District reserves the rights to supplement, amend or otherwise modify this RFP at any time prior to the selection of a proposer, and to enter into contract negotiations. The District also reserves the right to accept or reject at any time prior to District's execution of a contract in connection with this RFP, any or all proposals, or any part of any proposal submitted in response to this RFP, and to waive any defect or technicality and to advertise for new proposals where the acceptance, rejection, waiver or advertisement would be in the best interest of the District. A proposal that is incomplete, obscure, conditional, unbalanced or which contains irregularities of any kind, including alterations or erasures, may be rejected. Any proposal that fails to comply with any of the mandatory requirements of this RFP may be rejected.
- g. **Advertising:** News releases including, but not limited to, commercial advertising, pertaining to this project may not be made without prior written approval from the district.

1.9 Evaluation

1.9.1 Eligibility

To be considered for award and to be further evaluated, proposer must meet or exceed the minimum eligibility criteria. Failure to comply with Minimum Eligibility Requirements will disqualify the proposal and will suspend further consideration of the RFP Response.

1.9.2 Process

- a. The RFP evaluation process will be conducted in sequential Steps.

Step 1: Minimum Eligibility Each proposal will be evaluated to determine if the proposal meets the specified requirements of the RFP. Proposals that fail to meet the minimum requirements will not be evaluated nor considered for contract award.

- b. Proposals that meet the minimum requirements of Step 1 will be evaluated in three additional steps.

Step 2: Proposer Evaluation This step evaluates the strengths of the proposers submitting the proposal. An evaluation team will score the proposals on the basis of Proposer Qualifications as specified and requested.

Step 3: Solution Evaluation This step evaluates the strengths of the solutions submitted in the proposal. An evaluation team will score the proposals on the basis of Solution Qualifications as specified and requested and the quality, functionality and added value propositions included in the solutions that are proposed.

Step 4: Financial Evaluation The evaluation team will assign point values to the cost and pricing strategy provided in the proposal. This step evaluates the prices

submitted for required goods and services and the added value propositions for funding and pricing.

- c. Proposals will be evaluated by a team consisting of District representatives and/or their advisors. The scores earned by each proposer for each step will be combined and the compiled results will be presented to an Executive Selection Committee. The Executive Selection Committee will evaluate the compiled results and make a recommendation to the Board of Education to award to a proposer on the basis of highest combined score.

1.9.3 Rubric

Proposals will be scored according to a rubric with qualities of the three primary proposal sections weighted as indicated in the following table.

Response to Section:	Possible Points	Effective Weight
Minimum Eligibility <i>Proposer must meet minimum requirements for further consideration</i>	--	--
Proposer Qualifications	300	30%
Solution Qualifications	300	30%
Pricing Qualification(Non-Eligible Services):	50	5%
Pricing Qualification (E-rate Eligible Services):	350	35%
Totals	1000	100%

1.10 Award

1.10.1 Process

- a. The District intends to make awards only to Proposers that have complied with the terms, conditions and requirements of the overall RFP. The award will be based on the combined scores for proposals as outlined in Evaluation Process.
- b. Based upon the results of the evaluation, the District, at its sole discretion, may: recommend award to the top ranked proposer; may recommend award to more than one top ranked proposer; may short list the top ranked proposers for further consideration; or, may reject all proposals received.

- c. In the event that the District chooses to short list proposers, the list of short listed proposers may be further considered by the District. The District may interview the short listed proposers in order to make a recommendation for award. During the interview process, no submissions made after the proposal due date, amending or supplementing the proposal shall be considered.
- d. The Executive Committee reserves the right to negotiate further terms and conditions, including price with the highest ranked proposer. If the Executive Committee cannot reach a mutually beneficial agreement with the first selected proposer, the Executive Committee reserves the right not to award or to enter into negotiations with the next highest ranked proposer and continue this process until an agreement is reached.

1.10.2 Award or Rejection of Proposer Proposals

- a. Final award will be made to the Proposer offering the solution deemed to be in the best advantage to the District. The District will be the sole judge in making such determination. The District reserves the right to reject any or all proposals. Incomplete or unresponsive statements in connection with a proposal may be sufficient cause for its rejection. Proposals may be excluded from consideration for failure to comply with the specifications of this RFP. Although cost is the primary evaluation factor, it will not be the sole factor considered. The decision as to the acceptance of any proposal under this contract is final.
- b. Proposals will be evaluated by an evaluation team. The results will be presented to the Executive Committee. The Executive Committee will review results and recommend the final Proposer to the Board of Education who will engage the contract. Award of this proposal is contingent upon the approval of the Board of Education.
- c. Selection of a successful proposal is not the end of the contractual process; further negotiation over the contract terms and conditions will be necessary, which, in and of itself, could change the Proposer of choice.
- d. Final award will be made to the Proposer or Proposers proposing solutions deemed to be to the greatest advantage of the District. The District and their representative will be the sole judge in this matter. The District reserves the right to reject any or all proposals. Cost is a major concern but not the sole factor for consideration. The decision to accept or reject any proposal is final.

1.10.3 Funding Termination or Cancellation

- a. Continuation of any agreement between Birmingham City Schools and awardee beyond a fiscal year is contingent upon appropriation of funds for the purpose of this proposal and any resulting agreement. Non-availability of funds at any time shall cause any agreement to become void and unenforceable and no liquidation of damages shall accrue Birmingham City Schools as a result.
- b. Birmingham City Schools may terminate all or any part of a subsequent award by giving notice of default to awardee. If the awardee: (1) refuses or fails to deliver goods or services within the time specified; (2) fails to comply with any provisions

of this RFP or so fails to make progress as to performances, hereunder, or (3) becomes insolvent or subject to proceedings under any law relating to bankruptcy, insolvency, or relief of debtors. In the event of termination for default, the school district's liability will be limited to the payment for goods and services delivered and accepted as of the date of termination.

- c. Birmingham City Schools may terminate for its convenience at any time, in whole or in part any subsequent award. In which event of termination for convenience, the school district's sole obligations will be to reimburse Proposer for: (1) those goods or services actually shipped/performed and accepted up to the date of termination; and (2) cost incurred by Proposer for unfinished goods, which are specifically manufactured for the school district and which are not standard products of the Proposer as of the date of termination. In no event will the school district be responsible for loss of neither anticipated profit nor will reimbursement exceed the RFP value.

1.11 Requirements

1.11.1 Minimum Eligibility

It is necessary for each proposer to include a written statement that they understand and meet the minimum eligibility requirements as a part of the proposal, including specific information as necessary to demonstrate satisfaction of each requirement.

1. Proposer delivers a proposal organized according to the RFP and has addressed each requirement completely. Where requested has include descriptive information, technical literature and drawings that are sufficient in detail and organized to demonstrate compliance with request or technical specifications and has provided complete pricing as requested.
2. Proposer must include a non-collusive bidding certification with proposal.
3. Proposer is licensed to do business in the State of Alabama, is in good standing with federal, state and municipal jurisdictions to conduct business with the District.
4. Proposer is able to provide proposed goods and services throughout the District.
5. Proposer agrees with and returns all required notifications and forms included as Appendix B.
6. Proposer has presently, or will have at the time of implementation, the professionals, technicians and supporting staff necessary to deliver the proposed goods, services and systems.
7. Schools and Libraries Division Service Provider Identification Number: Provide a valid SPIN number for participation in the E-Rate program. By ascribing a SPIN, proposer certifies that it has a comprehensive

understanding of the E-Rate program and by submitting a proposal certifies this understanding and agreement to comply with all requirements of the program.

8. Provide a copy of the E-Rate Service Provider Annual Certification Form 473 as distributed by the Schools and Libraries Division, as it was completed by the proposer and submitted to Schools and Libraries Division.
9. The proposer is fully capable of delivering a solution inclusive of all required services described herein as a part of their proposed solution.
10. Agrees if successful to enter into a contract with BCS with the condition of subject to E-rate funds.
11. Has been in business and provided services for a minimum of three (3) years.
12. Has a minimum of two (2) reference accounts with a minimum of 5 school sites in which vendor has completed Local Area Network Cabling within the past 2 years.

1.11.2 Defense and Indemnification

Proposer shall, without delay, make good any claim for damage, injury or loss caused by the Proposer's equipment or personnel in the performance of work of this contract. Proposer holds the District harmless and indemnifies the District from expenses, liability or payment arising from injury or death to person or persons or damage to property in which work is accomplished arising from an act of intent, negligence or omission of the Proposer or other party directly or indirectly contracted or employed by the Proposer or who is acting under the Proposer's supervision in accomplishing the work of this contract.

1.11.3 Compliance with Laws

Services furnished in this contract must comply with applicable federal, state and local laws, codes and regulations. Proposer agrees that agreements resulting from this proposal will be governed by the laws of the State of Alabama, and the venue of any legal action will be Jefferson County, Alabama.

1.11.4 Sub-Proposers

- a. At the award of contract, the District will determine the acceptability of proposed Sub-proposers. If, by using the same criterion as for Proposer, the District determines that a proposed Sub-proposer is not acceptable, the Proposer shall propose a substitute Sub-proposer that is acceptable to the District. Proposer shall make no substitution for Sub-proposer unless approved in writing by the District.
- b. The District's approval of a Sub-proposer does not relieve the Proposer of responsibilities, duties and liabilities under the contract. The Proposer remains

responsible to the District for the acts or faults of any Sub-proposer and their employees.

- c. The Proposer shall require each Sub-proposer to be bound to the District and the Proposer by the terms of this contract in full. Such agreement shall preserve and protect the rights of the District with respect to the work performed by the Sub-proposer. If requested by the District, the Proposer shall provide a copy of the contract between the Proposer and Sub-proposer for review.

1.11.5 Non-Collusive Bidding Certification

To be responsive, Proposer must indicate a willingness to enter into an agreement by signing the Non-Collusive Bidding Certification form that follows and including the authorized form in their proposal. Failure to sign this form may result in disqualification.

Non-Collusive Bidding Certification

By submission of this bid, each responder and each person signing on behalf of any responder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

(1) The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other responder or with any competitor;

(2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the responder and will not knowingly be disclosed by the responder prior to opening, directly or indirectly, to any other responder or to any competitor; and

(3) No attempt has been made or will be made by the responder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

A bid shall not be considered for award nor shall any award be made where (1), (2) and (3) above have not been complied with; provided however, that if in any case the responder cannot make the foregoing certification, the responder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefore. Where (1), (2) and (3) above have not been complied with, the bid shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which the bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that a responder (a) has published price lists, rates, or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning of this certification.

Any bid hereafter made to any political subdivision of the state or any public department, agency or official thereof by a corporate responder for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, or local law and where such bid contains the certification referred to in paragraph one, shall be deemed to have been authorized by the board of directors of the responder, and such authorization shall be deemed to include the signing and submission of the bid and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation.

*legal name of firm or corporation

by _____
authorized signature

address

printed name of authorized signature/title

city, state, zip code

telephone/date

*Indicate the complete legal name of your firm or corporation. Do not abbreviate. If a corporation, use name as it appears on corporate seal.

2.0 Response Requirements

2.1 Content

- A. Present proposal in a single 3-ring binder divided into sections by tab index sheets. Attachments not included in the binder should be clearly labeled and tied to the proposal. The proposal should be as clear, complete and consistent. Present pricing in separately sealed package.
- B. Present factual assumptions used to develop the proposal. Offering to meet the requirements of the RFP or reference to the RFP will be considered incomplete. Each representation of fact or future performance will be incorporated into the contract as a warranty by the respondent. Selection of a successful proposal is not the end of the contractual process; further negotiation over the contract terms and conditions will be necessary, which, in and of itself, could change the Proposer of choice.
- A. The proposal should be separated by Tabs identifying each Section. Sections include, and are clarified within:

Tab 1	Executive Summary
Tab 2	Table of Contents
Tab 3	Proposer Qualifications
Tab 4	Solutions Qualifications
Tab 5	Exceptions and Conflicts of Interest
Tab 6	Required Forms – Non Disclosure Form, Minority Participation Form, copy of form 473.
Separate Sealed Envelope	Pricing Information

2.1.1 Executive Summary

- a. Include an abstract, stating the proposer's understanding of the nature and scope of the goods and services required and a brief demonstration of the capability to comply with all terms and conditions of this RFP. Include the company name and address and the name, address and telephone number of the person acting as the contact for matters concerning the proposal and the person who will be authorized to make legal representations. Indicate whether the proposer is an individual, partnership or corporation. The letter is to be signed by an officer or agent of the proposer who is authorized to legally bind the Proposer.

2.1.2 Table of Contents

- a. The Table of Contents and proposal will conform to the order, headings and sub-headings of this RFP as appropriate.

