Jack Wiring RFP

1.    Requirements/Qualifications/Certifications

Successful contractors must provide the following. Please include a brief but detailed response. Include a cover letter introducing your company, summarizing your qualifications, and detailing any exceptions to this IFB (please note that significant exceptions may make your bid non-responsive).

* 1. Firm has been in business as a communications company for a minimum of five (5) consecutive years.
	2. Contractor shall provide 2-hour response during normal working hours for RUSH jack orders and repair (7:30am – 4:00pm Summer and 8:00am – 5:00 Winter).
	3. All technicians assigned on site to UCB OIT must have a minimum of two years’ experience in telecommunication station cable installation and must comply with UCB OIT Division 27 specifications.
	4. Describe the maximum on-site cable installer to lead technician ratio which you will not exceed.
	5. Describe your company’s BICSI certifications and at what level.
	6. Belden certification is required for all staff assigned to UCB OIT. Contractor is to provide current certifications of assigned staff with response and provide updated and/or current certification documents annually thereafter.
	7. Contractor shall provide an assigned account team including an escalation roster with response.
	8. Contractor shall provide 24/7 emergency telephone numbers with response.
	9. Contractor shall provide cell phone numbers of all staff assigned to UCB OIT with response.
	10. Provide a list of those of your employees properly certified and/or trained to work in confined spaces.
	11. Contractors will maintain current resumes of all technicians and supervisors including qualifications, certifications and/or licenses for those who would be assigned to work for UCB OIT. Provide resumes of those to be assigned for work with UCB OIT with your response.
	12. All contractors shall wear personal identification in the form of a BuffOne card visible on their company logo uniform shirts.
	13. The contractor is responsible for providing all its employees the necessary training and safety equipment which allow them to be in compliance with all of the applicable federal, state, regional, and local regulations including OSHA, respirator, and confined-space programs.
	14. Contractor acknowledges that contractor's activities may involve heightened risks as a result of access or exposure by contractor's employees or agents to one or more sensitive environments. Contractor expressly acknowledges that contractor shall take all commercially reasonable measures to mitigate any such risks, which measures may include but are not limited to conducting criminal history checks, financial background checks, or reference checks on employees or agents who will have access to one or more sensitive environments. For purposes of this provision, sensitive environment means any situation where contractor's employees or agents: (a) are engaged in supervision of or exposure to minors or other vulnerable populations; (b) have access to confidential information, which includes any information protected or restricted by law or University policy or that is expressly identified by the University as confidential information; (c) have access to the University's information technology systems; (d) are engaged in activities that involve unique or specialized risks. A background check is required for all staff assigned to UCB OIT. Contractor is to provide current list of all staff that have a current background check. Background checks need to be completed annually and a current list shall be submitted yearly to UCB OIT.
		1. All Housing risks must also be current including but not limited to criminal history, financial, references with such requirements as – Not a registered sex offender –No convictions (felony or misdemeanor) in the past 3 years for drug use/distribution – No convictions (felony or misdemeanor) in the past 3 years for serious or violent crimes, including but not limited to homicide or sexual assault –No convictions (felony or misdemeanor) in the past 3 years for theft or destruction of property.
	15. A representative from your company shall attend UCB OIT weekly construction meeting to provide updates when any projects are in progress.
	16. Only itemized breakdown Invoices and Quotes shall be submitted for approval to UCB OIT.
	17. The contractor shall own and have competent staff to operate testing equipment. List the tools your company has for testing copper.
	18. The contractor must have a RCDD on staff.
	19. The contractor must own and be proficient in the use of project management software i.e. Microsoft Project.
	20. The contractor must provide final as-built drawing in AutoCAD format.

2.    Contractors Qualification Statement

Complete and submit with your reply the following:

AIA Document A305 1986 edition – Contractors Qualification Statement, which is available from:

                                        AIA Colorado Chapter

                                        1459 Pennsylvania, Carriage House

                                        Denver, CO  80203

                                        Aiacolorado.org

                                        303-446-2266

3.   Financial Information

Your company must be financially stable. Financial stability will be used to evaluate responsibility in a pass/fail capacity.

* + 1. If you are a public company, provide the following information:
* Form 10K (Form 10K-SB Small Business);
* Form 10Q (Form 10Q-SB Small Business);
* Annual Report for last fiscal year
	+ 1. If you are a private entity, provide the following information:
* Audited or reviewed financial statements for each of the three (3) most recent fiscal years
* If audited or reviewed financial statements are not available, provide, at a minimum, a balance sheet, statement of operations, and statement of cash flows for each of the three (3) most recent fiscal years.
* Annual reports or other documents that provide information about the company’s operations.
* Bank references