

PROJECT FACT SHEET

Continuing Services Contract
For Installation of
Voice/Video/Data/Security Cabling

RFQ # SDOC-07-080-LK

DESCRIPTION OF SERVICE: Represent the school district as its low voltage cabling installer. Covering the installation of Voice/Video/Data/Security cabling to include terminations and testing. Anticipated services could include but are not limited to the following:

- A. Install wired infrastructure to include but not limited to voice cabling (PE-89), data cabling (Category 5E/6 UTP & fiber optic cable), intercom cable, security cabling, and coaxial cable (.500 & .650 hard line, RG11, RG6 & RG59).
- B. Install terminations to include but not limited to 66 block, voice/data patch panels, fiber optic cable, and coaxial terminations for .500 & .650 hard line, RG11, RG6, RG59 and BNC.
- C. Install additional equipment racks, wire management, ladder racks, raceway (PVC, EMT, wiremold, Panduit, etc.) and terminations as required by each project.
- D. Install video surveillance equipment to include but not limited to cabling and support, cameras and camera housings, power supplies, surge protection, grounding and all terminations for a complete system.
- E. Install wall mount cabinets and/or pedestals with concrete foundations to house cabling terminations.
- F. Providing grounding of equipment racks, 66 blocks, coaxial terminations, etc. as required by the School District of Osceola County specifications.
- G. Properly install/modify and balance television distribution systems as required by the project.
- H. To coordinate with an electrical contractor and engineer as required by each project.
- I. Ability to identify existing underground conduit and cabling.
- J. Ability to trench for conduit placement.
- K. Ability to properly cross and protect voice extensions as required.
- L. Provide the School District with technicians who are permanent full time employees employed by the Contractor.
- M. Ability to design and install electrical service as required for each project. If selected Contractor does not have a qualified electrician on staff the Contractor may use a pre-qualified contractor listed with the purchasing department.

- N. The Contractor shall match existing equipment located at each site, to ensure system uniformity and so it will not interfere with or void existing warranty. Items in question shall require immediate clarification by a District representative prior to installation.
- O. Contractor shall perform all work while conforming to the School District of Osceola County's – Division 17 Technology Standards and Specifications (attachment A).

COMPLETION

The system will be considered complete when all of the following requirements have been met:

- A. All ending cable leads and unused ports are terminated.
- B. All equipment is installed to manufacturers' and the School Districts' specifications.
- C. All cabling to each enclosure, cabinet or closet is labeled with printed permanent labels. No handwritten labels will be accepted.
- D. Provide documentation and as-builts showing all cabling and terminations to include any changes to the "initial design layout".
- E. Provide written certification test results for all UTP and Fiber Optic cabling installations.
- F. Upon completion of all testing and before system commissioning, actual Communications Outlet (CO) and Fiber Optic testing verification shall be performed. The test shall be performed on a sample basis (10% installed COs and Fiber Optic strands) on various portions of the network as determined by the School District's Representative. The test shall be witnessed by the Contractor and the assigned School District's Representative.
- G. It shall be the responsibility of the Contractor to verify the condition of the ceiling tiles before performing this installation. The Contractor shall replace any broken or damaged ceiling tiles found at the end of this project before final payment is made.

SERVICE AND MAINTENANCE

- A. The Contractor shall provide a fifteen (15) year warranty on the installed system against defects in workmanship. All labor and materials shall be provided at no expense to the owner during normal working hours. The warranty period shall begin on the date of acceptance by the Owner/Engineer. Warranty notices shall be addressed as soon as possible, but no later than two (2) business days after notification by the School District.
- B. It is the responsibility of the Contractor to arrange and submit all necessary paperwork to ensure the fifteen (15) year vendor warranty.
- C. The system manufacturer shall maintain Engineering and service departments capable of rendering advise regarding installation and final adjustment of the system.

SUBMITTAL INSTRUCTIONS

Submit Five (5) hard copies of the response along with two (2) Electronic copies of your proposal submitted in Adobe Acrobat PDF format and saved to a Disk or CD (one disk/CD will be archived in the files, the other disk/CD will be available to Committee Members wishing to view the information via computers using the Electronic format. It is important that the proposal, whether in hard copy or electronic format be identical.) Contents shall be in general conformance

with required criteria utilizing your firms phrasing to complete the requested listing. Failure to submit the information and format requested may result in your proposal being deemed non-responsive. A non-responsive proposal shall not receive further consideration.

Submit your letter of interest with of the following requested data in a spiral or three-hole ring binder in order listed below with the four (4) labeled divisions.

1. CONTRACTOR QUALIFICATIONS

A. The Contractor's Key Personnel shall have a minimum of three (3) years experience satisfactorily installing systems such as those described in this document. (Attach resumes for Key Personnel to be utilized on this contract).