2.1.3 Proposer Qualifications

- a. Include the following proposer Information (and for each sub-proposer):
 - Company name, parent company name
 - Address, city, state and zip of business offices
 - Accounts receivable contact name, title, phone, email, address, city, state and zip
 - Account executive name, title, phone, email, address, city, state and zip
 - Primary project contact name, title, phone, email, address, city, state and zip
 - Information on warehouse, stock inventory, or other relevant facilities owned/operated
 - Federal Tax ID number
 - E-Rate SPIN number
 - Include of Dun & Bradstreet's Comprehensive Report on the company issued within the last 12 months.
- b. Include the following descriptive information (and for each sub-proposer):
 - State the nature and scope of the business
 - Length of time the company been licensed to do business in the state
 - Size of the organization
 - A brief organizational chart showing the positions that will be involved with this project
 - State the business philosophy and mission statement
 - State the approach to knowledge acquisition and evaluation of new technologies. Indicate what procedures are in place to maintain the base of knowledge in the firm
 - State whether the organization pursues business on a national, regional or local scale
 - Provide three of the most similar contracts, preferably K-12 educational or other governmental agencies, or related engagements that proposer is currently engaged in or has completed within the past two years. Provide for each reference the customer name, contact name, title, telephone number, email address, contract value, contract dates.
- c. Describe other qualifications that may be used to assess proposer's capabilities. Please note that the district recognizes that the information requested may not apply in full to the goods, services or systems in this RFP, but the highest point

levels will be awarded to those proposals where the respondent has clearly described additional reasons that the district may consider in establishing an enhanced and more productive business partnership.

- Methodology and effectiveness of project management experience, organization, capabilities and tools.
- Methodology and capacity to manage multiple projects within the school district simultaneously. Describe how you propose to plan, price, contract and deliver cabling solutions for the anticipated project makeup.
- The District has an on-going need to remove surplus equipment and cable from their facilities. Proposer should indicate how proposer can assist in this and if there is a cost associated with equipment or excess cable removal. Additionally, proposer should describe any programs or plans including, but not limited to, trade-in, buy back, reclamation, grant programs, etc.
- Respondent's ability to streamline product ordering, installation and service invoicing.
- Applicable product or industry certifications, including manufacture certifications for installation.
- Applicable ISO certification.

d. Include the following project information:

- Profile of regional and local account representative, sales system engineering staff, supervisors and maintenance and support staff highlighting experience in the K-12 market and certifications and designations.
- Abbreviated resumes of individuals that will have a direct role in the delivery and supervision of this project to demonstrate their experience and technical capabilities.

e. Provide information concerning the following technical qualifications:

- Provide copies of current certificate(s) and BICSI registration number verifying that one or more RCDD are currently employed by proposer and will be assigned to the District.
- Licensed electricians availability if needed

2.1.4 Solution Qualification

- a. Submit technical product literature for each system, solution, goods or service offered. Technical literature shall have sufficient detail to indicate whether there is compliance with the specifications for the respective systems, services and/or solutions offered. Failure to include descriptive technical literature in sufficient detail to verify compliance with requirements for Solution Qualifications may result in disqualification and suspension of further consideration of proposal.

2.1.4.1 Solution for Complete School

- a. In order for Birmingham City Schools to assess the technical competencies of the Proposer and develop a comparative assessment of the proposer pricing the proposer shall review and present a complete proposal to cable a sample school included in this RFP.
- b. Base your design and response to this section on the information found below in the "Sample School Design Solution" and on line item pricing being provided on your submitted cost sheets.

2.1.5 Exceptions to RFP

- a. Note any exceptions to the requirements and conditions where applicable. If exceptions are not noted, the district assumes that the Proposer's proposals meet stated requirement and any discovered deviation will result in disqualification of the proposal.

2.1.6 Conflicts of Interest

- a. Address the potential, if any, for conflict of interest. Comply with federal, state and local laws, statutes and regulations, in particular, those addressing conflict of interest. Include the following:
 - Indicate a willingness to enter into an agreement by signing the Non-Collusive Bidding Certification Form. Failure to sign this form may result in disqualification.

2.1.7 Pricing Information (separately sealed document)

- a. Complete the Pricing Information Sheets. Complete tables and provide additional supporting information as required to clarify pricing. Also include any pricing information regarding the cabling of the sample school.

2.2 Pricing Information

- A. Complete and submit a Cost Proposal Matrix, providing firm, fixed prices for all items listed for the term of this contract. Prices for the cost matrix items are to be quoted per individual item and not per hour unless otherwise requested. Proposer is to provide both installed pricing for each item and where requested the non-installed price. Where grayed out is indicated on the cost matrix, proposer will not be required to provide a cost for that item. All cost must be inclusive of all out of pocket expenses and will be at no additional cost.
- a. For each manufacturer, state cost of item inclusive of warranty, including installation and all terms and conditions of the RFP. Used, reconditioned, obsolete or discontinued products are not acceptable.
- b. For each technician level, state fully-burdened cost including travel, overhead and necessary tools and equipment, as an hourly rate with discounts for increased numbers of staff and change in hourly rate for overtime work.
- B. Transfer costs from your complete pricing proposal to cable the sample school as detailed in this RFP to the table below. Submit the pricing information on the "Sample School Pricing Sheet".

Birmingham City Schools Sample Schools Pricing Summary	
Product or Service	Cost
Total Materials Cost	
Total Installation Cost	
Total Project Management Cost	
Total Price for Sample School	

2.3 Cabling System Line Item Pricing

A. Material Requirements

- a. Racks, patch panels, wire management, and Communication Outlet faceplates are to be manufactured by Ortronics or equal. The CO (Communication Outlet) to be configured as a 4-pair, 24 AWG, Category 5e or Category 6a with 8-pin modular connectors and faceplate. All cable should be Category 5e or Category 6a, (Mohawk, Hitachi, Bertek or equivalent as approved by the District) 4-pair, 24 AWG, solid Conductor, UL Verified LAN cable, Category 5e and/or Category 6a, Plenum cable.

Table 1 Cabling System Material List

Item	Quan	Description	CAT5e Unit Cost Installed or Unit pricing as indicated	CAT6a Unit Cost Installed
Category 5E and 6A Communications Outlets (CO) with Associated Communications Wiring and Hardware Components				
1	1	Quad Faceplate < 150' in conduit, installed		
2	1	Quad Faceplate > 150' in conduit, installed		
3	1	Quad Faceplate < 150' in cable tray, installed		
4	1	Quad Faceplate > 150' in cable tray, installed		
5	1	Quad Faceplate < 150' exposed, installed		
6	1	Quad Faceplate > 150' exposed, installed		
7	1	Quad Faceplate < 150', re-route existing cable run		
8	1	Quad Faceplate > 150', re-route existing cable run		
9	1	Quad Faceplate > 150' Gel-filled, in conduit, installed		
10	1	Quad Faceplate > 150' Gel-filled, in conduit, installed		
11	1	Dual Faceplate < 150' in conduit, installed		

Birmingham City Schools
Network Cabling RFP

Item	Quan	Description	CAT5e Unit Cost Installed or Unit pricing as indicated	CAT6a Unit Cost Installed
12	1	Dual Faceplate > 150' in conduit, installed		
13	1	Dual Faceplate < 150' in cable tray, installed		
14	1	Dual Faceplate > 150' in cable tray, installed		
15	1	Dual Faceplate < 150' exposed, installed		
16	1	Dual Faceplate > 150' exposed, installed		
17	1	Dual Faceplate < 150' , re-route existing cable run		
18	1	Dual Faceplate > 150', re-route existing cable run		
19	1	Dual Faceplate > 150' Gel-filled, in conduit, installed		
20	1	Dual Faceplate > 150' Gel-filled, in conduit, installed		
21	1	Single Faceplate < 150' in conduit, installed		
22	1	Single Faceplate > 150' in conduit, installed		
23	1	Single Faceplate < 150' in cable tray, installed		
24	1	Single Faceplate > 150' in cable tray, installed		
25	1	Single Faceplate < 150' exposed, installed		
26	1	Single Faceplate >150' exposed, installed		
27	1	Single Faceplate < 150', re-route existing cable run		
28	1	Single Faceplate > 150', re-route existing cable run		
29	1	Single Faceplate <150', Gel-filled, in conduit, installed		
30	1	Single Faceplate >150', Gel-filled, in conduit, installed		
31	1	Testing/ Category 5e/per Communications Outlet		
Communications Equipment Racks and Related Components				
61	1	19" equipment mountable, 7' floor mount communications rack, grounded, with all		

Birmingham City Schools
Network Cabling RFP

Item	Quan	Description	CAT5e Unit Cost Installed or Unit pricing as indicated	CAT6a Unit Cost Installed
		associated hardware including rack mount power strip for a complete installation		
62	1	19" equipment mountable, 6'H x 2'D lockable wall mount enclosed cabinet, grounded, with all associated hardware including rack mount power strip for a complete installation		
63	1	Open D-ring style Vertical wire management assembly, per unit		
64	1	Open D-ring style Horizontal wire management assembly, per unit		
65	1	12" width ladder rack assembly and brackets per linear foot		
Category 5e and 6a Patch Panel Equipment, 110 Hardware Termination				
66	1	12 port patch panel, four pair per port with wall mount bracket and equipment shelf		
67	1	24 port patch panel, four pair per port with associated hardware		
68	1	32 port patch panel, four pair per port with associated hardware		
69	1	48 port patch panel, four pair per port with associated hardware		
70	1	64 port patch panel, four pair per port with associated hardware		
71	1	96 port patch panel, four pair per port with associated hardware		
Cable Raceways and Wire Management Assembly				
78	1	3/4"x 6' permanently attached to wall, per linear foot		
79	1	1 1/4 x 6' permanently attached to wall, per linear foot		
80	1	1 3/4"x 6' permanently attached to wall, per linear foot		
81	1	Single gang steel back Junction Box, with installation		
82	1	3/4" Wire Molding, per linear foot		
83	1	1 1/4" Wire Molding, per linear foot		

Birmingham City Schools
Network Cabling RFP

Item	Quan	Description	CAT5e Unit Cost Installed or Unit pricing as indicated	CAT6a Unit Cost Installed
84	1	3" Wire Molding, per linear foot		
85	1	Electrical ground bus bar with all connecting hardware		
86	1	10' Communication/Power Pole		
87	1	12' Communication/Power Pole		

62.5/125 mm, MultiMode Fiber Building to Building, Installed and terminated at Each End.
Per Foot in Vacant Conduit

108	1	2 Strand Cable		
109	1	4 Strand Cable		
110	1	6 Strand Cable		
111	1	12 Strand Cable		
Rack Mount Fiber Distribution Center – Loaded				
112	1	4 fiber termination w/ST connectors		
113	1	6 fiber termination w/ST connectors		
114	1	12 fiber termination w/ST connectors		
115	1	24 fiber termination w/ST connectors		
116	1	36 fiber termination w/ST connectors		
117	1	48 fiber termination w/ST connectors		
118	1	72 fiber termination w/ST connectors		
119	1	144 fiber termination w/ST connectors		

Testing with OTDR, Light Source and Power Meter, Each Strand, Each End				
	1	Per Strand		
Rigid Conduit, Per Foot, With Firestop and Pull String				
120	1	3/4" Conduit		
121	1	1" Conduit		
122	1	2" Conduit		
123	1	3" Conduit		
PVC Conduit, and Pull String, Per Foot				
124	1	3/4" Conduit		
125	1	1" Conduit		
126	1	2" Conduit		
127	1	3" Conduit		
In Building, EMT, Suspended Conduit and Pull string, Per Foot, With Firestop				
128	1	1/2"		
129	1	3/4"		
130	1	1"		
131	1	2"		
132	1	3"		
Fire Rated Penetrations Through Concrete Walls and Slabs With Firestop				
133	1	1" Core Bore		
134	1	2" Core Bore		
135	1	3" Core Bore		

136	1	4" Core Bore		
137	1	3/4" EMT Sleeve		
138	1	1" EMT Sleeve		
139	1	2" EMT Sleeve		
140	1	3" EMT Sleeve		
141	1	4" EMT Sleeve		
Outside Plant Installation				
142	1	In shared conduit, per linear foot		
143	1	Aerial, per linear foot		
144	1	Exposed, in walkways, per linear foot		
145	1	Trenched and restored under turf, per linear foot		
146	1	Trenched and restored under asphalt, per linear foot		
147	1	Trenched and restored under concrete, per linear foot		
148	1	Directional Bore , per linear foot		
149	1	Clean fill, per cubic yard		
Category 5e Patch Cables - Various Colors				
150	1	4' Length, RJ45-RJ45 connectors		
151	1	6' Length, RJ45-RJ45 connectors		
152	1	8' Length, RJ45-RJ45 connectors		
153	1	10' Length, RJ45-RJ45 connectors		
154	1	12' Length, RJ45-RJ45 connectors		
Category 6a Patch Cables - Various Colors				

