MONTGOMERY COLLEGE ▪ OFFICE OF BUSINESS SERVICES
REQUEST FOR PROPOSAL TITLE: IT INFRASTRUCTURE CABLING PRODUCTS & SERVICES
RFP NUMBER: E523-012
RFP CLOSING DATE AND TIME: April 21, 2023 @ 3:00 PM

MONTGOMERY COLLEGE

ADDENDUM #1

Issued: April 18, 2023

ADDENDUM FOR THE PURPOSE OF:

- To provide answers to vendor questions

All other specifications, terms and conditions remain unchanged.

Patrick Johnson, MBA
Director of Procurement

Please **sign** below to acknowledge receipt of this Addendum and return with the proposal. Failure to return this Acknowledgement of Addendum may deem a proposal nonresponsive.

NOTE: All proposals MUST BE RECEIVED **electronically** by 3:00pm Eastern Daylight Time on **April 21, 2023**.

Electronic proposal and addendum or addenda shall be sent to the following email address prior to the submittal deadline date and time at vendor.proposals@montgomerycollege.edu. **No responses will be accepted after this date and time.**

_____	_____
Company Name	Authorized Signature
_____	_____
Date	Printed/Typed Signature

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ADDENDUM #1

Question	Montgomery College Answer
The link for the MC cabling standards is broken, can you look into this and update me please?	See attached hardcopy Montgomery College cabling standards.
Is it possible to get part numbers for items listed on price proposal?	Part numbers are listed in the College's cabling standards document.
If Molex certification is underway at time of bid, would that be acceptable, or would the certification need to be in place before submitting bid?	Molex certifications are included in the proposal evaluation process, and must be submitted with proposal.

**********END OF QUESTIONS AND ANSWERS**********

Standard: IT Cabling
Effective Date: 4/2023
Version No.: 25.00

Montgomery College

Office of Information Technology

Voice/Data/Video Cabling
MDF / IDF Communications Room
Standard

TABLE OF CONTENTS

1. Document Overview

The purpose of this document is to identify Montgomery College ("College") Office of Information Technology (OIT) Voice, Data, and Video Cabling Standards. The content within this document describes the minimum standards that must be met by vendors contracted by the College to complete new construction, renovation, and upgrade cabling projects.

The standards outlined in this document augment industry standards and do not replace them. All installations must follow BISCI and other industry standards as defined in Section 1.2. Standards Organizations in addition to the outlined methodologies and specific standards, and practices outlined within this document.

This standard is reviewed periodically and updated accordingly to meet the most current College requirements, industry standards and technological advancements.

This document categorizes cabling standards as follows:

- Project deliverables and requirements
- Horizontal cabling (telecommunications closet to desktop),
- Vertical cabling (communication closet to communication closet),
- Campus cabling (building to building) and
- Communications parts and equipment. Each cabling group is sub-divided by application: Data, Voice, and Video.

Additional information is provided as follows:

- Telecommunication Trade Contractor Qualification Statement (Appendix "A")
- Cable Cut Sheet (Appendix "B")
- Material List (Appendix "C")
- IT Telecom Manhole Diagram (Appendix "E")

2. Standards Organization

The College follows many building industry and Information Technology standards. All designs and implementations of Data, Video and Voice systems must abide by the following standards.

BICSI	Building Industry Consulting Service International
BellCore	Bell Communications Research
NEC	National Electric code
TIA	Telecommunications Industry Association
EIA	Electronics Industries Alliance
TIA/EIA-568-B.2-1	Commercial Building Telecommunications Cabling Standard
TIA J STD 607	Commercial Building Grounding and Bonding Requirements for Telecommunications
NFPA	National Fire Protection Association

3. Documentation Deliverables

3.1 As-Built Drawings (two copies required)

As-Built drawings should be provided to the College's IT project manager upon completion of all cable plant installations.

Drawings shall reflect all elements of the telecommunications infrastructure or cable plant.

