1. **Scope of Work**
2. Definitions:

Project: A job that calls for the installation of 6 or more jacks

T&M Project: A project that is invoiced time and materials at predefined rates

Jack Install: A job that calls for the installation of 5 or less Outlet locations from the same Telecommunications Room (TR).

Work: A general term for any or all of the above.

When these terms are used as defined above, they will be underlined.

1. Technical Requirements, Adherence to Division 27 Specifications

All work shall be performed in strict accordance with the requirements specified in the UCB OIT Division 27 specifications as found in the UCB Building and Construction Standards which can be found at <http://www.colorado.edu/fm/planning-design-construction/design-construction/building-construction-standards> . All materials used for all work shall be according to Division 27 specifications. Refer to the Division 27 specifications materials list. Division 27 specifications also present design templates that represent the present design philosophy of the work that is required.

The University reserves the right to change the contents of the Division 27 specifications during the term of the contract. All contractors on the contractor’s list that results from this RFP shall adhere to Division 27 specifications when performing all work.

1. General Services

Offerors shall furnish labor, materials, tools, equipment, and subcontractor coordination under the terms, specifications, and general conditions contained herein, for installation of CAT6/CAT6A/Coaxial RG6 and fiber optic jacks, cables, and termination systems, for expansion, remodel, and construction work at the University of Colorado Boulder (UCB). Work to include installation of bridge clips and/or cross connect wiring (patch cord) for voice only with documentation as instructed for both fixed-pricing and projects. The University is moving towards VOIP so voice pathing will decrease from today’s installs. The contractor shall comply with codes and standards for both fixed-price work and projects to include but not limited to testing, labeling, fire stopping, grounding, and jet lines. Work shall be subject to University inspection.

Work shall consist of faceplate installation, cable installation, closet hardware installation, termination, documentation, testing, verification, and repair. Other related activities shall also be included as needed.

Contractor agrees to begin work only if they have the order or authorization to proceed for the project, unless it is an emergency under the guidance of a UCB OIT staffing representative.

Contractor will ensure that all personnel new to the campus shall get training about how work is performed on this campus, including but not limited to asbestos awareness, parking, authorized vehicle routes, hot-work permits, keys, etc.

Contractor agrees to designate one technician as the work leader. This work leader will be responsible for interfacing with Telecom Management and staff. They also will be responsible for administrative duties such as time sheets, closing departmental work orders, monitoring workload, etc.

All vehicles used on campus by contractor’s personnel, whether owned by the contractor or the employee, shall have visible company identification on both sides of the vehicle. Magnetic signs are acceptable.

You are committed, to the best of your ability, to have the same persons oversee the work at the University.

Work shall be subject to University inspection and acceptance, the cost of which for contractor shall be an inclusive part of the fixed prices and the hourly rates to be proposed under this RFP.  Contractors shall not bill any extra fees for the time spent involved in the inspection and acceptance process.

1. Provision of Materials

For most (but possibly not all) work, materials shall be furnished by the contractor. Materials to be used shall be approved by UCB OIT staff on each project. Such material shall be new and shall be in full compliance to the University standards and all applicable codes. In particular, materials shall be in accordance with the Division 27 specifications materials list. Substitutions are not permitted without the approval of the UCB OIT staff. Any approval for substitutions must be in accordance with the submittals process described in the Division 27 specifications. The University shall require the contractor to remove and replace materials that are not in compliance, with all labor and unacceptable materials at the contractor’s expense.

1. Fixed-Price Work

In many cases, the University can anticipate the type of work that is required on the campus. Fixed-pricing shall include cabling, jacks on both ends/fiber connectors on both ends/RG-6 compression connectors at both ends, fire stopping, jet line, tie wraps, labels, velcro as needed for a turnkey installation per the division standards and weekly walk. Fixed-pricing for a jack install will be a total cost for all labor and material without any additional cost to UCB OIT. Contractors will find the types of “fixed-price” work listed below. Work <$25,000, shall be performed at the rates proposed in the “fixed price” responses to this document, in the offeror’s price list, and shall NOT be time and materials. UCB OIT has the right to request the order of installation on weekly Jack Installs.

