

Anne Arundel County, Maryland
INVITATION FOR BID
IFB NO.24000274
DATA VOICE AND CATV CABLING SERVICES

APPENDIX A - SCOPE OF WORK

1 OVERVIEW

Successful Bidder shall provide support for the data voice and CATV cabling needs for Anne Arundel County, Maryland. Projects shall include services for both new and existing facilities. The project scopes may vary vastly in size from one (1) - two (2) cable runs up to a complete re-cabling of a building with approximately ten (10) projects a month. The work will be conducted at various locations throughout Anne Arundel County.

Successful Bidder shall be required to provide the following services:

- 1.1. Installation and termination of fiber optic cabling inside, outside and between buildings;
- 1.2. Installation and termination of copper data cabling inside, outside and between buildings;
- 1.3. Installation and termination of copper phone cabling inside, outside and between buildings;
- 1.4. Installation and termination of CATV cabling inside, outside and between buildings;
- 1.5. Installation of hardware associated with cabling, including racks and cable routing hardware in telecommunications spaces; and
- 1.6. Installation of other hardware needed for a complete telecommunications and CATV system.

All work shall be in accordance with Anne Arundel County cabling specifications and TIA/EIA Structured Cabling Standards.

2. REGULATORY REFERENCES

The following industry standards are the basis for all structured cabling system including adds, moves, changes, and new construction installations:

2.1. TIA/EIA

- TIA/EIA-568-B Commercial Building Telecommunications Cabling Standard
- TIA/EIA-569-A Commercial Building Standard for Telecom Pathways and Spaces
- TIA/EIA-606 Administration Standard for the Infrastructure of Commercial Buildings
- TIA/EIA-607 Commercial Building Grounding/Bonding Requirements

2.2. NFPA

- NFPA-70 National Electric Code (NEC)-1999

2.3. ISO/IEC

- ISO/IEC 11801 Generic Cabling for Customer Premises

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The most recent versions of all documents apply to all structured cabling performed under this Contract. If there is a conflict between applicable documents, the order above shall dictate the order of precedence in resolving the issue unless an enforceable local or national code is in effect.

3. BIDDER QUALIFICATIONS (PASS/FAIL)

Bidders may be investigated by the County as to organization, ability to perform, and experience. This investigation shall be conducted in accordance with the requirements set forth below. The County reserves the right to reject any Bid where the investigation reveals that the Bidder does not meet the County's minimum requirements. Previous performance on County contracts shall be considered in determining the qualification of the low Bidder and the decision of the Purchasing Agent shall be final.

Bidder shall provide all information to meet the following requirements in order to be considered for award of the Contract:

3.1. Bidder shall provide the information required on the Bidder's Qualification forms along with the completed Bid Response Form in order to be considered for award of the contract. Failure to do so shall be cause for rejection of Bid.

3.2. Bidder must have proper up-to-date Contractor Licensing Certifications

3.3. Bidder shall have a minimum of five (5) years successful, continuous experience servicing, installing, and terminating in a timely manner Category 5, 6 Coaxial and fiber cable on contracts similar in scope, size, and dollar value.

3.4. Bidder shall have and provide a copy of their Anne Arundel County low voltage license with the bid response form.

3.5. Bidder must have an establishment or a leased or assigned space in which it regularly maintains an office from which sales and services are provided.

3.6. Successful Bidder shall provide a minimum of three (3) current references of contracts similar in scope, size with a population of greater than 600,000, and dollar value within the past three years. The following shall be supplied:

Company Name and Address
Description of Services Provided
Dollar Value
Contact Name and Telephone Number
Beginning and Ending Dates of the Contract

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4. LABOR PRICING

Labor quoted shall include all labor costs, permit costs, insurance, overhead, profit, travel time, mileage, and exclusive of all taxes. No allowances for any travel time to or from the County job site or to or from the job site to acquire parts shall be made. Prices quoted shall remain firm for the term of Contract. NO HOURLY MINIMUM.

Overtime rate will be paid 1.5 times the normal rate outside of normal working hours and must be approved by the Telecommunications Office prior to work.

4. MATERIAL PRICING

Any and all materials normally stocked and used by the Successful Bidder for the task as specified shall be included in the unit pricing as bid on the Bid Response Form unless that material is specifically priced separately on the Bid Response Form. Shop materials (i.e., grease, oil, rags, fasteners, etc.) are considered stocked items and thus, shall be included in the labor rate or unit pricing as bid. Any materials not normally stocked and used by the Successful Bidder (including bonds and permits as appropriate) that may be required from time to time and are not included in the unit line items shall be identified as "Miscellaneous Materials".

Miscellaneous Materials shall be considered a reimbursable expense under the following conditions:

- The materials are identified and listed on the quote for that individual project. The materials are accepted by the County as being required to complete the project.
- Miscellaneous Materials shall be reimbursed as a discount or better off manufacturer's list price. All quotes shall reflect list price, applicable discount and net price for each item. The Successful Bidder shall not fraudulently misquote list price at any time during the term of the

Contract. For Discontinued items or used parts where there is no manufacturer's current list price, the County will reimburse for acquisition cost as long as such costs are documented by invoice or receipts.

5. OVERTIME HOURS

In addition to unscheduled emergency overtime hours, there will be a certain number of installations, moves, add, and changes that will have to be completed after normal working hours to facilitate customer requirements.