Birmingham City Schools
Network Cabling RFP

155	1	4' Length, RJ45-RJ45 connectors		
156	1	6' Length, RJ45-RJ45 connectors		
157	1	8' Length, RJ45-RJ45 connectors		
158	1	10' Length, RJ45-RJ45 connectors		
159	1	12' Length, RJ45-RJ45 connectors		
Miscellaneous Connecting Hardware and Components				
169	1	4' x 8' x 3/4" construction grade plywood backboard, painted flame retardant coastal grey color		
170	1	4' x 4' x 3/4" construction grade plywood backboard, painted flame retardant coastal grey color		
171	1	1000' Category 5e plenum communications wire, per Box (Manufacture Mohawk, Hitachi or better)		
172	1	1000' Category 6a plenum communications wire, per Box (Manufacture Mohawk, Hitachi or better)		
173	1	1000' Category 5e Gel-filled communications wire, per Box (Manufacture Mohawk, Hitachi or better)		
174	1	1000' Category 6a Gel-filled communications wire, per Box (Manufacture Mohawk, Hitachi or better)		
175	1	Ortronics recessed communication outlet single faceplate w/ 4-RJ45 connector modules		
176	1	Ortronics surface mount communication outlet box single faceplate w/ 4-RJ45 connector modules		
180	1	Anti-static flooring for communications closets, installed per sq. foot		

3.0 Technical Requirements

3.1.1 Special Conditions

- a. **Design Requirements:** Awardee is required to submit a design and cost proposal on each project as requested by the District. Design services or installation by the Awardee shall not commence on any job until a Purchase Order has been issued by the District. The District will then schedule the installation with the awardee.
- b. **Design Criteria:** Awardee must provide all design proposals complying with all applicable Federal and State laws, all fire and building codes, all local jurisdiction requirements and the District Master Guideline Specifications. Designs should be in accordance with industry-accepted practices, including those set forth by the EIA/TIA (Telecommunication Industry Association/ Electronic Industry Alliance) and BICSI standards. The District will review the designs submitted for operability and economy of implementation. The District reserves the right to request changes in designs without additional charge and prior to design acceptance based upon the requirements of the school district.
- c. **Design Meetings:** Awardee's representation shall attend all design meetings.
- d. **Communications Representative:** Awardee shall designate one individual as the main point of contact for communications with the school district, henceforth referred to as the Awardee's representative. The Awardees representative shall submit a résumé to the District prior to beginning work. The District expects that the Awardee's representative will, as a minimum, be currently RCDD certified and have a minimum of five years work experience on similar size projects. The District reserves the right to request replacement of an Awardee's representative for any reason, with or without cause. This individual shall consult with District staff (District and School Based) to determine specific wiring and other design needs. The District reserves the right to utilize the RCDD consultant services of the representative for any ongoing technical issues at no additional cost to the District. The Awardees representative shall implement incidental directives from the District or its designees within the scope of a project.
- e. **Design Proposal:** Awardee is required to provide a firm cost proposal based on design criteria provided by the District for each job requested. This proposal must include the scope of work and a list of all job materials and other components required providing a fully functional communications infrastructure. The District requires the proposal to include the location, conduit sizes, cable sizes, cable termination locations, cable and fiber routes, and any additional A/C power requirements. Implementation plans for continuing service during phased construction jobs should be included when required.
- f. **Installation Requirements:** All work performed by installation personnel must be in accordance with industry accepted practices, such as those set forth by the EIA/TIA, BICSI, the District Master Guideline Specifications as set forth by the District. The installation must meet all applicable Federal and State laws, all fire and building codes, and all local jurisdiction requirements. The awardee shall be

certified by the manufacturer for the systems being installed, and shall provide at least two installers per site, certified by the manufacturer for the system being installed. The District or its designees reserve the right for final approval on all materials and workmanship in this project.

- g. **Project Meetings:** Awardee shall be required to attend all project installation meetings as requested by the District.
- h. **Progress Reports:** Awardee will be required to submit weekly progress reports to the District and/or its designees via facsimile transmission each Friday, at the end of the business day. As a minimum each report shall contain the following:
 - work completed for the week
 - work scheduled for completion the following week
 - unforeseen construction obstacles, other comments, etc.
- i. **Walk Through Inspections:** A corporate officer or an approved representative acceptable to the District and/or its designees) of the awardee shall participate with BCS or other designated personnel in a walk through inspection of each installation upon its completion. The District reserves the right to reject substandard and/or incomplete installations and to withhold payment until walk-through inspection exceptions are corrected.
- j. **Uniforms:** All of the installation personnel of the awardee will be required to wear uniforms on-site. As a minimum, the uniforms shall consist of shirt with the company's name prominently displayed.
- k. **Site Repair:** Awardee is responsible for the cost to repair any and all items, which become damaged by the awardee, or by the employees of the awardee. These items may include, but are not limited to, ceiling grids, ceiling tiles, patch/paint walls or doors, etc.
- l. **Site Clean-Ups:** Awardee is responsible for removing all trash and debris to outside garbage containers on a daily basis by the end of each day or as needed, during the course of the day. At the completion of the installation of the wiring in the communications rooms, the awardee shall provide a complete clean up of the rooms. This procedure shall include vacuuming of floor surfaces, vacuuming under raised floors, cleaning of racks, panels, boards, etc. Workstation outlet location areas shall be cleaned on an on-going basis each time the awardee completes work in the area.
- m. **Communications:** Awardee shall designate one individual as the main point of contact on an installation site for communications with the school district. This individual will be referred to as the Project Foreman. The District reserves the right to request replacement of a Foreman for any reason, with or without cause. The Project Foreman shall have a cellular phone and/or a beeper at all times while on-site. The phone/beeper number shall be given to the District and/or its designees for the purpose of gaining and distributing current information.
- n. **Storage:** Awardee is responsible for providing or arranging for storage on the grounds of each installation project in an arrangement acceptable to the District.

- o. **Conduct:** All employees of awardee are expected to conduct themselves in a professional manner at all times while implementing this project. All rules and guidelines of the project site(s) shall be adhered to. No smoking shall be permitted on the project site(s). Awardee shall not interface with school personnel, or students, or make use of any school facilities. All awardee employees working on site must report to School Administration on a daily basis to sign in. When working on an the District construction site owned by a general contractor, all work will be coordinated with the general contractor so as not to impede the progress of any construction activity.
- p. **Materials Inspection:** Awardee shall inspect all materials prior to installation. If any materials are found to be defective, the awardee shall immediately replace said materials. The awardee shall inspect all materials after installation. If any materials are found to be defective, the awardee shall replace the materials (e.g. if a cable jacket is damaged along the length of the run, the cable shall be replaced).
- q. **Proper Tooling:** Awardee shall possess and have proper knowledge of the appropriate tooling and equipment required for installing the specified materials.
- r. **Project Timeline:** the District reserves the right to negotiate the time frame with awardee to determine the schedule to be adhered to for each project.
- s. **Materials Requirements:** Awardee shall have a controlled stocking facility located in the area. All materials for the project shall be at the local stocking facility at least ten working days prior to installation requirements. The Awardee shall have an established system for delivering the materials from the local stocking facility to an installation site as required. Deliveries may be required daily, weekly, or as needed. The Awardee shall have an established system for tracking the materials from date of order through on-site delivery.
- t. **Material Coordination:** Awardee shall be responsible for the coordination of the materials. The awardee shall arrange for the delivery and acceptance of the materials on site and is responsible to maintain an orderly flow of materials so as to not impede the progress of installation. The Awardee shall be required to keep a comprehensive log of material requisitions and receipts.
- u. **Material Responsibility:** Awardee will be responsible for all materials until the District and/or its designees accept the completed installation. This responsibility includes, but is not limited to: theft, vandalism, fire, acts of nature, demolition, etc. All costs for this responsibility shall be part of the materials cost (e.g. insurance rider). All acts of theft, vandalism, or other illegal activity shall be reported by the awardee to the District, and the local law enforcement agency.
- v. **Material Specification:** The communications components selected for this project will be stated in the cost sheets contained in the Proposer's Response. once selected, no substitutions will be allowed without written authorization from the District or its designees. Items will be procured from the awardee as needed during the projects. These items may include the following: conduit, cable suspension rings, penetration materials, fire stopping, cable ties, nuts and bolts,

innerduct, surface raceway, fiber consumable, ground wire or Velcro wraps. All items will be included in each quote issued, prior to purchase order issuance.

- w. **Scheduling:** Individual job schedules for new construction and renovations must be adhered to so as not to slow up the project. The schedule(s) will be based upon the best available information at the time of development. The awardee shall be responsible for reviewing the schedule(s) and determining the necessary manpower to assure timely task completion.
- x. **Documentation:** A standardized workstation outlet location scheme will be given to the awardee by the District. The District will provide the awardee with plans to be used as floor plans upon which to base the (As-Built) drawings. These plans shall be reviewed for an acceptable numbering scheme and any non-standard workstation outlet locations shall be added. The awardee shall revise the As-Built drawing based upon any changes noted during installation and submit to the District at no additional cost. As Built drawings of workstation outlet locations and identification numbers must be received within 30 days of completion of job and prior to payment.
- y. **Documentation Package:** Awardee shall be responsible for providing to the District within 15 business days of job completion a detailed documentation package for each job at no additional cost to the District. The documentation package shall be comprised of an AutoCAD compatible file, release 14 or higher. This package shall be submitted both on paper and in disk format. The software required to view the electronic package shall be provided to the District as part of the documentation package if requested. The District shall retain all rights concerning the documentation package. The documentation package shall be comprised of two copies of 24" x 36" CAD As-Built drawings and a CAD disk which must include the location of CER, CC's, conduit sizes, cable sizes, cable termination locations, cable and fiber routes, communication outlet locations with their associated CC's indicated, and A/C power where installed. The package should also include all communications wiring category 5e and/or 6 communication outlet and fiber test results.
- z. **Inspection and Acceptance Period:** The District or its designees shall periodically inspect the work of the awardee. When requested, the awardee shall, at no additional charge, supply an installation technician to accompany the individual(s) performing inspection tasks. The awardee shall be responsible for uncovering concealed areas in order for the work to be inspected. The awardee shall be required to make any repairs or modifications deemed necessary by the District and/or designees immediately to comply with the project specifications. The District requires a 30-day acceptance period after the completion of the project. Project completion is the conclusion of all specified work, including all: labeling, testing, documentation and site clean up. The District and/or its designees shall utilize this period to perform workmanship evaluations and random testing. Once installation is accepted, the District will notify awardee in writing. Invoice shall not be issued by awardee until after the 30-day acceptance period has concluded.
- aa. **Delivery:** Awardee will deliver items ordered within 30 days after receipt of purchase order. Awardee must have financial capability to process individual

purchase orders as received and not wait until a batch of orders has accumulated. The District reserves the right to request awardee to delay delivery. Due to construction accelerations and delays, the District and/or its designees may find it necessary to advance or shorten the delivery schedule. The District shall not incur any additional cost should the schedule change. Other changes to the schedule shall be handled individually, with the concurrence of all parties.

- bb. **Area Representative:** Awardee shall provide a local representative who will make periodic scheduled walk throughs and visits to the schools, departments and centers, and who will be available upon request, to offer district wide coordination in assessment, planning, network design, budgeting, procurement and invoicing, shipment and inside delivery, installation, implementation, training, phone support and on-site warranty support for the District local area networks.
- cc. **Installation Warranty:** The installed communications cable systems shall have a product/workmanship warranty of at least 25 years. The awardee shall replace, free of charge for this period, any cable, connector, or other component installed by the awardee, which malfunctions. This warranty shall in no manner cover components that have been damaged or rendered unserviceable due to negligence, misuse, acts of vandalism, or tampering by personnel other than the awardee's employees or agents.
- dd. **Assurance/Performance Warranty:** The installed communications cable system shall have an assurance/performance warranty of at least 25 years. This warranty shall be from the manufacturer/authorized Dealer of the connecting hardware components in accordance with the specifications for design and installation for this project. The manufacturer/authorized Dealer shall warrant that the communications cable system shall support all applications developed and sanctioned for the use of an EIA/TIA 568 B compliant Category 5e and/or Category 6a cable system. If the system fails to meet these requirements during this warranty period, the manufacturer/authorized Dealer shall, solely at their cost, repair or replace the cable system.
- ee. **Restoration Responses:** If the failure or malfunction of a component causes a single workstation outlet location to become inoperable, the awardee shall correct and make serviceable the station within 16 business hours (two days) of being notified of the problem. The repairs may be made during normal business hours.

If the failure or malfunction of a component causes more than a single workstation outlet location (such as a network segment or backbone cable) to become inoperable, the awardee shall correct and make serviceable the stations within 24 hours, excluding weekends and holidays, of being notified of the problem. The repairs shall be made regardless of time of day. If the failure or malfunction is considered to be a major system failure, the awardee shall correct and make serviceable the stations within four business hours of being notified of the problem.