Contractors are not required to submit estimates for projects with only fixed price work. However, the contractors shall not commence fixed price work before the UCB OIT staff has provided a written Notice to Proceed to the contractor.

Example: Suppose the University requires installation of jacks in three adjacent offices as follows:

First office has old A/B CAT3 jacks in old faceplate, two existing boxes. Requires the installation of two new CAT6 jacks in each box. Second office has A/B CAT3 jacks in new faceplate, one box. Requires the installation of one CAT6 voice jack in the box. Third office has no existing jacks, needs two boxes, each with 2 CAT6 jacks.

Contractor would price the project for two new boxes, eight CAT6 installations, five CAT5e installations, using fixed prices as offered. Old faceplate and jacks in first office shall be replaced. See the section titled “Additional Allowable Charges” for allow charges for replacement of old faceplates and jacks. The figure below summarizes the work that shall be included in the contractor’s offers for copper and fiber fixed price installations:

|  |  |  |
| --- | --- | --- |
|   | **All Copper Installs** | **Fiber** |
| Installation of cable from the faceplate to the TR/ER hardware | ***Included*** | ***Included*** |
| All labor and materials for a complete jack installation | ***Included*** | ***Included*** |
| Replacement of faceplate and jacks | ***Included*** | ***Included*** |
| Connectors for TR/ER | ***Included*** | ***Included*** |
| Labor for cable at TR/ER | ***Included*** | ***Included*** |
| Labor for attachment at TR/ER | ***Included*** | ***Included*** |
| End-to End testing per division standards and Email & Documentation for OIT | ***Included*** | ***Included*** |
| X-connect, patch cord or bridge clip in TR/ER for all voice installations | ***Included*** | ***Included*** |
| New cable Pathway | ***Included*** | ***Included*** |
| Patch panel / fiber shelf installation with material supplied by UCB OIT | ***Included*** | ***Included*** |
| Figure 1 -- Fixed Price Scope of Work |

1. Time and Materials Work

The University shall reserve the right to designate any work as time and materials if work is <$25,000, and shall do so if it is to the advantage of the University. The University may also request competitive offers for time and materials work from contractors on the standing order list.

Contractors must submit written quotes for time and materials work at a “not to exceed” total cost, and the UCB OIT staff must approve these quotes before work begins. Time and Materials invoices shall be submitted at the actual cost but must not exceed the quoted “not to exceed” cost of the work. Estimates and invoices for time and materials work must use the hourly rates offered in response to this document, and must use materials prices offered in response to this document, if applicable. Materials that are not in the materials price list offered in response to this document will be quoted by the contractor and invoiced at the quoted cost. The University reserves the right to verify that the material costs quoted are fair and reasonable.

1. Labor Rate Inclusions

Contractors quoted labor rate shall include labor, overhead, and profit.

Labor: labor shall be furnished to the University at the quoted labor rate under this RFP with all the necessary tools and equipment required to accomplish the work of each particular trade, and at no additional cost to the University.

Note: A cable installer shall be Belden certified and qualified to perform 95% of all labor work. The lead technician shall be qualified to run small projects, lead weekly jack installs, and be Belden certified. A Project Manager will be used for projects, and is required to submit the BICSI certification as technician or above or as approved by UCB OIT.

Overhead: Any overhead for work resulting from this RFP shall be included within the quoted labor rate and shall include but not be limited to: project supervision, administration, coordination, tools, transportation, parking costs, clerical, copying and all incidental office expenses, time spent estimating for proposals and other indirect costs.

Profit: Any contractor profit to be charged the University shall be included in the quoted labor rate.

1. Additional Allowable Charges

For provision of materials that are not on the Division 27 specifications materials list, contractors shall quote materials cost up-front and invoice at the quoted cost. UCB OIT staff must approve these quoted before work begins.

Consumable items may also be charged, but only if those consumable items are listed in the offeror’s response below for time and material work. Charges for other consumable items must be approved by UCB OIT staff in advance of invoicing, and the staff is not obligated to approve them. Note: consumable charges can NOT be added to fixed pricing projects (fixed-pricing is all inclusive).