Conceptual drawings are used to convey the proposed design intent. They do not include the elements and identifiers and do not necessarily have to become part of the administration documentation.

Installation drawings are more detailed than the conceptual drawings and are used to document the telecommunications infrastructure to be installed. They should include the infrastructure elements and may also describe the installation methods. It is not necessary to provide identifiers on these drawings.

Red Line or As-Built drawings document the installed telecommunications infrastructure. The As-Built drawings must be delivered to the IT Project Manager before the conclusion of the project. The drawings must be delivered in both CAD and PDF formats.

Red Line or As-Built drawings are site-specific and will have identifiers assigned to key elements. There may be separate drawings for other portions of the infrastructure such as pathways and spaces depending on how complex the installation is.

Drawings shall include:

- All IDF and MDF rooms
- Plan and elevation views of all IDF and MDF rooms
- Show major pathways of cable runs
- Equipment closets
- Locations of the conduit pull boxes
- Wall penetrations
- The location of all cable terminations
- The location of all backbone cables
- The jack number shall appear on the drawing
- The location of all telecommunications outlets on the floor plans

3.2 Cabling Summary Reports (two copies required)

A cable summary report (spreadsheet format) also called a Cut Sheet is required and at a minimum should show: See appendix B for examples.

- Cable type or function
- Cable starting location i.e. room number and jack number
- Cable number
- Terminating location positions i.e. IDF/closet number, rack number, patch panel position
- Associated termination positions or cross-connected to the termination.

3.3 Labeling Sample

- A sample faceplate using the College IT labeling standards as documented and in Section 17 page 21 of this document is required for review by the IT Project Manager and the assigned cabling team member before the start of the labeling effort.

3.4 Test Results

- Two copies of all cabling test results in both CD (electronic) and hard copy format are required on completion of cabling the installation.

4. Meeting Deliverables

4.1 Architect and Engineer Design Meeting

The Architect and Engineer (A&E) team shall contact the IT Project Manager through the College Central Facilities Office to engage appropriate College OIT resources to meet during the planning and design phases of the project. The purpose of the meetings is to resolve design and integration issues before reaching the construction phase.

4.2 Preconstruction Conference

The Contractor MUST contact the IT Project Manager to schedule a mandatory pre-construction conference before any cable installation work commencing. The conference shall include contractors, College Facilities and OIT personnel and review scope of work, milestones, timelines, and other items as appropriate.

5. Cabling Installation Compliance and Approvals

5.1 Installation Compliance

- New installations of voice, data and video cabling must comply with this standard.
- Refurbishment and upgrades of existing cabling must comply with this standard.
- All cable installations and upgrades must be properly documented as per this standard.

5.2 Installation Approval

The IT Project Manager will collect all appropriate operational group approvals before any cable installation work commencing.

5.3 Manufacturer Warranty

- The College requires the cable vendor to provide to the College a manufacturer's warranty certificate in the college name for a twenty-five (25) year warranty on all Molex copper cable plant infrastructures installed as a part of this project.
- The College requires the cable vendor to provide to the College a manufacturer's warranty certificate in the college name for a twenty-five (25) year warranty on all Sumitomo Future FLEX Air Blown Fiber (ABF) cable plant infrastructure installed as a part of this project.

6. Horizontal Cabling

Horizontal cables are the cables that extend from the work area outlet, horizontally through the wall/ceiling/floor and then to the appropriate patch panel, termination block, or video amplifier in the Intermediate Distribution Field (IDF) room or the Main Distribution Field (MDF). These rooms may also be referred to as Telecommunication rooms or Equipment rooms. Horizontal cabling also includes the patch cords at the work area outlet and patch cords in the MDF/IDF.

6.1 Horizontal Data Cable

Data cable selection is dependent upon the network technologies utilized. The College standard for *horizontal data cable is plenum rated blue jacketed category 6 cable which supports the following* Ethernet standards: 10Base-T, 100Base-T and 1000Base-T, and meets or exceeds the warranty requirements of Molex Premise networks.