- The awardee shall be available during business hours to respond to repair calls.
- The awardee shall maintain contact with the District until the failure or malfunction is corrected.

- The awardee shall stock a sufficient amount of replacement materials for the expressed purpose of restoring service.
- The awardee shall follow the manufacturer's procedures to replace any materials used from their stock for these repairs.
- All costs for the entire warranty period (25 years) shall be included as part of the project price.

3.2 Solution Requirements

3.2.1 Methods

- a. Using the drawings and instructions provided as an attachment, submit a descriptive cabling proposal and comprehensive materials list including software, hardware and services for a representative design. The network proposal must be a complete and totally functioning cable design solution based on Cat5e. Include Cat5e and 6 strands of multi-mode fiber from each IDF to the MDF.
- b. Develop and include in the proposal an implementation plan that provides a seamless transition from the existing goods, services and systems to those proposed should the proposal be accepted. A successful implementation plan minimizes or eliminates disruption to staff, systems and existing business processes.
- c. Include a Service Level Agreement for review as part of the proposal warranting that services will be delivered as requested and outlining a process for escalation and remediation of problem conditions.
- d. Provide a design solution encompassing a complete and functional network infrastructure based upon information included. The design solution must include, but must not be limited to, the locations of the CER (communications equipment room), CC (communications closets), conduit and cable routes, cable sizes, cable termination locations, and any additional A/C power requirements. Submit a design solution on CAD, D-size (24"x36") in paper print. The cost proposal should be itemized in the same format as the cost proposal matrix included. If other components are required for the complete solution in the cost proposal which are not listed as items in the cost proposal matrix, include these items as a separate quote indicated as Other Goods and Services.
- e. The design solution will be evaluated based upon proposer submitting a complete design solution in compliance with the technical specifications. If the design solution submitted is not a complete solution then NO points will be awarded for this sub-section.

3.2.2 Implementation Plan

- a. Build the plan to include both proposer and district participation, accounting for, at a minimum:
 - Multi-year phase-in of new implementation

- Process utilized for coordinating with existing service provider when service is required on equipment still covered by an existing warranty Details of district calendar, employee and facility schedules
 - Logistics, material handling, staging and security
 - Difficulty of application and user acceptance, delivery of training and support
 - Adaptation of information systems, business processes, administrative forms and personal methods including resources and cost to accomplish same
 - Timeline of the transition so that the proposed goods, services and systems are fully delivered, functional and in use prior to end of existing contracts
 - Coordination with existing vender, suppliers, makers and regulatory agencies to secure and complete necessary forms, notifications and releases required by the transition
 - Coordination to select options, codes, preferences and other discretionary elements
 - Strategies to mitigate disruptions caused by problems of delivery, weather and other risk factors relevant to the proposed goods, services and systems.
- b. The District reserves the right to make final determination of transition plan and schedule and to extend existing contracts to receive goods or services during the transition period in order to minimize disruption. Coordinate to determine the optimum plan to minimize disruption. Pricing for goods or services will not be adversely changed due to requirements to modify the transition plan.
- c. The detail, depth and practicality of the implementation plan are factors in proposal selection. Define a transition completion date at the end of existing contract and work backwards to accommodate the entire implementation plan. Identify, in particular, personnel effort, facility modifications, systems adaptations and other internal effort and costs that cannot be included in the proposed costs but will be incurred by the District during the implementation.

3.2.3 Design Specifications

- a. The Awardee shall comply with all District requirements as listed below in developing the project design and execution of the installation.
- b. All patch panels and communications COs shall be 8-pin modular jack output, wired to the EIA/TIA 568 B wiring convention.
- c. Infrastructure Backbone System installation shall include: Copper tie cables, both riser and black cable, and 62.5/125 mm fiber optic cables, horizontal cable and COs, cabling racks, patch panels and 110-type connecting blocks in the distribution frames, wire management panels, or with all necessary protection, backboards, ladder rack assemblies, fiber termination boxes, fire stopping and all grounding apparatus. The wiring system shall be fully tested with complete documentation supplied to the District. The installed communication transport system will fully comply with all EIA/TIA 568 B, 569, TSB 40-A guidelines, NFPA 70, 101, BISC, The State of Florida Educational Building Code (SREF) including

Chapter 6A-2, Florida Administrative Code, and all other state and local applicable codes regulations.

- d. To avoid problems caused by electromagnetic emissions from power cables and other premises equipment, the requirements of NEC (National Electric Code) Article 800 requirements shall be met for all horizontal pathways and cabling.
- e. The physical topology of the horizontal cabling shall be configured as a hierarchical star topology with each CO connected directly to a Horizontal Cross-connect (Patch Panel) in a communications closet.
- f. Cross-connections shall be used for connections between horizontal and backbone cabling and for connections between horizontal cabling and premises equipment with multiple port outputs (such as 25-pair connectors). All connections between horizontal and backbone cables shall be made through a horizontal cross-connect.
- g. All devices that are specifically intended to support a given application shall be installed external to the CO and the horizontal cross connects.
- h. Under carpet cabling shall not be used.
- i. Connecting hardware shall not be installed in ceilings or spaces that are not specifically intended for communications use.
- j. Bridged taps shall not be used in the horizontal cabling.
- k. Splices shall not be used for horizontal UTP cabling.
- l. The District requires that the length limitations for the combination of cross-connect jumpers and patch cords in the cross-connect facilities, including horizontal cross-connect, jumpers, and patch cords that connect horizontal cabling with equipment or backbone cabling, shall not exceed 5 m (16 feet) in length.
- m. All twisted pair station cables shall be within 90 meters (295 ft.) of the terminating cross-connect (this length includes end to end routing with a service loop).
- n. Where cable trays or home-run conduit is not used in the ceiling space, or to route cables from a cable tray to a workstation location, the cables shall be installed above all other apparatus in the ceiling, as close as possible to the deck above. These cables shall be run in bundles and supported with an approved hanging system (e.g., metallic rings). The maximum span between supports shall be five feet.
- o. Where cable trays are used in the ceiling space communications wiring will be separate from other types of wiring.
- p. All twisted pair station cables shall have a support hanger and 12 inches of supported service loop above the entrance to the CO locations.

- q. All twisted pair station cables shall have a ten-foot service loop at the rack location.
- r. The pulling tension of all twisted pair station cables shall not exceed manual hand pull tension.
- s. When pulling cable through the ceiling space while standing below the grade of the cable, the cable shall not be bent around objects of less than two inches in diameter with a smooth surface (ex: temporarily install a perpendicular, short length of two inch EMT or cable pulley versus pulling around the sides of a cable tray, ceiling grid, other pipes, etc.).
- t. All communication wiring shall follow all applicable codes as defined in the most current BICSI (Building Industry Consulting Service International) standards manual.
- u. In partition walls, the station cables and outlet box shall be installed with a minimum separation of 18 inches from any power outlet.
- v. In any communications equipment room, which is adjacent to an electrical room, mechanical room, elevator shaft, or other EMI/RFI source, the cables shall not be routed on the adjacent wall(s).
- w. Jacketed twisted pair station cables shall have a minimum bend radius of eight times the diameter of the cable (+ 4.5 cm. or 1.75 in.).
- x. The jacket of the twisted pair cable for 110 connecting block type connections shall be removed only as far as necessary to perform required terminations from the point where the conductors are laced into the retention slots of the terminating hardware. All patch panels shall have support bars.
- y. The conductors of the twisted pair cable shall be untwisted a maximum of 1.25 cm (0.5 in.) from the point which the conductors are laced into the retention slots of the terminating hardware.
- z. The manufacturer's installation instructions shall be followed in accordance with the requirements set forth in this section.
- aa. All twisted pair station cables being terminated in an outlet box at the workstation shall have the slack from the termination pulled loosely into the ceiling space. This can be accomplished by simultaneously raising the service loop in the ceiling space and carefully feeding the station cable into the conduit stub, or wall cavity.
- bb. All terminations, which require the use of an impact tool, shall have the impact tool set to its lowest level. Only single conductor tools shall be permitted, except the base of 110 punch blocks mounted on a frame.
- cc. The installation technician shall visually inspect all conductors prior to using an insertion tool to seat the conductors.

- dd. The pairs shall be visually inspected after the conductors are seated. If a connector needs to be re-terminated then all conductors in that cable shall also be re-terminated to keep consistent length and pair twists.
- ee. All cables shall be segregated prior to being routed in any communications equipment room housing the connecting hardware (ex: CER, CC, etc.). The cables shall be separated in the overhead horizontal pathway ceiling space outside of the terminating room according to their termination point.
- ff. Horizontal Cables: All Category 5e and/or Category 6 unshielded twisted-pair (UTP) cables and all 62.5/125 mm multimode optical fiber cables used in the horizontal subsystem shall be certified by the manufacturer to meet the appropriate specifications of ANSI/EIA/TIA 568 B when issued. Twisted-pair cables with an overall shield (braid, foil or both), or with individual pair shielding, shall not be used as part of the horizontal portion of the cabling system.
- gg. Horizontal Connecting Hardware: All connecting hardware used with Category 5e and/or Category 6 UTP cables and all 62.5/125 mm multimode optical fiber cables in the horizontal subsystem shall be approved by the District. Only connectors that are specifically rated to meet the transmission requirements of ANSI/EIA/TIA 568 B and TIA/EIA TSB 40-A shall be used.
- hh. Horizontal Patch Cord Assemblies: All cable assemblies used to cross-connect Category 5e and/or Category 6 UTP cables and 62.5/125 mm multimode optical fiber cabling are subject to the following requirements. All modular plug cords that cross-connect Category 5e and /or Category 6 UTP cabling shall be factory assembled and conformance tested to 100 MHz and meet the appropriate specifications of EIA/TIA 568 B, EIA/TIA TSB-36 and TIA/EIA TSB 40-A.
- ii. All optical fiber cable assemblies that cross-connect 62.5/125 mm optical fiber cabling shall be factory assembled and conformance tested to meet the appropriate specifications of the OEM (Original Equipment Manufacturer).
- jj. Grounding and bonding requirements specified in the applicable codes and regulations shall be in compliance. Bonding and grounding of horizontal pathways shall comply with applicable codes and regulations. Properly installed fire stop systems shall be installed to prevent or retard the spread of fire through the building. This requirement applies to openings that may or may not be penetrated by cables, wires or raceways. Pathways shall not have exposed sharp edges that may come into contact with horizontal cables. Exposed sheet metal edges shall be provided with bushings or other means of protection such that cables will not be damaged during or after installation.
- kk. Access floor distribution in spaces used for handling environmental air shall meet all applicable building and electrical codes.
- ll. Cable trays or a defined communications cable pathway (i.e.: a pathway that is specifically dedicated for communications use), shall be used for cable management in areas covered by access floors.

- mm. Since it is preferable that the pathways be capable of handling all cable types, the inside bend radius of conduits shall always be at least ten times its internal diameter.
- nn. Ceiling distribution and the installation of communications cabling and pathways in spaces used for handling environmental air shall meet all applicable codes and regulations. Conduit preparation to remove sharp edges shall be performed to prevent damage to cable jackets during and subsequent to pulling.
- oo. Since cable trays and wire ways are usually metallic, all sharp edges, burrs and screw tips that may come into contact with cabling shall be removed.
- pp. Ceiling distribution systems shall provide a minimum of 150 mm (six inches) clearance between the cable support means and the structural ceiling per the current standards in the BISCIEIA/TIA manual.
- qq. Cable support shall be provided by means that are structurally independent of the suspended ceiling, its framework, or supports.
- rr. Cables that extend between communications closets and quad COs shall not be exposed in the work area or other locations with public access.
- ss. Others may install Cable trays such as general contractors during new construction, in accordance with the drawings provided for each school. It should be noted that existing schools may not have cable trays and therefore cables can be installed in cable suspension rings provided by the Proposer. The District reserves the right to request cable trays where possible.
- tt. Where cable trays are used each floor of each facility has been divided into equal sections. Each section shall have its own cable tray system. Larger cable trays shall be utilized to support the twisted pair station cables in the main cable pathways, and conduit sleeves through the walls to individual classrooms shall be utilized to support the twisted pair station cables in the work areas.
- uu. Each section of the cable tray shall have four - four inch (4" x 4") sleeves from the cable tray supporting the main cable path, installed directly to the communications closet(s) and the communications equipment room. These conduits shall be terminated on a plywood backboard. The UTP station cables shall be routed per specifications stated in this document to their termination points.
- vv. The Awardee shall utilize or provide core bores with sleeves to route the UTP station cables to the interstitial ceiling space of second floor areas. The UTP station cables shall be routed per specifications stated elsewhere in this document to their termination points.
- ww. Others may install conduits in accordance with the drawings provided for each site.
- xx. Cable suspension rings shall be utilized to suspend the UTP station cables in the interstitial ceiling space from the cable tray or the communication room or closet (in schools without cable tray), to the access point of the workstation location.