Rental for special equipment needed for projects may be charged as quoted by the contractor to the University, after the cost is quoted and pre-approval by the UCB OIT staff. When invoicing for the project, contractor shall invoice rental equipment at the quoted cost.

The University reserves the right to verify that material costs quoted are fair and reasonable.

When contractors are required to replace old style faceplates and jacks in order to add jacks to existing boxes, the University shall reimburse the contractor for the materials cost of the new faceplates and jacks. If the work is fixed price, labor costs and re-testing shall be included in the contractor’s offer for the fixed price item, and labor required to replace old hardware with new hardware shall not be invoiced by the contractor as an additional item. Jacks shall be replaced like-for-like, i.e. if a CAT3 jack must be removed from an old faceplate, a new CAT3 jack shall be provided and installed. When replacing a faceplate, a new label shall be provided by the contractor and shall be labeled correctly by the contractor according to UCB OIT requirements

J. Additional Requirements

(1) Job Supervision and Coordination of Work

The University requires that a specific contractor’s project manager and one back up person be assigned to the University. Provide the names, certifications and resumes for the project manager and the back-up, intended to be assigned to the University as well as the names, certifications and resumes for any field superintendents who may be assigned to University projects. New certifications shall be submitted yearly and when employment changes.

All contractors with active project managers on campus projects/jack installs shall send their project managers to weekly project meetings that are scheduled by UCB OIT. The contractor’s project manager(s) shall walk through upcoming and ongoing projects with the UCB OIT staff and representatives from Environmental Health and Safety. Work shall be scheduled after the walk-through. When requested, the contractor’s project manager(s) shall prepare a written schedule that shall be delivered to the UCB OIT staff. If the schedule cannot be met, the UCB OIT staff shall be informed immediately.

The contractor’s project manager(s) shall honor requests for cessation of work due to noise, disruption or other factors, and they shall coordinate all core drills with the UCB OIT staff, classroom scheduling and building proctors. The contractor shall complete paperwork when the project is complete. Any requests for clarification, submittals, or change orders shall be delivered to the UCB OIT staff in writing. After hours work will be required for some Jack installations at no extra cost to UCB OIT.

(2) Provision of Contacts

Contractors shall provide cellular phones to all workmen on campus. The cost of these cellular phones shall be in the contractor’s base offer – this is not an additional cost item. Workers shall be required to respond to UCB OIT calls within ten minutes. Contractors shall provide a contact list of phone numbers, and numbers for escalation of calls, to the UCB OIT Staff.

Contractors shall provide email contact addresses for administrative points of contact in the contracting firm. All email tools shall be the contractors cost and responsibility with no additional cost to UCB OIT.

(3) No Interruption

All offerors must inform themselves fully of the conditions relating to all work and the employment of the labor thereon. Failure to do so will not relieve a contractor of the obligation to furnish all material and labor necessary to carry out the work. Insofar as possible, the contractor, in carrying out the work, must employ such methods or means as will not cause any interruption of or interference with the work of any other contractor, or the owners’ scheduled use of the building.

(4) Tax Exempt

The University of Colorado qualifies as a tax-exempt entity. The contractor shall obtain the required exemption certificates from the Colorado Department of Revenue and shall purchase all materials tax free for the work to be done. This applies to state taxes only. The Contractor is required to pay local taxes on materials. The University of Colorado Boulder’s Colorado Sales Tax Exemption Number is: 98-02565-0000.

(5) Working Hours

Unless otherwise directed by the University the following are considered normal University working hours:

7:30 am to 4:00 pm

***Note: At times, contractors are expected to accommodate flexible hours of work. An example of this is that some campus classrooms are full every day from 7am to 11pm; therefore, to install a new jack will require contractor to come in at 5 or 6 am to get the work completed by contract deadline.***

(6) Pre-Qualification of Sub-Contractors

Any person, firm, or other party to whom it is proposed to award a subcontract under the contract resulting from this RFP must be pre-qualified, and the University must be notified in advance of each subcontractor use. Only subcontractors appearing on the approved University list, and as selected University pre-qualification procedures shall be used for the work, and the hourly labor rate paid to the subcontractor must be the quoted labor rates under this RFP.

