

## **Contract Services for Data and Telephone Communications Work**

The Colorado School of Mines, hereinafter referred to as CSM, is soliciting proposals for contract work on installation, repair, and maintenance of both data and telephone wiring. Contracts may be awarded to one or more contractors.

### **A. SERVICES:**

CSM wishes to contract for services in the following areas:

- Inside and outside plant copper backbone cabling
- Category 5E/6 structured cabling systems
- Inside and outside plant fiber backbone cabling
- Electronic Door Access Cabling
- AV
- Security Systems

### **B. BACKGROUND:**

CSM has standardized on Systemax category 5e cable, blue for voice and data. Installation standards use Panduit or Systemax components (ivory). Berktek Lanmark 2000 category 6 cable (Blue) with Panduit components, and Corning fiber cable and components for fiber installations. CSM is installing both multimode 62.5 and single mode fiber. The low voltage cabling projects will often require some designing of the cable plant and providing as-built drawings as well as placement of support systems and cable. Contractors will be required to work with CSM's Plant Facilities and Academic Computing and Networking to comply with all building standards (<http://www.is.mines.edu/plant/EEMS/Standards.htm>).

The CSM phone system is a distributed system with many buildings connected by remote units via single mode or multi mode fiber. Within buildings, category 5e and 6 wiring is used for horizontal structured cabling systems. Outside plant category, 3 PE89 or equivalent cable is used to service buildings without fiber remote equipment. Outside plant fiber optic cable placed within the CSM campus tunnel system is Corning interlocking armored cable with no exceptions. CSM Campus standards shall be followed and it is the contractor's responsibility to familiarize themselves with these standards prior to working on the campus (<http://www.is.mines.edu/plant/EEMS/Standards.htm>).

### **C. EVALUATION CRITERIA:**

An evaluation team, appointed by CSM, will judge the merit of each proposal received in accordance with the general criteria defined herein. Points will be

awarded for each general criteria up to and including the maximum number established by CSM. The recommendations of this team will be forwarded to the Purchasing Department for approval.

Failure to provide any information requested in the RFP may result in disqualification of the proposal and shall be the responsibility of the bidder.

The sole objective of the evaluation team will be to recommend the bidders whose proposals are most responsive to CSM's needs within the available resources. The specifications within this RFP represent the performance required for response.

General Evaluation Criteria:

- Adequacy and completeness of the proposal with regard to the information specified in the RFP; i.e. compliance with terms, conditions, specifications and other provisions contained in the RFP.
- Technical content of the proposal, methodology and means.
- Experience and training of staff available to CSM.
- Previous background and experience relevant to this RFP
- References
- Evaluation of work done at reference's site
- Degree to which respondent meets CSM's requirements outlines within this RFP

#### **D. REQUIREMENTS:**

Respondents should acknowledge that they are willing to comply with the following requirements. Please include the number of each requirement as well as your willingness to comply with the requirement in your response. Note clearly your exceptions to any of the requirements.

1. Once an award is made to a contractor, said contractor will enter a probationary status. The contractor will remain on probationary status until a maximum of 3 jobs are completed by the contractor for CSM. Once the probationary period has elapsed, the contractor will be informed that they have either been moved to "approved" status or been removed from the contract. Reasons for being removed from the contract will be poor quality of work, failure to complete work in a timely manner, according to schedule, or failure to respond to CSM inquiries. Contracts will be awarded for a 1 year period and can be extended with individual contractors for up to four 1-year extensions on agreement of both CSM and the contractor.
2. The State may terminate this contract at any time the State determines that the purposes of the distribution of State monies under the contract would no longer be served by completion of the project. The State shall effect such termination by giving written notice of termination to the contractor

and specifying the effective date thereof, at least twenty (20) days before the effective date of such termination. In that event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs and reports or other material prepared by the contractor under this contract shall, at the option of the State, become its property, and the contractor shall be entitled to receive just and equitable compensation for any satisfactory services and supplies delivered.

3. If the contract is terminated by the State as provided herein, the contractor will be paid an amount which bears the same ratio to the total compensation as the services satisfactorily performed bear to the total services of the contractor covered by this contract, less payments of compensation previously made, provided. However, that if less than sixty percent (60%) of the services covered by this contract have been performed upon the effective date of such termination, the contractor shall be reimbursed (in addition to the above payment) for that portion of the actual out-of-pocket expenses (not otherwise reimbursed under this contract) incurred by the contractor during the contract period which are directly attributable to the uncompleted portion of the services covered by this contract. In no event shall reimbursement under this clause exceed the contract amount. If this contract is terminated for cause, or due to the fault of the contractor, the Termination for Cause or Default provision shall apply.
4. If, through any cause, the contractor shall fail to fulfill, in a timely and proper manner, its obligations under this contract, or if the contractor shall violate any of the covenants, agreements, or stipulations of this contract, the State shall thereupon have the right to terminate this contract for cause by giving written notice to the contractor of its intent to terminate and at least ten (10) days opportunity to cure the default or show cause why termination is otherwise not appropriate. In the event of termination, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports or other material prepared by the contractor under this contract shall, at the option of the State, become its property, and the contractor shall be entitled to receive just and equitable compensation for any services and supplies delivered and accepted. The contractor shall be obligated to return any payment advanced under this contract.
5. Notwithstanding the above, the contractor shall not be relieved of liability to the State for any damages sustained by the State by virtue of any breach of the contract by the contractor, and the State may withhold any payment to the contractor for the purposes of mitigating its damages until such time as the exact amount of damages due to the State from the contractor is determined.