These rings shall be installed every five feet, and one ring shall be installed over the workstation location.

- yy. In a backbone cabling criteria; the backbone cabling shall use the conventional hierarchical star topology. There shall be no more than two hierarchical levels of cross-connects in the backbone cabling. From the horizontal cross-connect, no more than one cross-connect shall be passed through to reach the main cross-connect. Cross-connections shall be used for connections between horizontal and backbone cabling and for connections between horizontal cabling and premises equipment with multiple port outputs (such as 25-pair connectors). Main and intermediate cross-connects shall only exist in Communications Equipment Rooms, Communications Closets or Entrance Facilities.
- zz. Connecting hardware shall not be installed in spaces that are not specifically intended for communications use.
- aaa. All devices that are specifically intended to support a given application shall be installed external to the main or intermediate cross-connect.
- bbb. Bridged taps shall not be permitted. When used, splices shall be kept accessible and shall not be used for routine cabling system changes.
- ccc. All backbone connecting hardware used with Category 5e and/or Category 6 UTP cables and all 62.5/125 mm multimode optical fiber cables in the backbone cabling shall be approved by the District. Only connectors that are specifically rated to meet the transmission requirements of EIA/TIA 568 B and EIA/TIA TSB 40-A or any newer standards shall be used.
- ddd. All jumpers and cables used for patch cords that cross connect to the Category 5e and/or Category 6a UTP cables and all 62.5/125 mm multimode optical fiber backbone cabling, shall be certified by the manufacturer to meet the appropriate specifications of EIA/TIA 568 B, EIA/TIA TSB-36 and EIA/TIA TSB 40-A or any newer standards. Twisted-pair patch cables or jumpers with an overall shield, (braid, foil, or both), or with individual pair shielding shall not be used as part of the backbone cross-connect portion.
- eee. For each intrabuilding backbone run, at least one 12 strand (6 pairs) optical fiber cable shall be provided between the CER and CC. The District may choose a smaller fiber cable pair count in certain locations depending upon need. This will be indicated at time of design with Awardee prior to start of project.
- fff. For each intrabuilding backbone run, at least one Plenum rated 25 pair UTP cable to be utilized for voice service shall be provided between the CER and CC. Additional pairs may be required dependant upon the number of COs served by the CC. This pair count will be determined in design.
- ggg. For each interbuilding backbone run, at least one 12 strand (6 pairs) optical fiber cable shall be provided between the CER and CC. The District may choose a smaller fiber cable pair count in certain locations depending upon need. This will be indicated at time of design with Awardee prior to start of project.

- hhh. For each interbuilding backbone run, at least one 25 pair black PE 89, Category 3 voice grade cable shall be provided. Additional pairs may be required dependant upon the number of COs served by the CC. This pair count will be determined in design.
- iii. All CAT 5e and/or CAT 6 cabling distributed through underground pathways between buildings shall be rated for its application (i.e.: gel-filled outside plant rated cable used for connectivity between portable buildings.)
- jjj. When multiple media (fiber, copper, coax, etc.) are used in a segment of the building backbone or campus backbone, termination locations shall be located in the same facility.
- kkk. The total cable length between the main cross-connect and a horizontal cross-connect shall not exceed 2000 m (6560 ft) for 62.5/125 mm multimode optical fiber and shall not exceed 800 m (2624 ft) for voice. The cable length between a horizontal cross-connect and an intermediate cross-connect shall not exceed 500 m (1640 ft).
- III. Because backbone cross-connections are critical to the performance of cabling links, the District requires that cross-connect jumpers and patch cords in the main and intermediate cross-connections shall not exceed 5m (16 ft) in length.
- mmm. Bonding and grounding of backbone pathways shall comply with applicable codes and regulations.
- nnn. All pathways shall be properly fire stopped. Pathways shall not have exposed sharp edges that may come into contact with horizontal cables. Exposed sheet metal edges shall be provided with bushings or other means of protection such that cables will not be damaged during or after installation. Backbone pathways shall be installed such that the minimum bend radius of backbone cables is kept within manufacturer specifications both during and after installation

3.2.4 Installation Specifications

- a. Installation must be scheduled when the school, center or department is open Monday through Friday 8:00 a.m. to 5:p.m. Installation shall not be performed on weekends or during designated holidays unless pre-arranged with the district.
- b. Installers must be fully competent in the installation and operation of the product as delivered. If it is determined by the district that an installer is not fully competent, the district reserves the right to have the company provide another qualified installer. If the awardee cannot provide a fully competent installer for the awarded product, then the awardee will be in violation of the RFP.
- c. Installers are required to attend an installer's meeting if scheduled by the district. If an installer's meeting is scheduled, a letter from the district will notify installers. Failure to attend the installer's meeting will be a violation of the RFP.
- d. The cost of installation will be included in the equipment cost submitted on a cost proposal sheet for each item.

3.2.5 Cable Installation Standards

- a. The UTP wiring system shall be installed in accordance with all the copper cable installation and testing guidelines set forth in this document and the manufacturers' instructions.
- b. The Awardee shall be responsible for following the guidelines set forth in the most current version of the EIA/TIA BISC specifications and District Facilities and Construction Management Department Design Guideline Specifications. The Guide Specifications document can be obtained through District Facilities Department.
- c. Per the latest information from the EIA/TIA standards, a single point grounding system shall be utilized. All cables shall be properly grounded in the communications equipment room.
- d. The Awardee shall apply pre-printed label strips to all twisted pair station patch panels; each patch panel will be identified in a clear manner as to the associated CO ports. The "Telecom Feeder" patch panels shall utilize label strips with a blank white box above each port for the clear identification of the pair termination. The District reserves the right to alter or change the labeling criteria as needed.
- e. For the telephone service entrance facility cabling all electrical, grounding and bonding requirements specified in applicable codes and regulations shall be met.
- f. The entrance room or space shall be located in a dry area not subject to flooding, and as close as practical to the vertical backbone pathways.
- g. Local Telephone Company Access shall be available to the main building-grounding electrode for the termination of the entrance cable facility.
- h. All local telephone company entrance facility requirements are to be coordinated and complied with by Awardee for telephone service access.
- i. The cable connecting hardware shall be installed in spaces whose temperatures do not exceed the range from -10° C (14°F) To 60° C (140°F) and shall be protected from physical damage, and from direct exposure to moisture and other corrosive substances. This protection may be accomplished by installation indoors or in an appropriate enclosure for the environment.
- j. The cable connecting hardware shall be securely mounted on walls, floors, racks or other stable and accessible surfaces.
- k. Connecting hardware and all other cabling system components shall be installed to provide minimal signal impairment by proper cable preparation, termination practices, orientation, and mounting that are all in full compliance with manufacturers' guidelines.
- l. Cable connecting hardware shall be installed to provide orderly, well-organized cable management with color-coding, labeling and documentation consistent with standard practices of the District.

- m. Spaces used to execute on-going cabling system changes shall have a minimum of 540 Lx (50 foot candles) of light measured at the point of termination and rack clearances on the rear of the patch panels of 0.6 m (2 ft), and front 1 m (3 ft) for access and cable dressing space.
- n. Cables shall be installed in pathways and spaces that afford adequate protection from weather and other hazards that are typical to the environment.
- o. The amount of untwisting in a pair as a result of termination to connecting hardware shall be no greater than 13 mm (0.5 in) for Category 5e and/or Category 6 cables, and shall be no greater than 25 mm (1.0 in) for Category 3 cables.
- p. All UTP cabling runs shall be connected straight through with no transpositions of pairs or conductors. Some applications require a crossover of pairs between pieces of active equipment in order to properly configure transmit and receive connections.
- q. In spaces with UTP terminations, cable bend radii shall not be less than four times the cable diameter for horizontal cable and shall not be less than ten times the cable diameter for multipair cable.
- r. Due to combined effects on link performance regarding multiple cross-connect blocks and patch panels in close proximity, the District requires that each UTP link shall pass through no more than two pieces of connecting hardware in a cross-connect.

3.2.6 Optical Fiber Cable Installation Standards

- a. All internal building optical fiber cables shall be routed through distribution rings or within conduit.
- b. All optical fiber cables shall have a minimum bend radius of 18 times the outside diameter of the cable. All conduit runs shall contain "sweeps" versus 90-degree bends.
- c. The optical fiber cable shall have the proper strain relief when installed in enclosure in accordance with the manufacturers' instructions.
- d. Each connector shall be visually inspected with an optical fiber microscope. No visual deformations of the core or the cladding are acceptable (ex: scratches, chips, cracks, adhesive, etc.). Optical fiber cable connecting hardware shall be protected from physical damage and from direct exposure to moisture and other corrosive elements. This protection may be accomplished by installation indoors or in an appropriate enclosure for the environment.
- e. The optical fiber connecting hardware shall be installed to provide a neat, well-organized installation with optical fiber management and sound, optical termination practices in accordance with manufacturer's guidelines;
- f. Color-coding, labeling and documentation consistent with the District guidelines.

3.2.7 Grounding and Bonding

- a. All grounding and bonding shall meet all specifications and requirements per the NEC (National Electric Code) 250.

3.2.8 System Testing Requirements

- a. All performance testing of cabling (UTP and fiber) shall be provided to the District in a documentation package.
- b. All transmission testing on UTP cabling shall be performed using an approved and properly calibrated Category 5e and/or Category 6a cable tester.
- c. Guidelines and requirements for connections, test configuration and measurement procedures and precautions that are specified in the manuals provided with the tester shall be followed.
- d. UTP adapters used to access connecting hardware at the cross-connect facilities and the Communications Outlet shall meet or exceed the performance category of the link to which it connects.
- e. All backbone UTP links with fixed cable lengths of no more than 90 m (290 ft) and all horizontal UTP links should be 100% tested for the following parameters:
 - Length
 - SNR
 - Loop resistance
 - Capacitance
 - Continuation
 - Near end crosstalk (NEXT)
 - Line MAP
- f. All backbone UTP links shall be 100% tested for continuity.
- g. All transmission testing on optical fiber shall be performed using approved optical fiber test equipment (power meter and light source required for attenuation, OTDR required for length measurements).
- h. Guidelines and requirements for connections, test configuration and measurement procedures specified in the manuals provided with the optical fiber tester(s) shall be followed.
- i. Optical Fiber adapters used to access connecting hardware at the cross-connect facilities and Telecommunications Outlet shall be compatible with the cabling to which it connects.
- j. All equipment and set-up requirements for testing of 62.5/125 mm multimode optical fiber links, that are specified in Annex H of SP-2840-A.

- k. All horizontal and backbone links shall be 100 percent tested for polarity and attenuation in accordance with Annex H of SP-2840-A at 850 nanometers (nm) and at 1300 nm in at least one direction. Horizontal and backbone cable lengths shall also be 100 percent tested using an OTDR.
- l. The measured length of the fixed cable portion of any optical fiber link shall not exceed the lengths specified for horizontal or backbone cabling in the Horizontal Distribution and the Backbone Distribution sections of this specification.
- m. All 62.5/125 mm multimode optical fiber links shall meet the applicable requirements of SP-2840-A, Annex H.

3.2.9 Electromagnetic Interference (EMI)

- a. The proximity of Category 5e and/or Category 6 UTP cabling, cable pathways and spaces used to carry or house communications cabling to electrical facilities and equipment that generate high levels of electromagnetic interference (EMI) should be taken into account for metallic cabling. Sources of EMI include: Power cables; photocopy equipment, electric motors, transformers, fluorescent lighting, arc welders and induction heaters. Examples of capacitive coupled noise sources include photocopy machines and fluorescent lighting. Examples of inductively coupled noise sources include motors, transformers, heaters and air conditioners. To avoid EMI, communications pathways, spaces and metallic cables shall be installed with the following clearances:
 - 1.2 m (4 ft) from large motors or transformers
 - 0.3 m (1 ft) from conduit and cables used for electrical power distribution
 - 12 cm (5 in) from fluorescent lighting
- b. Pathways and metallic cables shall cross perpendicular to fluorescent lighting and electrical power cables or conduits.
- c. The District does not support the installation of communications cabling in facilities with electrical power lines that carry voltages of greater than 480.
- d. Closed metal pathways (e.g., conduit) generally provide adequate protection from nearby capacitive coupled (rapid changes in large voltages) noise sources typically found in commercial buildings. Separate conduits shall be used to carry communications cabling and electrical power. Metallic conduits shall be grounded. In cases where inductively coupled (rapid changes in large currents) noise sources are a problem, the closed metal pathway section, in proximity to the source, shall be of ferrous induction suppression material.
- e. Separate raceway shall be used for communications wiring and electrical power to minimize EMI. These raceways shall be grounded and shall not be spaced closer than 300 mm (12 inches) apart.
- f. In multichannel metal raceways, dividers separating compartments shall be bonded to ground. Multichannel raceway systems shall have grounded metallic barriers to provide separate cells for communications wiring and electrical power.