The quality of the data transmission depends upon the performance of the components of the channel. All cable components (including jacks, patch cables, patch panels, and cross-connects) must meet Cat6 specs.

Data cabling shall be routed through the horizontal installation pathway via wire trays, ladder racks, 'J' hooks, conduits (standard conduit size ¾" EMT to a single gang communication drop) or ceiling straps.

The following must be observed when installing category CAT6 cable:

- All horizontal copper data cable runs shall be continuous runs, with no splices, with no length exceeding 295 feet or 90 meters.
- All cable runs must maintain 10-foot service loops at both ends of the cable. The service loops at the work area end of the cable is placed in the ceiling.
- Service loops in the MDF or IDF must be neatly coiled and tied to the vertical wire manager.
- All cables must be labeled according to the labeling section of this document.
- WIFI Access Points require 2 Cat6 blue cables terminated in a white two-port surface mount box with 2 blue data jacks and 1 white Cat6 patch cord at the access point location.
- All WIFI Access Points will require a single gang box in the ceiling tile for installation that is provided by the General Contractor.
- CCTV (cameras) requires one Cat6 pink cable from the telecom closet to the camera located in a white two-port biscuit box with 1 blue date jack and one white blank with a pink Cat6 patch cord at both ends.
- Mass(emergency) Notification System (message boards) require one Cat6 pink cable from the telecom closet to the message board location in a white synergy two-port faceplate with 1 blue date jack and one white blank with a pink Cat6 patch cord at both ends.
- Building Automation System (BAS) requires one Cat6 green cable from the telecom closet to the BAS I/O panel which may be in another location in the building.
- Staff and faculty receive 2 Cat6 blue data drops in office.
- Academic computers receive 1 Cat6 blue data drop per PC.
- Flat panels in public areas receive 1 Cat6 blue data drop.
- SIWS receive 2 Cat6 blue data drops.
- Wall phone receives 1 Cat6 white data cable.

6.2 Horizontal Voice Cable

The College standard for horizontal voice cable is plenum rated white-jacketed category 6 cable.

All cable components must meet CAT6 specs including jacks, patch cables, rack mount 110 blocks, rack mount 48 port patch panels, and cross-connects. Voice cabling shall be routed through the horizontal installation pathway via wire trays, ladder racks, 'J' hooks, conduit, or ceiling straps.

The following must be observed when installing category 6 cable for voice systems:

- All horizontal copper voice cable runs shall be continuous runs, with no splices, with no length exceeding 295 feet or 90 meters.

- All cable runs must maintain 10-foot service loops at both ends of the cable. The service loops at the work area end of the cable are placed in the ceiling. Service loops in the MDF or IDF must be neatly coiled and tied to the vertical wire manager.
- All cables must be labeled according to the labeling section of this document.
- Horizontal voice cabling shall be terminated onto 110 rack-mounted style blocks meeting the Category 6 standard.
- VOIP wall-mounted telephone instruments– should be terminated on to a 48 port Cat6 patch panel in the telecom closet.

Figure 1 Service Loop

6.3 Horizontal video Cable (coax)

- All horizontal coax cable runs shall be continuous runs, with no splices, with no length exceeding 295 feet or 90 meters.
- All cable runs must maintain 10-foot service loops at both ends of the cable. The service loops at the work area end of the cable are placed in the ceiling. Service loops in the MDF or IDF must be neatly coiled and tied to the plywood walls.
- All cables must be labeled according to the labeling section of this document.
- Horizontal coax cabling shall be terminated onto Blonder-Tongue 8 port tap. Terminations tap to be mounted on the plywood wall.