6. If after such termination it is determined, for any reason, that the contractor was not in default, or that the contractor's action/inaction was excusable, such termination shall be treated as a termination for convenience, and the rights and obligations of the parties shall be the same as if the contract had been terminated for convenience, as described herein
7. CSM reserves the right to supply all, some, or none of the materials required for any job.
8. The contractor must supply free estimates. In addition, the contractor will often be required to itemize their estimates and/or provide estimates for optional work. Estimates, if requested, must also include a detailed inventory of materials required for the job. While charges to CSM should be based on hours worked and any provided materials, contractors must agree that the charges to CSM will not exceed estimates. Final charges to CSM must include, when requested, line item charges for different portions of the job. The itemization must include contractor's materials used for each portion of the job.
9. Contractors must supply their own tools and test equipment.
10. **No subcontractors, temporary labor or day labor will be allowed.** All installers must be fully qualified fulltime employees of the contractor.
11. Successful contractors may be required to furnish CSM with a performance bond of \$10,000.
12. Contractors will work with Academic Computing and Networking and Plant Facilities on all low voltage cabling projects. In many cases the contractor will be required to work with CSM's Plant Facilities shops to coordinate work and/or specify required work such as installation of wiremold or conduit.
13. Contractors will be required to sign for keys through the Plant Facilities key control office and follow the current key control policy at the time of key requests. Current contractor key request forms and policies are located at: <http://www.is.mines.edu/plant/workorderrequest1.shtml>.
14. All work shall conform to the most current ANSI/TIA/EIA industry standards and the CSM campus standards located at (<http://www.is.mines.edu/plant/EEMS/Standards.htm>).
15. All work must be inspected and punch list items must be completed prior to final approval and payment by CSM.

16. Each contractor must secure and pay for the legal permits and inspection fees required for the execution of their work. CSM is exempt from paying certain fees and it will be the contractor's responsibility to acquaint themselves with the laws and regulations governing said fees.
17. CSM is exempt from the collection and payment of state sales and use taxes on any materials, supplies, or other equipment used or installed in the work. Some cities and municipalities may charge local sales or use tax for material, supplies, or equipment picked up by the contractor in the city or municipality. In such cases the contractor and suppliers should have all building materials, supplies, and equipment delivered to the job site by a common carrier, by conveyance of the seller or by mail in order to be exempt from local sales or use taxes. The contractor bid proposal and any agreed upon variations thereof shall not include the cost of any such taxes. For state sales and use taxes, it shall be the responsibility of the contractor to complete and file an "Application for Exemption Certificate" with the Colorado Department of Revenue and submit copies of such certificate to CSM upon award of the contract prior to commencing any work. Prior arrangements must be made for the direct delivery of any materials on site. The CSM Distribution Services Department does not sign for or handle materials for contractors.
18. Each contractor must familiarize themselves with all state and local laws, codes, ordinances, and regulation which might in any manner affect the work to be done, the materials to be supplied, the taxes, permits and fees to be paid or the labor to be employed in and about the work. A plea of misunderstanding or ignorance on the part of any contractor will not in any way excuse such bidder from the necessity of full compliance with every such law, code, ordinance, and regulation which is applicable including, but not limited to, those specified in these documents.
19. Any successful contractor may be required by CSM to obtain the necessary and applicable contractor's license from the appropriate governmental authority. This work will be conducted under the construction authority of the State of Colorado Department of Labor Employment Division of Labor-Safety and Health Section.
20. Each successful contractor will be required to indemnify and hold CSM harmless from suits or actions of any kind, including worker's compensation claims, brought against it, for, or on account of any damages or injuries received or sustained by any parties, by or from, the action of the vendor or his agents. The successful vendor will furnish copies of insurance policies for such:  
Statutory workers' compensation and employees' liability with limits of not less than \$100,000. Comprehensive general liability with limits of not less than \$1,000,000. Combined single limit bodily injury of \$1,000,000.

Combined single limit property damage and auto liability of \$1,000,000. CSM will be named as additional insured on all policies. CSM must be notified by certified mail at least forty-five (45) days prior to cancellation of any insurance policy.

21. Each successful contractor will be required to submit a Certification and Affidavit Regarding PERA Retirees and Certification and Affidavit Regarding Illegal Aliens.
22. Each successful contractor will be required to submit certain cost information
23. CSM reserves the right to cancel this agreement at any time upon written notice.