B. A resume of qualification shall be submitted with the Contractors bid indicating the following:

1. A list of all completed projects for the past year of similar type and size with contact names and telephone numbers for each (Voice, video, data and video surveillance).
2. A technical resume of experience for the company and on-site installation foreman who will be assigned to this project. The Company must have a RCDD "Registered Communication Distribution Designer" on staff. A copy of their certification shall be provided to the Engineer and School District Representative.
3. Similar documentation for any sub-Contractor who will assist the Contractor in performance of this work.
4. Previous experience with similar projects for the School District of Osceola County. (If any)
5. Required installation certification from one or more of the chosen vendor(s). Panduit, Ortronics, AMP.
6. A list of test equipment proposed for use in verifying the installed integrity of metallic cable or fiber systems on any required projects. The following is a list of required test equipment necessary for certifying the installation of any Premise Wiring System.
 - a) OTDR for MM Fiber
 - b) OTDR for SM Fiber
 - c) Light Source Power Meter
 - d) Field Strength Meter
 - e) TDR for Coax
 - f) Volt Meter
 - g) LAN Cable Meter – 350 MHz

- C. All items of equipment including wire and cable shall be designed by the manufacturer to function as a complete system and shall be accompanied by the manufacturer's complete service notes and drawings detailing all interconnections.
- D. The Contractor shall be an established communications and electronics operated business for at least three (3) years. The Contractor shall be a duly authorized distributor of the equipment supplied with full manufacturer's warranty privileges.
- E. The Contractor shall show satisfactory evidence, upon request, that he maintains a fully equipped service organization capable of furnishing adequate inspection and service to the system. The Contractor shall maintain at his facility the necessary spare parts in the proper proportion as recommended by the manufacturer to maintain and service the equipment being supplied.
- F. The Contractor shall be a responsible service and installation provider, showing evidence of properly operating systems in Florida Schools. A list of these schools, including any Osceola County Schools, shall be submitted in the Contractor's proposal.

2. CERTIFICATES, REGISTRATIONS, and INSURANCES

Furnish a copy of the firm's current Professional Registration Certificate from the appropriate governing board in your submittals. An applicant must be properly registered and insured at the time of its application to practice their profession in the State of Florida. If the applicant is a corporation, it must be properly chartered with the Florida Department of State to operate in Florida and provide a reproduction of its Corporate Charter Registration with the Department of State to operate in Florida. Firms need a minimum of \$1,000,000 professional liability insurance.

3. SELECTION CRITERIA: Provide sufficient information to describe each Selection Criteria and include that information in the Selection Criteria section of the required binders. Firms will be evaluated in the following areas.

Current Workload: (15 points) List each project and fee amount currently under contract, including contracts as consultant to another firm. Describe how you will meet your current contract obligations and our continuing service contract if selected.

Past Performance: (30 points) Applicants shall list all projects for which a contract was signed for professional services in the past two years. Provide the project name, the Owner, and the name and telephone number of the Owner's Representative.

Experience with Similar Work: (25 points) List at least ten (10) projects of comparable type, size and complexity, which were accomplished by the Applicant as identified in the Project Description. List Owners for which the Applicant has provided

similar annual continuing service where many small projects constitute the majority of the annual work. List experience of assigned job foreman along with other personnel who will be performing work under this contract.

Location: (5 points) Due to the nature of continuing service contracts being small and requiring fast response projects, the Applicant's physical distance to the School District will have bearing on the selection. Location relates to response, reviews, coordination, and communication.

Ability to Provide Service: (25 points) Applicant's ability to provide service includes available staff to support the Owner's needs in a timely manner. Applicants cost estimating capabilities and methods used to control cost during design and construction of a project. Applicant's method used in project administration to insure Owner's goals and objectives are obtained in design and construction.

- 4. ANY OTHER ADDITIONAL INFORMATION THAT MAY BE BENEFICIAL FOR CONSIDERATION IN THE SELECTION PROCESS.** Representative samples of related work may be submitted at the applicant's option. Applications that do not comply with the above instructions including Selection Criteria will not be considered. All information received will be maintained with the project file and cannot be returned.

The District may opt to conduct interviews with selected Firms, should it be required or warranted. Discussions and/or interviews will be held between the Selection Committee and the firms selected based upon data submitted by each firm.

Firms will be notified in writing as to whether or not they have been selected for this contract. The School District reserves the right to award to multiple Contractors and obtain Quotes on a Project by Project basis using the following criteria:

- Project under \$25,000 use any of the awarded vendors
- Projects over \$25,000 but under \$200,000 get quotes from 3 of the awarded vendors
- Projects over \$200,000 quote all awarded vendors

The awarded Contractor shall provide a **detailed** cost breakdown for all material and labor associated with each project prior to starting any work. The School District reserves the right to supply equipment and/or material if it is more cost effective and deemed in the best interest of the School District. Contractors shall provide in their proposals the hourly rate the School District will be charged for work performed during standard business hours and after hours.

All prospective professionals are hereby cautioned not to contact any Board Member of the School District of Osceola County after submittals are received or to attempt to persuade or promote through other channels. After submittals are received all contact must be channeled through the Purchasing Department. Failure to comply with these procedures shall be cause for disqualification of firm's expression of interest.

Submittals must be received by the Purchasing Department, 817 Bill Beck Boulevard, Bldg. 2000, Kissimmee, Florida 34744 no later than 2:00 pm on Wednesday, April 4, 2007.

The School District of Osceola County is an equal opportunity agency

Questions and additional information requests should be directed in writing to:

Lisa Kesecker, Purchasing Specialist
Purchasing Department
817 Bill Beck Boulevard
Kissimmee, Florida 34744
Phone #(407) 870-4622
Fax #(407) 870-4618
Email Address keseckel@osceola.k12.fl.us
7:30 am to 4:00 pm