6.4 Smart Instructor Work Stations

New construction or major renovations should plan for installation of (2) 1 and ½ inch conduits between the Smart Instruction Work Station location and the ceiling-mounted video projector location. A 3rd one-inch conduit for data must stub out into the ceiling, but does not need to reach to the projector location. The conduits should stub out a minimum of 6 inches into the plenum ceiling space towards the projector location and proceed down through the partition wall and floor deck to a point immediately below the teaching station where it will come up through the floor deck to end flush with the finished floor. This conduit conveying cabling between the SIWS and the video projector eliminates the need to use a heavy stiff plenum rated cable. The third 1-inch conduit for data should stub into the classroom ceiling space. See figure 1 below for AV wall mounted gang boxes.

For the poke-through floor applications – follow a similar path as above, except cables, need to turn back up through the floor deck entering into the partition wall above. Once in the partition wall, the path remains the same above.

A wall mount phone is required to be installed.

SIWS and video projectors should be placed on the same dedicated electrical circuit to prevent problems with ground loops and phase synchronization.

A cabling path from the wall video control panel to the projector must be provided to provide feeds to the projector from alternate video and sound sources.

7. Vertical Cabling

Vertical cable systems provide interconnections between IDF rooms and MDF rooms within a building It includes backbone cables, cross-connects, mechanical terminations, and patch cords or jumpers used for backbone-to-backbone cross-connections. Vertical cabling is commonly referred to as “riser cable.”

Vertical cabling will be laid out in the star topology so that each IDF room is connected to the MDF room.

7.1 Vertical Data Cable

The College standard for vertical data communication cable is multi-mode fiber optic cable (50-micron 10GB) terminated with "SC" connectors.

- Data cabling will be routed through the vertical installation pathway via wire trays, ladder racks and/or conduit.
- Vertical fiber optic tube cabling will terminate in a Sumitomo Terminal Distribution Unit (TDU). Clear tubing will run between the TDU and a Sumitomo Fiber Panel (LIU).
- Vertical fiber will terminate in a 6 or 12 ports Sumitomo adapter plate.
- All vertical cabling must be labeled as defined in the labeling section of this document.

7.2 Vertical Analog Voice Cable

Vertical Analog Voice riser cabling is the cable that extends from MDFs to IDFs. The College standard for vertical cabling of MDF's to IDF's for voice communications is bundled Category 5e unshielded twisted pair cabling in 25 pair bundles.

- The analog tie cable between floors should be Cat5e 25 pair bundles.
- All vertical analog voice cabling must be terminated in CAT5 cat5e rack mount 110 blocks.
- All cable runs must maintain 10-foot service loops at both ends of the cable. Service loops must be neatly coiled and tied to the vertical wire manager.
- All analog voice cable runs shall be continuous runs, with no splices, with no length exceeding 295 feet or 90 meters.
- To relieve stress on the cable and to support the weight, all riser cables shall be tied to supports at each floor according to industry standards (See Section 2.4.4).

7.3 Vertical Coax Riser Cable

Vertical Coax Riser cabling is the cable that extends from MDFs to IDFs. The College standard for vertical cabling of MDF's to IDF's for coax communications is RG11.

- Vertical Coax riser will be terminated on the plywood wall in close proximity to the vertical conduit chase.
- All cable runs must maintain 10-foot service loops at both ends of the cable. Service loops must be neatly coiled and tied to the plywood wall.
- All coax cable runs shall be continuous runs, with no splices, with no length exceeding 295 feet or 90 meters.
- To relieve stress on the cable and to support the weight, all riser cables shall be tied to supports at each floor according to industry standards (See Section 2.4.4).

8. Campus Backbone Cabling

The function of campus cabling is to provide connections between building MDF rooms to the campus Point of Presence (POP). Campus cabling may also be referred to as "backbone cabling." Backbone cabling consists of Single Mode (SM) Fiber optic cable for data connections, and cat5e OSP rated cable – minimum of 100 pr and SM Fiber optic for telephone trunk connections.