#### **E. CONTRACTOR QUALIFICATIONS**

The Contractor shall have a full working knowledge of low voltage cabling systems. The Contractor shall provide proof of the following qualifications:

1. Possess those licenses/permits required to perform telecommunications installations in the specified jurisdiction.
2. Have personnel trained and certified in the design and installation of the selected manufactures cabling system.
3. The Contractor shall produce verifiable proof of current certification for the selected manufactures cabling system.
4. The Contractor shall produce verifiable proof that they can provide a system warranty for the manufacture's fiber optic cable and copper cable installations.
5. **No temporary labor, day labor or sub-contract labor will be allowed,** all installers must be full time employees of the Contractor.
6. Have personnel trained and certified in optical fiber cabling, termination, splicing and testing. Provide verifiable proof of individual certifications.
7. Have personnel trained and experienced using a power meter and OTDR.
8. Have personnel trained in the installation of pathways and support systems per TIA/EIA standards for housing all low voltage-cabling systems and OSP backbone cabling.

9. Have personnel knowledgeable in local, state, and national codes and the latest BICSI, EIA/TIA Telecommunications Standards and Manufactures recommendations.
10. Provide other information that may be helpful with the evaluation your company such as technical certification or product training.
11. Be in business a minimum of five years. Provide the name or names the company has done business under within the past five years.
12. Have a fully staffed office within Colorado.
13. Provide the number of full time employees who would be available to staff jobs for CSM and who have at most the listed qualifications:
  - a) Have a current, certified RCDD (provide a verifiable copy of current certificate with expiration date of certification). Provide detailed background education related to structured cabling, networks, and telecommunications standards. Any formal telecommunications training such as BICSI, NEC and IEC. Telecommunications installation and work experience as well as any manufacture certifications.
  - b) Project manager (8 years low voltage cabling or related experience, 3 years project management experience, full time permanent employee of contractor.
  - c) Lead Cable placement technician (5 years minimum low voltage cabling or related experience, 2 years lead experience).
  - d) Cable placement technicians (3 years minimum low voltage cabling or related experience, two positions minimum).
  - e) Fiber optic termination and test technician (4 years minimum experience).
  - f) Copper termination & test technicians (3 years minimum telecom installation experience, two positions minimum).
14. Contractor is responsible for providing installers with all the required tools to perform each activity. Installers shall be adequately trained in the use of all tools prior to beginning work.
15. Contractor shall provide all required test equipment.

**F. REQUIRED INFORMATION:**

Respondents should provide answers for each numbered item. Respondents should include the number of the item with their response.

1. Contact information: Supply your company name, address, and telephone number. If the staff that would support CSM is not located at this address, supply the address and phone number for this office.
2. Resume of contractors current RCDD on staff, include copy of current verifiable BICSI certificate with expiration date of certification.
3. Supply information on your ability to provide detailed as-built drawings and how this information will be provided to CSM at the completion of work.
4. Provide detailed information of type of test equipment used by the contractor and how test results shall be provided to CSM at the completion of work.
5. Experience: The contractor must have 5 years experience doing structured cabling systems to include AV systems, access control wiring, cat 3, cat 5e, cat 6, single-mode fiber, multi-mode fiber inside and outside plant. Copper cabling building riser, inside plant and outside plant. Supply written documentation of five (5) years experience.
6. Provide details on any ongoing training programs if any offered to fulltime technicians to keep up with new products and standard changes.
7. Supply information on the experience, training and certifications of the typical technician that would be provided for projects at CSM. Also outline your qualifications to perform the services included in this RFP.
8. Will you provide 24 X 7 emergency services as requested by CSM? Is there a minimum charge for emergency responses? If so, what? What is your minimum guaranteed response time? How are technicians contacted or dispatched after hours for emergency response?
9. What is your typical lead time to provide an estimate for a job?
10. What is your typical lead time before beginning a job?
11. CSM requires at least a 5-year warranty on all low voltage cabling systems installed. Please provide your warranty information.
12. Provide a list of test equipment that would be used to verify the installed integrity of the cabling for this RFP.
13. Provide a technical resume of the experience for the contractor's Project Manager who will be assigned to this RFP.

14. Provide 3 references for whom you have done similar work (a cat 6 data and AV installation project must be included; projects demonstrating experience in each category in section A. are preferred). In addition, we may ask to visit particular sites to evaluate the quality of the contractor's workmanship.
15. Provide a company profile including number of employees, number of vehicles, size of facility, current inventory, etc. (limit this response to the profile of staffing and facilities located within Colorado that maybe be dispatched to CSM).
16. Provide other information that would help us evaluate your company to be more fully qualified for this RFP such as technical certification or product training.

If you have questions or require additional information regarding this RFP, please contact the director of Purchasing at 303-273-3972. If you have questions concerning the technical work, please contact Phil Romig at (303)273-3866.