(7) Storage

The contractor will provide for proper storage of all materials and equipment within the University campus area and assume complete responsibility for losses due to any cause. Any cost associated with the storage of any materials and/or equipment on the University campus will be borne by the contractor as part of overhead cost and not as a billable charge.

(8) Permits, Fees, and Licenses

All permits, fees, and licenses required for any phase of the work shall be applied for by the contractor and paid for by the contractor. This is not a billable charge.

(9) Parking

Parking for required working construction vehicles furnished by the contractor shall be by special permit only. Permits may be purchased by the contractor from the UCB Parking and Transportation Services office. All parking on campus, except for some one-hour zones on city streets, and a few metered spaces, is under the control of the UCB Parking and Transportation Services office. Parking is by permit only. Call their office at 303-492-7384 for details and costs. Any cost to the contractor for parking related items is not a billable charge.

(10) Cleaning of Site During Construction

Each contractor shall keep the building and premises free of all surplus material, waste material, dirt and rubbish caused by the contractor’s employees or work, and at the completion of the work day, he shall remove all such surplus material, waste material, dirt and rubbish. Each contractor shall also remove tools, equipment and scaffolding, and shall leave the work clean and spotless in the areas of work, and in the adjacent areas at the end of each workday. In the case of dispute, the University may remove all such items and charge the cost of such removal to the contractor. Use of University owned supplies and equipment is prohibited.

Each contractor shall perform clean-up daily and shall transport all rubbish/waste materials off the University’s campus in their entirety.

(11) Cleanup of Site at Job Completion

Exterior: In addition to items specified below, any new surfaces on exterior, concrete, metal, etc. shall be carefully and thoroughly cleaned.

Hardware: Clean and polish all hardware and leave clean and free from paint, grease, dirt, etc.

Electrical: Clean and polish all electrical fixtures, including glassware, switch plates, etc. and leave clean and free from paint, grease, dirt, etc.

Equipment: Carefully and thoroughly clean all items of equipment, mechanical, electrical, cabinets, ductwork, etc.

Floors: Thoroughly clean all floors and vacuum and clean carpeting.

With the exception of clean-up of the site and cleaning specifically assigned to contractor, all final clean-up of exterior and interior of the building shall be done by professional cleaners. Professional cleaners will be hired by, and paid for by the Contractor.

The University will provide a contact person for help concerning campus standards for cleaning, free of charge. Some custodial services may be sub-contracted through the University Facilities Management.

(12) Inspection of Work

The University shall not be obligated to inform the contractor of its intent to inspect job sites while work is in progress.

The University shall reserve the right to inspect all work prior to invoicing and payment. If the University determines that the work is unsatisfactory, the University shall not accept invoicing from the contractor, until the work is corrected.

Work shall not be complete until the contractor notifies the University that the work is ready for inspection. The University shall be obligated to inspect the work within five days of the time of work completion. The University may withhold payment for work that has not been inspected, due to a failure of the contractor to notify the University that the work is complete or if any outstanding punch items are left including but not limited to site cleanup (i.e. TR or work area sweep, vacuum, free of trash).

(13) Procedures for Processing of Orders and Invoicing

The following procedures shall be carefully observed by the contractor for processing of all orders for work. The University reserves the right to modify these procedures at any time during the duration of the contract:

