

**INVITATION FOR BID
IFB NO.24000304
TELEPHONE INSTALLATION AND SERVICE
APPENDIX A - SCOPE OF WORK**

1. Introduction

These Specifications are intended to cover the furnishing and inside delivery of Telephone Installation and Service for all Anne Arundel County Departments, under the direction of the Office of Information Technology, Telecommunications Division.

2. GENERAL REQUIREMENTS

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

1. The Successful Bidder shall be responsible for drilling and sealing all holes in walls and partitions.
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.
3. A 3/4" fire retardant plywood backboard shall be supplied by the Successful Bidder for mounting the KSU (Key Service Unit) and all punch blocks. This backboard shall be securely mounted on the wall of the telephone equipment room.
4. All installation hardware and cable shall be new. Single station cables shall be four twisted pairs and/or two more twisted pairs than used actively in the system design.
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.
6. All installation work shall be done utilizing generally accepted telephone industry installation practices.
7. 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.
8. All interconnecting cables, station cables, and any other wiring shall be clearly labeled. A complete cable running list shall also be submitted and made part of the installation documents.
9. The Successful Bidder shall be responsible for making the cross- connections from the Verizon Telephone Company Interface to our equipment.

10. The Successful Bidder shall coordinate with other contractors as is necessary at his own expense for any supporting trade work he may require.
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. The Successful Bidder shall be responsible for proper station hardware arrangement including necessary preparation of custom calling features. Station design and customer data shall be submitted and approved by the County prior to installation.
13. 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.
14. 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 hire 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.

3. SUBMISSION REQUIREMENTS

A. Experience and Capability of the Successful Bidder

1. Bidder shall provide the following information along with the completed Bidder Response Form in order to be considered for award of a contract. Failure to do so may be cause for rejection of Bid.
2. Bidder shall have a minimum of five (5) years experience in the ability to service, program and reconfigure multiple brands and platforms in a timely manner on contracts similar in scope, size, and dollar value.
3. Bidder shall have and provide a copy of their Anne Arundel County low voltage license with the bid response form.

B. Company Profile

1. Bidder shall provide a brief description of your company's history and structure.
2. Bidder shall describe its company's technical staff to include experience and original equipment manufacturer certifications.

3. Bidder shall describe its past performance on installing and servicing various telephone equipment such as 2500 sets, fax, modems, paging amplifiers/speakers, voice mail, automatic call distribution applications and systems such as Executone, AT&T, Panasonic, etc.
4. Successful Bidder shall describe past performance integrating public safety radio systems with fire station alerting, overhead paging, installation, and troubleshooting of audiovisual equipment.
5. Successful Bidder shall have successfully performed contracts similar in scope, size, and dollar value within the past three years? Please list. References
6. Bidder shall provide a list of three (3) references of similar size and nature. References shall include the name of the customer, address, and telephone number of the customer, contact name and position, description of services, length of services and dollar value of the Contract.