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6. INVOICES

Invoices shall contain details of services performed and the number of labor hours for each worker, materials furnished and location of service. Unit prices for each shall be listed. The Blanket-order Release number shall appear on the invoice. No invoice shall be processed unless the above conditions and procedures are followed. All invoices shall be received within 10 days of completion of the work.

7. SERVICE TICKETS

Upon completion of any service job, the Successful Bidder shall leave with a department representative a service ticket showing service performed, parts replaced, and labor hours with exact date and times in and out they were on the job. This needs to be broken down for each technician on the job. A copy of service ticket will also need to be email to it-telecom@aacounty.org at the end of each day or by the next morning. If a change order is required pre approval is required.

For installations where department personnel are not present, a County employee designated by the Office of Information Technology, Telecommunications Division will sign and receive the service ticket.

8. REPLACEMENT PARTS

Replacement parts furnished shall be of the same manufacturer or of equal quality. When the County has a spare part available, the Successful Bidder shall be required to use that part in the completion of the repair.

9. GUARANTEE AND WARRANTY

The Successful Bidder warrants all parts and cable furnished by them to be new and of the highest quality. If new parts are no longer available, refurbished or secondary market substitutions will be permitted with the approval of the Office of Information Technology, Telecommunications Division. All parts and labor shall be guaranteed for a period of one-year minimum.

10. CLEAN-UP

The Successful Bidder shall keep the premises free from accumulated waste materials or wire scraps caused by his operation. At the completion of all work, the Successful Bidder shall remove all waste materials and rubbish from the telephone equipment closet and remove from County premises.

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11. NON-INTERFERENCE WITH OTHER SUBCONTRACTORS

Renovation and refurbishing subcontractors may be working on the building premises at the same time. The Successful Bidder shall coordinate his work with all Subcontractors and others to ensure that work may be performed and completed on schedule.

12. INSTALLATION STANDARDS

The following are the minimum installation standards that shall be observed during the term of this Contract:

12.1. The Successful Bidder shall be responsible for drilling and sealing all holes in walls and partitions.

12.2. Where possible, all station wiring shall be concealed in existing conduit, crawl space or attic. When it is only practical to surface mount cabling, it shall be enclosed in wire mold or plastic covering.

12.3. A 3/4" fire retardant plywood backboard shall be supplied by the Successful Bidder for mounting the KSU and all punch blocks. This backboard shall be securely mounted on the wall of the network/telephone equipment room.

12.4. All installation hardware and cable shall be new. Single station cables shall be four twisted pairs.

12.5. All cables shall be Teflon jacketed and/or plenum rated where run in air plenum areas or required by the Building and Fire Codes of the County.

12.6. All cabling should follow the County standard.

Network Cable - Blue cable

CCTV - Yellow cable

AP's - Orange cable

12.7. All installation work shall be done utilizing generally accepted telephone industry installation practices.

12.8. The Successful Bidder shall agree to comply with all Local, State, and Federal codes in regard to the installation of materials and labor as outlined in this IFB and is responsible for securing and paying for necessary permits as part of the Bid price.

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12.9. All interconnecting cables, station cables, and any other wiring shall be clearly labeled. A complete cable run list with testing results and "As Builts" shall be submitted and made part of the installation documentation.

12.10. The Successful Bidder shall coordinate with other contractors as is necessary at his own expense for any supporting trade work he/she may require.

12.11. All equipment installed shall be firmly held in place by fastenings and/or supports, which are adequate to support their loads with ample safety factor.

12.12. Installation work shall be performed by competent personnel. All work shall be done in a neat, craftsman-like manner and shall be carefully laid (with sufficient radius of curvature and protected at corners and bends) to ensure all applicable laws, ordinances, rules, regulations, and order of any public authority having jurisdiction for the installation of communication equipment are complied with.

12.13. The County reserves the right to immediately halt all installation work if in the County's best judgment the Successful Bidder is not providing competent professional technicians and installers. The County also reserves the right to higher another Bidder to complete the installation and seek whatever redress may be available to recover damages as may be applicable for the completion of the installation.

13. AWARD OF CONTRACT

The County reserves the right to make up to three (3) awards to responsible and responsive Bidders as determined by the Purchasing Agent, to assure adequate service availability for the County. The decision of the Purchasing Agent is final.

If multiple awards are made, each Successful Bidder shall be designated either as "Primary" (lowest responsible, responsive bidder); "Secondary" (second lowest responsible, responsive bidder); or "Tertiary" (third lowest responsible, responsive bidder) for each award.

The Anne Arundel County Office of Information Technology, Telecommunications Division will call the Primary Successful Bidder first for service; the Secondary Successful Bidder if the Primary Successful Bidder is not available for service, and lastly the Tertiary Successful Bidder if the Secondary is not available for service.

The response time for all the Successful Bidders shall be seventy-two (72) hours unless otherwise specified by the Telecommunications Division. The County may make purchases outside the above process if the Successful Bidder used is closer to the work site for emergency service only, when the Secondary and Tertiary Successful Bidders are used by the County for reason(s) noted above, the Secondary and Tertiary Successful Bidders shall be subject to all terms and conditions in these Specifications as if they were the Primary Successful Bidder.

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To be eligible for an award, Bidders shall bid on all line items inclusive.

Anne Arundel County, Maryland, reserves the right to accept or reject any bid and to procure no or any quantity of goods or services that are the subject of this IFB, as deemed in its best interest of the County by the Purchasing Agent.