1. UCB internal customer requests jacks.
2. Request is sent to UCB OIT Service Consultant.
3. Work order is printed from UCB OIT database system.
4. Notice to Proceed will be issued to contractor.
5. UCB OIT staff, contractor, and UCB Environmental Health and Safety complete 8:00 am Monday walk-through of that week’s TWO’s.
6. UCB OIT assigns jack #’s and locations to each TWO.
7. UCB OIT provides contractor with copy of assigned TWO’s.
8. Contractor completes work.
9. Contractor emails UCB OIT when the work is complete or by Friday at 4:00 pm with completions and status of outstanding work. All Monday jack installs to be completed by Friday of the same week.
10. Contractor provides a copy with the as-built print to the Quality Controller on Monday’s at 8:00 am. The work is not considered complete until the Quality Control inspection is satisfied.
11. UCB OIT issues a Standing Order Contractor Notice of Substantial Completion letter which states that the work is substantially complete and include a punch list and a contractor’s schedule to complete all punch list items. This will begin the warranty period. Once all punch list items are done and the UCB OIT PM accepts the Work as complete, the UCB OIT shall provide a Standing Order Contractor Notice of Final Acceptance letter to the contractor; OR UCB OIT shall provide to the contractor a Standing Order Contractor Notice of Final Acceptance letter if all work was found to be complete and there were no punch list items. This will begin the warranty period for the Work.
12. Contractor sends an invoice for each individual work order to PSC.
13. UCB OIT staff receives invoice and pay voucher electronically from PSC.
	1. UCB OIT staff justifies invoice with work order and electronically sends invoice approval to UCB OIT accounting to process for payment. A copy of work order is given to UCB OIT staff and placed in the waiting for completion file. Work orders are filed in numerical order. A copy of work order is given to UCB OIT staff and placed in the waiting for completion file.
	2. Work order is added to contractor completion list.
14. Every Friday by 4:00 pm, contractor shall submit electronic test results in TXT format from all tests on new installs from the week before.
15. Every Monday at 8:00 am, contractor will submit hard copy listing all required documentation sent to Belden to cover all jacks for warranty plus a copy of the work order and the as-built.
16. All small projects will require test results to UCB OIT staff within 4 weeks of completion or as specified based on the date closest to completion date.
17. Invoice is paid.
18. Order writer enters charges and closes the work order.

(14) Invoicing for Fixed Price Work

All invoices for fixed price work shall show the job name, work order number, project description, purchase order number, building number, representative room numbers, and general description of work. Each type of fixed price item shall be listed separately on the invoice, and quantities and unit prices shall be shown for each. For work <$25,000 unit prices shall be the same as the prices quote in the contractor’s response. If additional charges appear on the invoices, paperwork authorizing these additional charges (signed by the UCB OIT staff) shall be included with the invoice.

Billable charges include labor and materials typically used by the trade. Special charges require pre-approval from UCB OIT Staff.

Your response includes all pricing for labor and materials as specified in the pricing section, and will your firm strictly adhere to your quoted prices for the duration of the contract, as specified in the terms and conditions section of this bid request.

You are willing to provide an itemized breakdown of all labor, materials and equipment to accompany all invoices for T&M and emergency projects, including the name of the person(s) who performed the work, by date and hours worked.

(15) Invoicing for Time and Materials Work

All invoices for “time and materials – not to exceed” projects shall show the job name, work order number, project description, purchase order number, building number, representative room numbers, and general description of work. Invoices shall also show the number of labor hours invoiced, and each individual worker shall be separately identified with date & number of hours work. Materials and consumable items used shall be itemized separately, with quantities and prices shown. The labor rates charged on “time and materials – not to exceed” projects shall be the same as the quoted labor rate provided in the contractor’s proposal. The materials shall be charged at the same prices as the prices provided in the contractor’s proposal. Any special charges for non-standard (not in the Division 27 specifications materials list) items shall be clearly identified, and invoiced at the cost quoted and pre-approved by the UCB OIT staff. Non-standard items and consumable items shall be billed as quoted and pre-approved by the UCB OIT staff. Special tools or equipment that were required for the project shall be itemized separately, and invoiced at the cost quoted and pre-approved by the UCB OIT staff. Rental of tools or equipment shall be invoiced as quoted and pre-approved by the UCB OIT staff.

Billable charges include labor and materials typically used by the trade. Special charges require pre-approval from UCB OIT Staff.

Your response includes all pricing for labor and materials as specified in the pricing section, and will your firm strictly adhere to your quoted prices for the duration of the contract, as specified in the terms and conditions section of this bid request.