- g. Feeders shall be provided as separate raceway for each type of service (e.g., power, communications wiring) or as a single trenchduct equipped with a barrier for each type of service. Access units shall be spaced to fall directly above the selected cells. Jack feeder raceway shall be provided to maintain coverage of floor areas that would otherwise be isolated; e.g., by stairwells or columns.
- h. The interior of access units that serve both communications wiring and electrical power shall contain a grounded partition to allow complete separation of the systems. If electrical power is one of the services in a combined fitting, the fitting shall be fully partitioned.
- i. Communications wiring spaces, including work areas, communications closets, equipment rooms and entrance facilities shall be located away from sources of EMI at a distance that will reduce the interference to 3.0 V/m

3.2.10 Integration Procedures

- a. When arriving on site the installer must make contact with the site administrator or designee to locate and access the equipment for installation that is generally placed in Communication Equipment Rooms (CER) or communication Closets (CC) for security.
- b. The installer is responsible for breaking down and removing all boxes and packing materials to an area designated by location administrator.
- c. Awardee will install and configure equipment as per district specifications.
- d. Document equipment installation on a network parameter setup sheet provided by the district, leave network documentation with location administrator, provide a copy of equipment installation parameters with the NOC and notify the project manager of the completion via email and voice.
- e. All equipment will be installed to district standards and specifications and or as directed by designated district program manager.
- f. Awardees must coordinate with the district when determining location and installation of network equipment, cabling, racks and other details.
- g. The district will coordinate the necessary wiring of data and power requirements with approved proposer based upon awardee's approved network design. Awardee is responsible for installing and configuring network equipment including constructing and mounting equipment within enclosures, grounding and connections.
- h. Awardee is required to include a dedicated project manager during the implementation of network cabling and upgrades. Project manager should coordinate efforts between other contracts such as wireless LAN's as well as take direction and report project status to the district.

3.2.11 Existing Conditions

- a. **WAN Connectivity:** All of the District's facilities, both schools and administrative sites, are fiber connected at 100Mbps via a Wide Area Network (WAN) in a hub-and-spoke topology with the hub at the Board of Education building. LANs are installed using a hierarchical star topology. The districts LANs have been upgraded with Switched 10/100/1000 Ethernet with POE to all network outlet location. Current wiring closets generally utilize standard 19" frame type racks. All MDF/IDF are interconnected at Gigabit Ethernet via 62.5 or 50-micron multimode fiber. The network components provide both Layer II and Layer III switching, including full support of VLAN distribution on all backbones and segments. VLANS are capable of supporting wireless systems. All schools include have complete wireless coverage with central management.
- b. **Core switches:** The core switch supports standards based SNMP and RMON, thus providing capabilities for proactive network management at the district's Network Operation Center (NOC). Core switches located in the main Communications Equipment Room (CER or MDF) are equipped with full function router capabilities. Among many other benefits, the routing or Layer 3 capability of the main switch allows for the creation and routing of virtual LANs, which segment a large campus network into smaller logical networks for improved performance and administrative control. (QOS-quality of service) for delay-sensitive applications, such as voice or video traffic. This feature is included in our equipment specifications with a view to future technology demands as they arise.

3.2.12 Cable Material Specifications

- a. UTP (Unshielded Twisted Pair) cable specifications shall meet or exceed the following standards or requirements:
 - Mohawk, Hitachi, Bertek or equivalent as approved
 - ETL Certified to EIA/TIA Category 5e and/or Category 6a
 - UL Rated CMP
 - Manufacturer to be ISO 9002 Certified
 - EIA/TIA 568 B, Horizontal Cable Section and TSB-36
 - IEEE 802.3 and IEEE 802.5
 - ANSI X3T9.5 100 Mbps
 - NEC Section 800 for copper media
 - UTP cable shall be composed of the following material:
 - 24 AWG Solid Bare Copper
 - Extruded Thermoplastic Color Marking for Pair Identification
 - Flexible Jacket Material with Required Specific UL Cable Markings
 - Footage Marking on Jacket.

- b. All patch panels and COs will be of the 568 B wiring configuration. All patch panels must meet the requirements of ANSI/EIA/TIA, for Category 5e and/or Category 6a specifications.
- c. All Connectors (faceplates of COs) must meet the requirements of ANSI/EIA/TIA, for Category 5e and/or Category 6a Specifications. All connectors will be 568 B configurations.
- d. All floor outlet Connectors must meet the requirements of ANSI/EIA/TIA, for Category 5e and/or Category 6a Specifications. All connectors will be 568 B configurations. Types of floor outlets are to be determined upon design, dependent upon area of installation.

3.2.13 Communication Closet Specifications

- a. Awardee shall comply with requirements as listed below in developing the project design and execution of the installation.
- b. In a Communications Equipment Room (CER) all networking equipment placed into the communications equipment rack shall be supplied by the district. The equipment room shall be equipped to contain communications equipment, cable terminations and associated cross-connects. The equipment room shall not be shared with building services that may interfere with the communications systems or used for custodial services (such as sinks, water closets, cleaning mops and buckets).
- c. Lighting shall be a minimum of 540 Lx (50 foot candles), measured at the point of termination.
- d. Access shall be made available to the main building-grounding electrode.
- e. All equipment racks shall have wire management to be specified by the District. Wire management will be installed to properly route data and voice patch cords for vertical or horizontal routing. All equipment racks shall be installed per the manufacturers' instructions (ex: leveled and bolted to the floor and to adjacent racks). All equipment racks shall have a power strip securely screwed to the backside of rack.
- f. In a Communications Closet (CC) all networking equipment placed into the communications equipment rack shall be supplied by the District. Communications closets shall be equipped to contain communications equipment, cable terminations and associated cross-connects. Communications closets shall not be shared with building services that may interfere with the Communications systems or used for custodial services (such as sinks, cleaning mops and buckets).
- g. All communications closets shall meet all specifications and standards stated in the most current BICSI manual.

3.2.14 Cable and Rack Organization Specifications

- a. The Awardee shall comply with all the District requirements as listed below in developing the project design and execution of the installation.
- b. The twisted pair station cables shall be routed into the wire management racks through the ladder rack utilizing the built-in troughs on each side of the rack. The twisted pair station cables shall be divided (right or left) depending upon the side of the patch panel to which the twisted pair station cables are terminated.
- c. The twisted pair station cables shall be terminated on the back of the patch panels utilizing the four pair connecting blocks. UTP station cables shall be either terminated in consecutive order utilizing the station identification number or be terminated in four identical sized color-coded patch panels as determined by the District. In an area with a minimum of 24 COs of four port each, there will be a minimum of four 24 port patch panels, one patch panel for each port position. The method of termination in the patch panels shall be approved by the District based upon the site requirements.
- d. The Awardee shall install wire management system in accordance with the guidelines set by the District. A brief description of the information is contained herein.
 - Horizontal: The Awardee shall install wire management mounted on a rack panel. The racks and the single bay equipment racks shall utilize wire management to be specified by the District. One wire management shall be installed above and below each patch panel, optical fiber enclosure, and equipment space where applicable. The Awardee will work closely with District personnel to ensure all necessary “miscellaneous” patch panels are installed at each location.
 - Vertical: The Awardee shall install wire management on and between each rack installed.
- e. All partition wall workstation CO locations shall have the cables routed in the void space inside the wall. If conduit is provided at the location, the cables shall be routed therein to the outlet box. If a conduit is not provided at the specified location, the Awardee shall make access to the void space above the ceiling level and “fish” the wall. Solid walls, or areas, which are unable to be “fished”, will utilize surface raceway and surface mounted boxes, permanently affixed to the walls. the District or its designees must approve other methods prior to installation.
- f. The Awardee shall identify and permanently mark the workstation CO location with the communications equipment room identifier and the Information Outlet (IMO) number. Each CO (port) shall have a permanently affixed colored icon depicting the patch panel identifier as specified by the District.

3.3 Sample School Design Solution

- A. **Instructions:** Submit a comprehensive cabling design proposal/solution based on the sample school below and per the specifications and special conditions within this

RFP. It is in the proposer's best interest to provide as much detail as possible as to the quality of workmanship and materials for evaluation.