You are willing to provide an itemized breakdown of all labor, materials and equipment to accompany all invoices for T&M and emergency projects, including the name of the person(s) who performed the work, by date and hours worked.

The University reserves the right to verify that material costs quoted are fair and reasonable.

Contractors will not be allowed to invoice for more than one “time and materials” project on a single invoice.

(16) Completion of Work

Contractors shall be required to complete work by the end of the week that the work site is walked by the inspection team. Every jack install shall have the as-built hard copy turned in weekly on the following Monday at 7:30 am. All test results shall be turned in weekly on Friday by 4:00 pm. The delays procedure described in the next section shall be applied if the work cannot be completed on time. If the contractor feels in advance that the work cannot be completed in the time allowed, he shall notify the UCB OIT staff at the time of preconstruction walk. The UCB OIT staff shall, at our sole option, either retain the contractor and establish a later completion date for the work, or shall assign the work to another contractor.

(17) Notification of Delays

If the contractor becomes aware that the work cannot be completed on time, the contractor shall notify the UCB OIT staff by telephone immediately, with a follow-up in writing. The UCB OIT staff may, at our option, assign the work to another contractor.

If the UCB OIT staff elects to keep the original contractor on the job, a new completion date shall be established, and the same policies shall be applied to the new completion date.

Repeated failure of a contractor to meet designated completion dates shall be grounds for the cancellation of the contract.

(18) Rush Orders

The University may choose to designate work as a rush order. This designation will be applied prior to the beginning of work. Only the UCB OIT staff can designate an order as a rush order. All rush orders require written designation of the order as rush, signed by the UCB OIT staff. A copy of this designation of rush order status must be included with the contractor’s invoice, otherwise it will not be approved for payment as a rush order.

The pricing section requires that the offeror provide pricing rates for rush orders. The University will pay the pricing premiums as offered, for rush orders. The pricing provided will be used as criteria in offer evaluation. Price all fixed rush order fees as a flat fee not hourly or per foot. All rush orders shall be completed and emailed into UCB OIT by 4:00 pm the day after it is walked. Rush orders walks will be scheduled ASAP however the contractor must be available for the walk in a maximum of 2 hours from the first notice.

(19) Audit Records

The contractor shall maintain an accurate record of all labor, materials, tools, equipment, and subcontractor costs incurred in performing services under this agreement. Contractor shall retain these records for at least three years beyond completion of the project. All charges by the contractor shall be subject to University audit, and the contractor shall also make available such other records as the University auditor may require in order to reasonably certify that the various charges made are proper and correct.

(20) Use of Tools and Equipment

Contractor’s employees MAY NOT use University owned tools and equipment.

(21) Allowances for “Special” Tools and Equipment

Where special tools and equipment are recommended by the contractor for a project, they shall be quoted and approved by the UCB OIT staff prior to beginning work and reimbursed to the contractor at the quoted cost. Tools shall be designated as “special” by the University, and not be the contractor. If the contractor feels that a tool is special, the contractor shall request a pricing allowance for it, in advance of renting the tool and starting work. The University shall not allow repeated use of the same “special” tool by the contractor. Special tools shall not include core-drilling equipment, test equipment, computer equipment, standard hand tools, standard power tools, radios, walkie-talkies, cell phones and pagers, or any tools used off the job site.

(22) Email Notice of Jack Completions

Contractor shall email the basic completion information (TWO#, Building, Room, Jack ID, Building Number, A/B/U, Riser, Date) to an email address provided by the UCB OIT department when all the work is complete on or before Friday at 4:00 pm the same week with all completions and status of all outstanding work (outstanding i.e. construction of a project). All email tools shall be the contractors cost and responsibility with no additional cost to UCB OIT.

(23) Quality Control

Contractor will be notified to make corrections for Jack Install work and must make the repair and reply via the UCB OIT email list within 24 hours of the notice (excluding holidays & weekends – i.e. Friday at 4:00 pm to Monday 7:30 am.). A contractor that received 3 or more negative reviews may be notified in writing that their contract will be terminated in thirty (30) days.