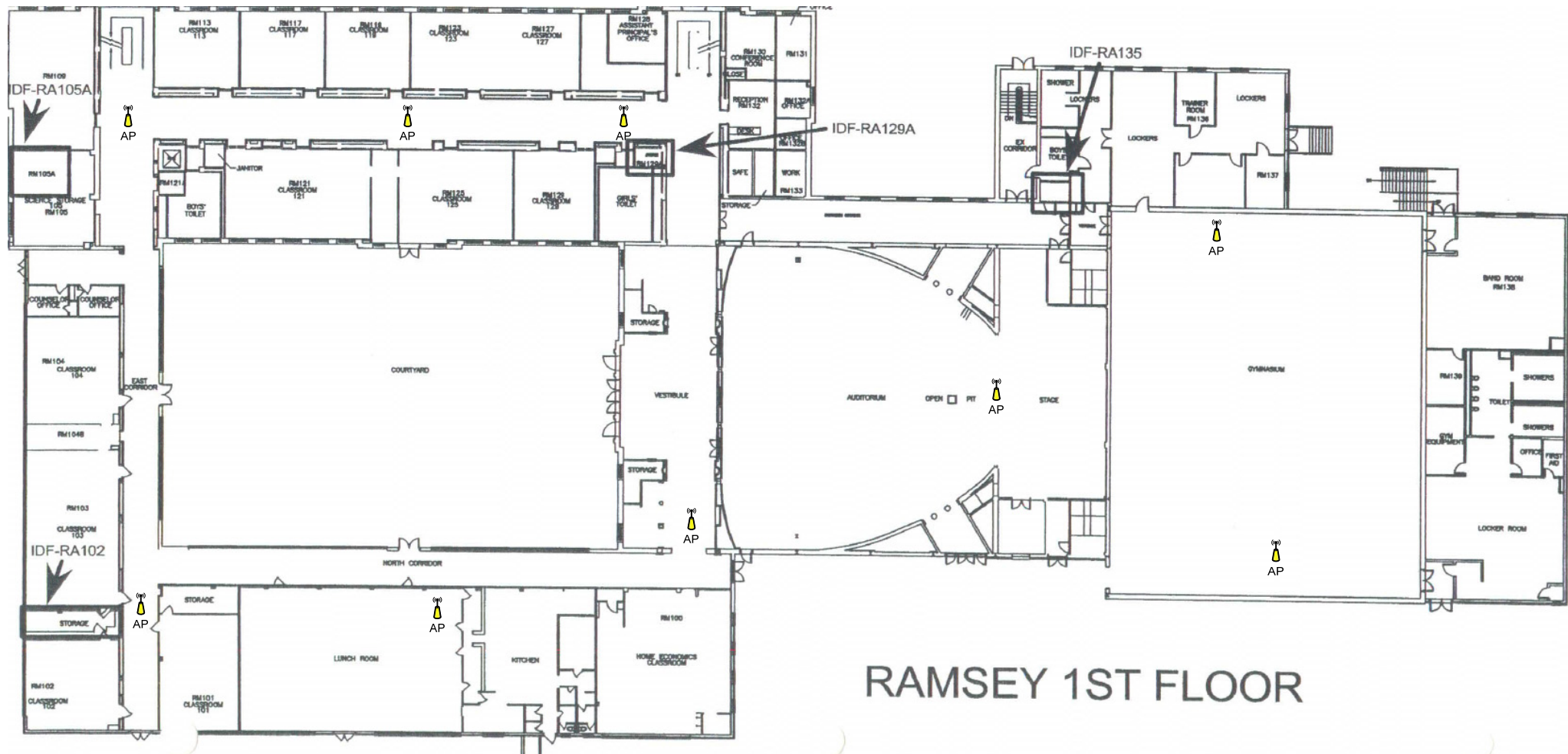
B. Proposal Outline

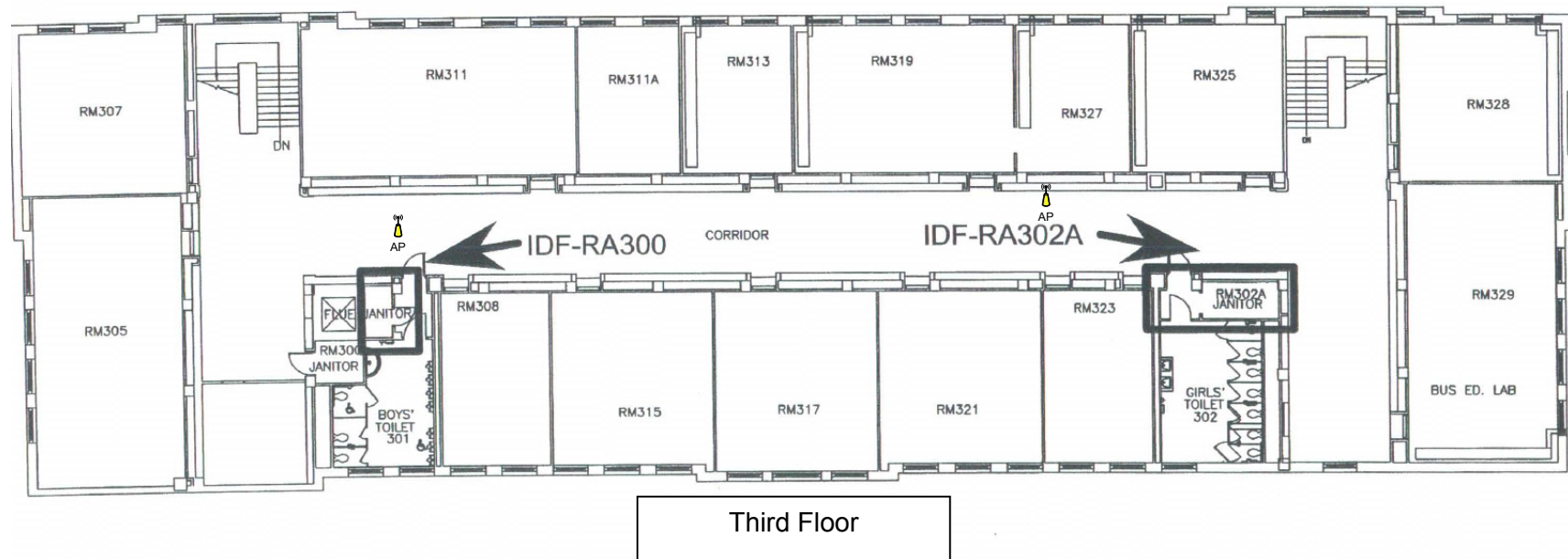
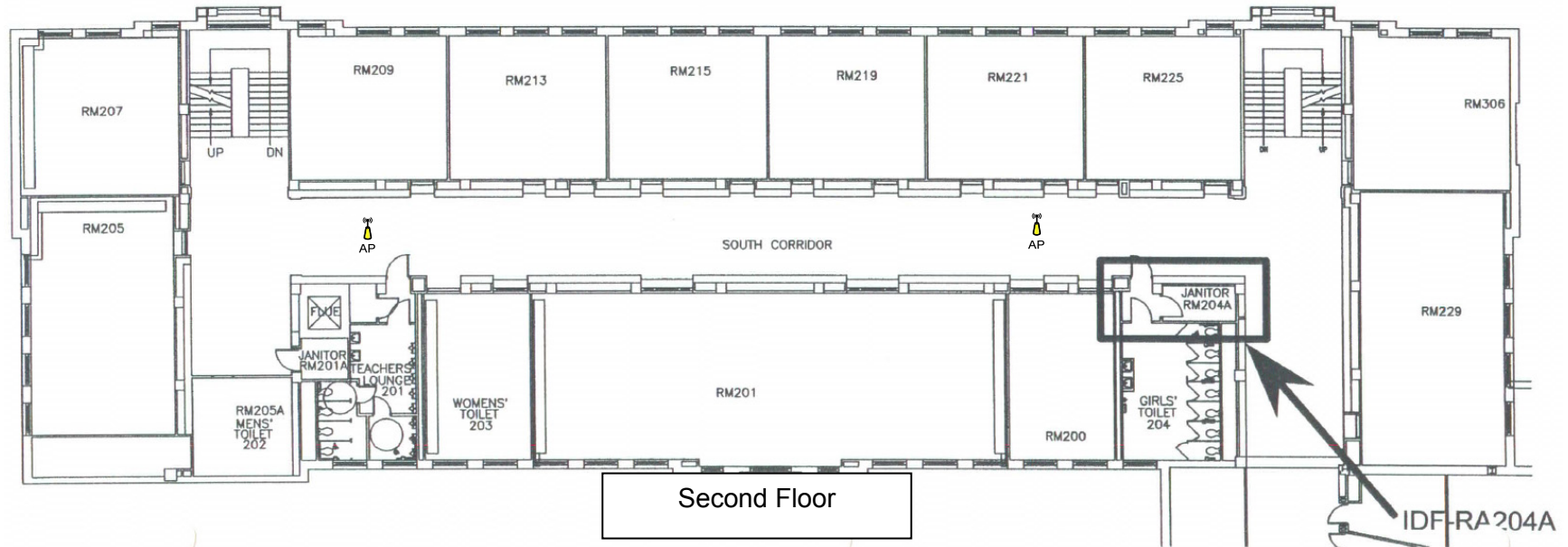
- a. Summary of cabling design.
- b. Comprehensive logical and physical design diagrams.
- c. Any additional diagrams and information on logical and physical design Proposer feels is necessary and will included as part of the proposal package for each sample school that will be cabled.
- d. Technical specifications
- e. Sample project plan with phased approach and timeline based on 8 hour day.
- f. Warranty on system components.

C. Facility Assumptions

- a. Diagram 1 below provides a floorplan of the design facility. *(Please note that this drawing is a schematic of the Ramsey facility within the Birmingham City School District. The purpose of the diagram is to enable comparative analysis between vendor proposals.)* Building construction assumptions include
 - IDF distances are within 300 feet of any location within the building.
 - No items in rooms other than desks, students and computing devices.
 - Location has no existing wireless network equipment.
 - Corridors are a combination of metal framing and X Type drywall (1hour fire rated) to ceiling deck as well as 4" concrete construction to ceiling.
 - Mechanical rooms and electrical rooms are block to ceiling (2hours fire rating).
 - Load bearing walls are 4" concrete construction to ceiling.
 - Outer Walls are Tilt-Wall construction 7" Thick preassembled concrete.
 - Walls between classrooms are 4" concrete construction to ceiling
 - False ceilings conceal air conditioning metal ductwork. Corridors provide pathway feeder ducting to distribute air to all classrooms and office spaces.
 - Mechanical Rooms contain large air handlers.
 - Assume 25 feet of surface mount raceway per outlet location.
 - The vault is steel to ceiling.

D. Diagram 1 – Building Plan





E. Chart 1 - Room Descriptions

- a. The table below identifies rooms requiring for the sample facility design. Use the information below to assist in the overall design based upon the number of devices per technology and the required throughput per technology. S = Student, T = Teacher, C = Computer, W = Wireless, A = Administrative. For the purpose of this RFP, only data drops should be quoted, all drops will be surface mounted. Plan for 25 feet of raceway for each drop.

Floor	Room Number	Room Type	Drops
First Floor	113	Classroom	2xS, 1xT
First Floor	117	Classroom	2xS, 1xT
First Floor	119	Classroom	2xS, 1xT
First Floor	123	Classroom	2xS, 1xT
First Floor	127	Classroom	2xS, 1xT
First Floor	121	Classroom	2xS, 1xT
First Floor	125	Classroom	2xS, 1xT
First Floor	129	Classroom	2xS, 1xT
First Floor	130	Conference Room	2xA
First Floor	131	Office	A
First Floor	132a	Office	A
First Floor	132b	Office	A
First Floor	132	Main Office	5A
First Floor	133	Office	A
First Floor	129A	MDF	
First Floor	105A	IDF	
First Floor	Councilor Office 1	Office	A
First Floor	Councilor Office 1	Office	A
First Floor	104	Classroom	2xS, 1xT
First Floor	103	Classroom	2xS, 1xT
First Floor	102A	IDF	
First Floor	102	Classroom	2xS, 1xT
First Floor	101	Classroom	2xS, 1xT
First Floor	Lunchroom		T
First Floor	Kitchen		A
First Floor	100	Classroom	2xS, 1xT
First Floor	Auditorium		2xS, 1xT
First Floor	Stage		2A
First Floor	Gymnasium		A
First Floor	135	IDF	
First Floor	136	Office	A
First Floor	137	Office	A
First Floor	138	Band Room	A
First Floor	139	Storage	
Second Floor	205	Classroom	2xS 1xT
Second Floor	207	Classroom	2xS 1xT

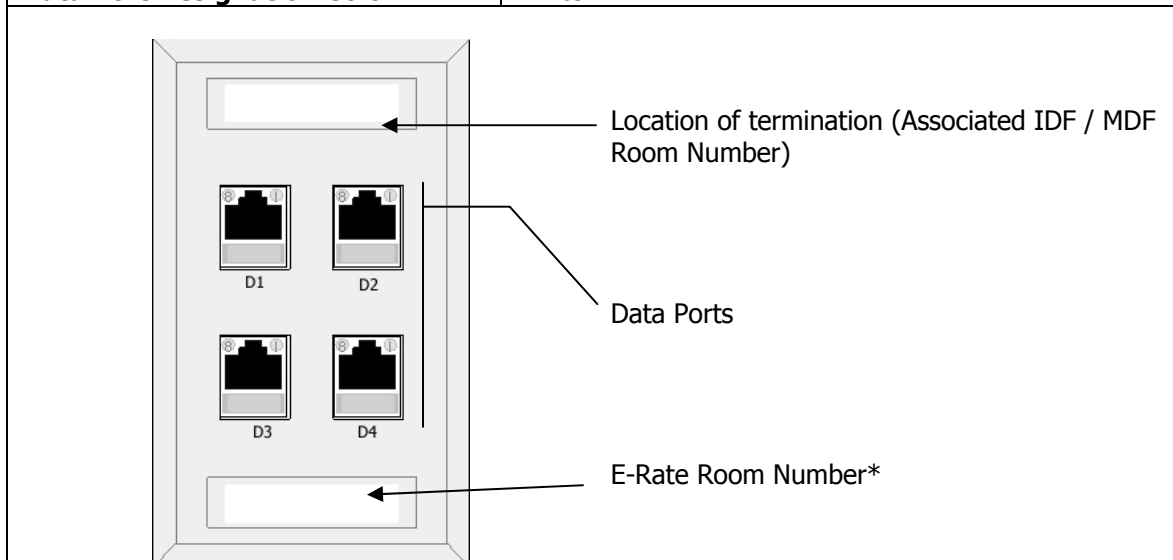
Floor	Room Number	Room Type	Drops
Second Floor	209	Classroom	2xS 1xT
Second Floor	213	Classroom	2xS 1xT
Second Floor	215	Classroom	2xS 1xT
Second Floor	219	Classroom	2xS 1xT
Second Floor	221	Classroom	2xS 1xT
Second Floor	225	Classroom	2xS 1xT
Second Floor	206	Classroom	2xS 1xT
Second Floor	229	Classroom	2xS 1xT
Second Floor	204A	IDF	
Second Floor	200	Office	A
Second Floor	201	Classroom	2xS 1xT
Third Floor	305	Classroom	2xS 1xT
Third Floor	307	Classroom	2xS 1xT
Third Floor	311	Classroom	2xS 1xT
Third Floor	311a	Office	A
Third Floor	313	Office	A
Third Floor	319	Classroom	2xS 1xT
Third Floor	327	Office	A
Third Floor	325	Classroom	2xS 1xT
Third Floor	328	Classroom	2xS 1xT
Third Floor	329	Lab	6xC
Third Floor	302A	IDF	
Third Floor	323	Office	A
Third Floor	321	Classroom	2xS 1xT
Third Floor	323	Classroom	2xS 1xT
Third Floor	315	Classroom	2xS 1xT
Third Floor	308	Office	A
Third Floor	300	IDF	
Wireless		13 locations as shown on diagram	13xW

Appendix A – Standard Drop Configurations

3.4 Data Port Configurations

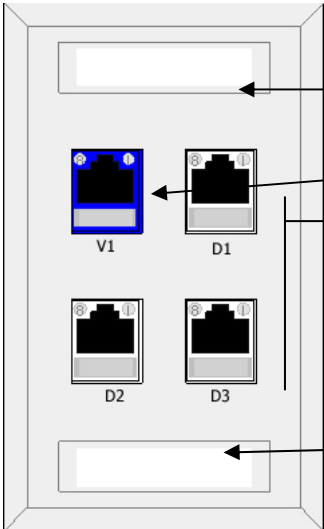
3.4.1 Student Outlet Configuration

Data Interface Type	Student Outlet
Face Plate Type	Quad
Data Port Configuration	4 Data
Telecom Port Configuration	None
Blanks	None
Placement	General Application*
Data Port Designation Color	White



3.4.2 Teacher / Computer Lab Outlet Configuration

Data Interface Type	Teacher Outlet
Face Plate Type	Quad
Data Port Configuration	3 Data
Telecom Port Configuration	1 Telecom
Blanks	None
Placement	General Application*
Data Port Designation Color	White
Telecom Port Designation Color	Blue



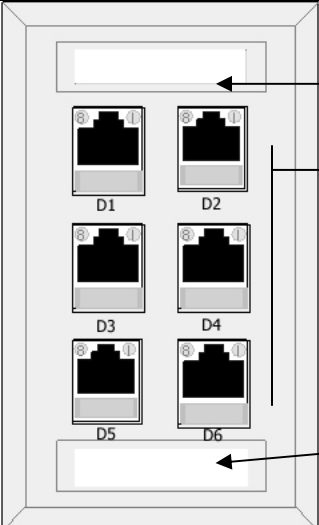
Location of termination (Associated IDF / MDF Room Number)

Voice Port (Not for this RFP)

Data Ports

E-Rate Room Number*

Data Interface Type	Computer Lab Outlet
Face Plate Type	Six
Data Port Configuration	6 Data
Telecom Port Configuration	None
Blanks	None
Placement	General Application*
Data Port Designation Color	White



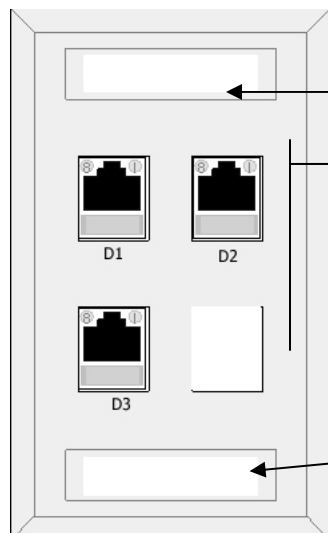
Location of termination (Associated IDF / MDF Room Number)

Data Ports

E-Rate Room Number

3.4.3 Wireless / Administrative Outlet Configuration

Data Interface Type	Wireless Outlet
Face Plate Type	Quad
Data Port Configuration	3 Data
Telecom Port Configuration	None
Blanks	1
Placement	Above Ceiling
Data Port Designation Color	White
Telecom Port Designation Color	Blue

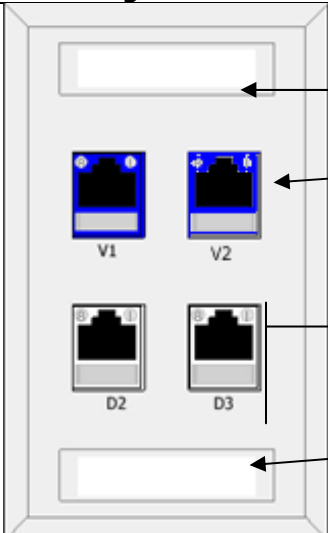


Location of termination (Associated IDF / MDF Room Number)

Data Ports

E-Rate Room Number

Data Interface Type	Administrative Outlet
Face Plate Type	Quad
Data Port Configuration	2 Data
Telecom Port Configuration	2 Telecom
Blanks	None
Placement	General Application*
Data Port Designation Color	White
Telecom Port Designation Color	Blue



Location of termination (Associated IDF / MDF Room Number)

Voice Ports (not for this RFP)

Data Ports

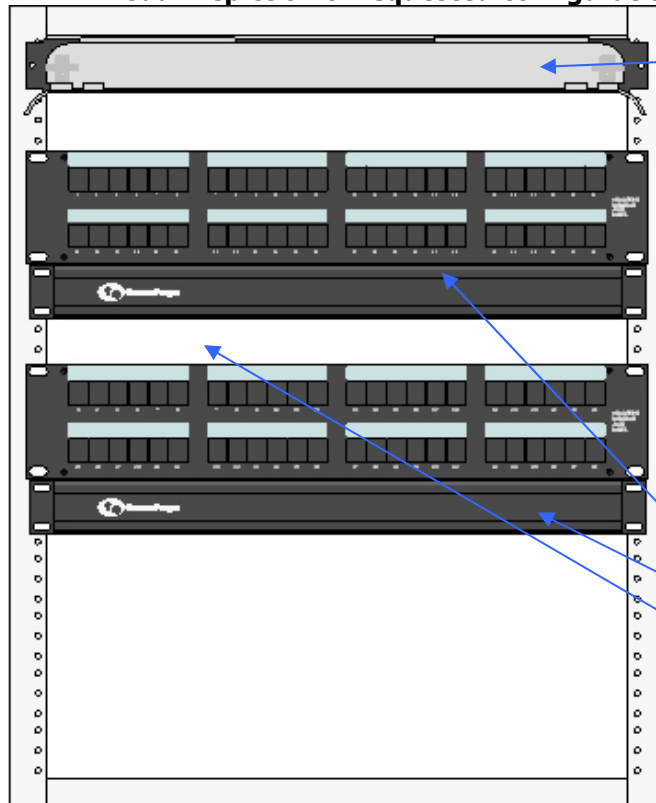
E-Rate Room Number*

Data Distribution Location Configuration

3.4.4 Intermediate / Main Data Distribution Configuration

Distribution locations connect medium	12 Strand Fiber
Patch Panel Configuration	48 Port / 110 punch color coded terminations
Cable Management	Yes
Fiber Shelf Height / Specifications	1U / Fully Enclosed
Fiber Shelf Front Access	Hinged

Visual Depiction of requested configuration



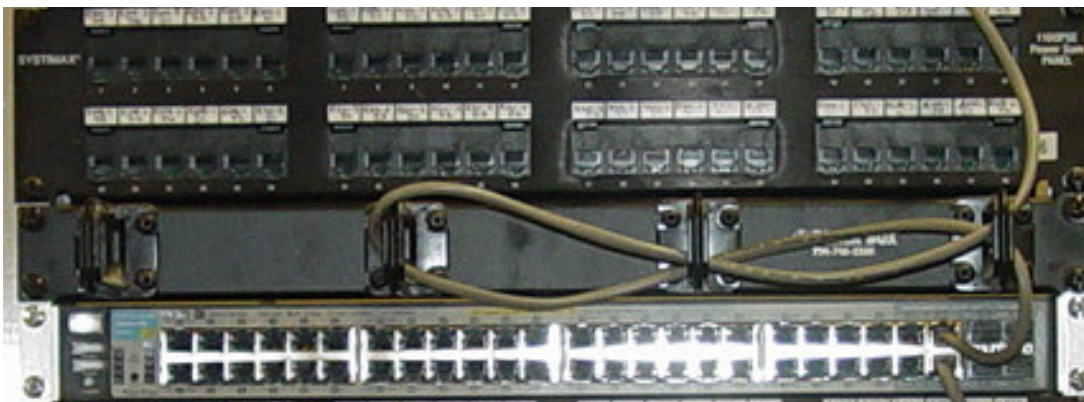
Fiber Patch Panel

48 RJ-45 connectors on the front that are 180 degree exit are required. 110 punch terminations on the back are required. The 110 termination on the back is color coded with 568A and 568B wiring standards

2U Space required between wire management and patch panel for switch placement. All punched down cables must not obstruct the 2U area behind the panel.

Cable Management

2U Space for Switch Mounting



Actual Representation of requested layout.



The fiber termination shelf should be equipped with adapter panels to terminate up to 72 fibers using SC connectors. In a location where the IDF closet number exceeds capacity of a 24 fiber unit, the termination shelf must accommodate 12 multi-port adapters. The Fiber Optic Shelf terminating unit should be able to be mounted into a frame and should have a total of two pivoting trays that each will accommodate termination of up to 24 fibers using ST connectors. Two bend limiting drums should also be included with each tray to prevent bending fibers.

Telecom termination should be completed using a 100 or 300 pair terminal block and should be mounted on a 4' x 8' x 3/4" plywood backboard (painted) where applicable in proximity to the phone system.

Appendix B – Required Notifications and Forms

The following Notifications and Forms follow:

- Alabama Child Protection Act
- Minority Participation Policy
- Minority Participation Form
- Purchasing Department Bid Survey
- Disbarment



Birmingham City Schools
Purchasing Department

**Alabama Child Protection Act of 1999
Chapter 22A**

ARTICLE 1

Criminal History Background Information Checks on Applicants for Certification, Applicants for Employment, Nonpublic Current Employees, and Current Employees Under Review.

ARTICLE 2

Criminal History Background Information Checks of Current Public Certified and Current Public Noncertified Employees.

Under the National Child Protection Act of 1993, states are required to implement a computerized information system to provide child abuse crime information through the Federal Bureau of Investigation National Criminal History Record Information System and may conduct a nationwide criminal history background check for the purpose of determining whether an individual who will have unsupervised access to children is suitable for employment or has been convicted of a crime that bears upon the fitness of the individual.

Therefore, in establishing the Alabama Child Protection Act of 1999, it is the intent of the Legislature to provide for the implementation of a system that allows the State Superintendent of Education, local Boards of Education, and other nonpublic schools to ensure that prospective employees and current employees are suitable for employment and have not been convicted of a crime that bears upon the fitness of the individual.

Therefore, any person employed to serve an authorized employer as defined in this chapter, including those individuals that provide services to local employing Boards or nonpublic schools, when the person so employed has unsupervised access to children in an educational environment.



Minority Participation Programs Policy #6015

It is the policy of the Birmingham Board of Education ("Board") that minority and disadvantaged businesses shall have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with Board funds. This policy is equally applicable to all construction contracts, contracts relating to the purchase of goods, materials and equipment, and non-bid contracts for professional services. All contractors shall take all necessary and reasonable steps to ensure that minority owned businesses have the maximum opportunity to compete for and perform Board contracts.

Bidders on construction contracts are advised that construction contracts shall be awarded to the lowest responsive and responsible bidder; and that meeting the goals set forth in this Policy or making an acceptable good faith effort to meet said Goals are conditions of being awarded a Board construction contract.

Minority and disadvantaged businesses shall be those businesses designated as such by the Regulations issued by the Equal Employment Opportunity Commission ("EEOC"), as they may be amended from time to time.

It is the goal of the Board that 25% of the total dollar amount available each fiscal year to the Board for contracts covered by this Policy shall be spent with minority and/or disadvantaged businesses. It is further the goal of the Board that minority and/or disadvantaged businesses located within Birmingham Standard Metropolitan Area be utilized whenever possible and practicable.

The purpose of establishing these goals for minority involvement is to ensure that these businesses are given an equal opportunity to compete for contract dollars from public funds.

The goals set out herein shall apply to all contracts and subcontracts financed in whole or in part with Board funds, including, without limitation, contracts for construction, purchase of goods, materials and equipment, and professional services.

A designated representative of the Superintendent, employed by the Board, shall oversee this policy's requirements and assist contractors and Board departments in the performance of the goals contained in this policy including a current listing of minority and disadvantaged persons and businesses which provide goods, materials, equipment or professional services customarily sought or purchased by the Board. This designee shall ensure that this Policy is reflected in bids, specifications, request for proposals, and/or contracts of the Board.

The Board shall no less than annually review the goals for award of contracts to minorities and the percentage goal established in this policy. The provisions of this Policy shall be periodically reviewed by the Superintendent and the Board. Recommended changes in the program which are required to effectively administer the program may be made by the Superintendent with the approval of the Board. A quarterly review of all construction contracts, contracts relating to the purchase of goods, materials and equipment, and professional services contracts will be provided to the Board.



Birmingham City Schools
Purchasing Department

Minority Participation Form

Please submit a listing of all minority vendors and indicate their contract amount and percentage of contract awarded.

<u>Minority Vendor</u>	<u>Contract Amount</u>	<u>% of Contract</u>	<u>MBE/WBE</u>
Name: Address: City/State	\$ _____	_____	_____
Name: Address: City/State	\$ _____	_____	_____
Name: Address: City/State	\$ _____	_____	_____

The Birmingham Construction Industry Authority (BCIA) is available to assist you in identifying qualified MBE/WBE vendors. For assistance, contact Mr. Michael Bell or Mr. David Merrida at (205) 324-6202

PURCHASING DEPARTMENT SURVEY

BID INFORMATION:

BID # **DUE DATE: 12:00PM CST – December 22, 2010**

SEALED BID FOR:

**IF YOU DO NOT BID PLEASE CHECK THE APPROPRIATE ITEM
OR EXPLAIN:**

- _____ Current workload does not permit time to bid
- _____ Unable to supply as specified, please explain in detail
- _____ We do not offer this product or equivalent
- _____ We do not provide installation or demonstrations
- _____ Other reason(s); explain _____
- _____
- _____

You may fax this form to (205) 231 – 4608

Company: _____

Address: _____

City/State/Zip Code: _____

Telephone: _____ **Fax:** _____ **E-Mail:** _____

Name: _____ **Title:** _____

Signature: _____ **Date:** _____

CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

Certification Regarding Debarment, Suspension, and Other Responsibility Matters—Primary Covered Transactions

Instruction for Certification.

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participation, person, primary covered transaction, principal, proposal, and voluntarily excluded,—as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled, "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a perspective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-procurement Programs.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

Certification Regarding Debarment, Suspension, and Other Responsibility Matters—Primary Covered Transactions

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
 - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any the offenses enumerated in paragraph (1) (b) of this certification; and
 - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Printed Name & Title of Authorized Representative

Signature & Title of Authorized Representative

Company

Date