Lightning protection boxes and grounding must be provided for 230-volt analog voice applications (See Appendix “C”, Item 6 for lightning box specifications).

8.1 Campus Backbone Cable

Campus/Backbone Cable supports data and voice connectivity between building MDF rooms and the campus Point of Presence (POP).

- The College standard backbone data cable is single-mode fiber optic cable terminated with “SC” type connector.
- All fiber optic cables shall be labeled within 4 inches of both ends with a self-laminating adhesive wire marker.
- The marker shall contain the entire cable identification information. Source Building, Closet, Rack, Fiber Shelf Destination Building, Closet, Rack, Fiber Shelf
- The College standard for fiber installations is to utilize Sumitomo Future Flex Air Blown Fiber Systems.
- The College standard telephone trunk cable is CAT5e OSP-rated in multiple pair bundles.
- Lightning protection boxes and grounding must be provided for telephone trunk cabling. (See Appendix “C”, Item 6 for lightning box specifications).

8.2 outside Emergency Phones

Emergency Phones will have an OSP rated Cat 6 Cable run from a Molex jack terminated inside the Emergency Phone Pedestal through an outside conduit provided by the electricians to a 230-volt Lightning Protection Box inside the building. (See Appendix “C” for Material List)

9. Main Distribution Frame & Intermediate Distribution Frame

The main communications room in a building is known as the Main Distribution Frame or MDF. The MDFs are located where conduits from the campus Point of Presence (POP) are terminated. MDF facilities provide the initial connectivity point between the building and the campus Point of Presents. MDFs house infrastructure equipment and electronics required to terminate and distribute Data, Video and Voice services.

MDFs distribute services to the local communications closets also known as Intermediate Distribution Frames (IDFs).

All MDFs require extensive analysis of design and size. The below items are provided as information to aid in design. The College has MDFs varying in sizes from 300 square feet to 800 square feet.

- All MDFs must be sized according to the specific requirements of the building, buildings or campus it serves.
- The minimal size for the MDF is 300 square feet (15-foot minimum width x 15-foot minimum length) depending upon building requirements.
- All industry-standard clearance requirements must be observed.
- Electrical sub-panels require 36 inches of access clearance.
- Wall-mounted equipment requires 36 inches of access clearance.
- Two poster racks are utilized for Infrastructure equipment (See Equipment Racks section).
- Use Velcro to support all IT cabling in MDF's.
- Possible rack requirements include the following functions:
    - Fiber LIU
    - Telephone trunk termination
    - Vertical riser starts point (fiber/copper)
    - Horizontal copper distribution
    - Cable television Termination Access Point (TAP)
    - UPS
- Possible systems requirements include the following:
    - Building network core infrastructure
    - Telephone PBX switch/DCS location, may also require workstation/control station space
    - Facilities Applications endpoint (Access Control, HVAC, Video Surveillance, etc.)
- Four poster racks, also known as cabinets, are utilized for servers. (See Section 2.4.3)
- A minimum of 24-inch-deep for equipment in two poster racks.
- A minimum of 48 inches of clearance in front of equipment rows.
- A minimum of 36 inches of clearance in the back of the racks.
- A 2-poster equipment rack would cover 27 Square Feet**.**
- Lighting shall be fluorescent hung parallel to the layout of equipment racks and offset to illuminate the front and rear of equipment racks. Care to be given to coordinate lighting locations with a cable tray and ladder rack.
- Routing of any water lines through or above MDF's and IDF's is highly discouraged.

9.1 Intermediate Distribution Frame IDF

The communications rooms in a building that serve a specific floor or section of a building are known as Intermediate Distribution Frames or IDF's. Each work area outlet shall be connected via the horizontal cable to the horizontal cross-connect (patch panel) in the IDF room. At a minimum, depending on the building size and architecture constraints, each floor should have its own IDF room.

- IDFs must be **'stacked'** in a multi-floor building.
- All IDFs must be sized according to specific requirements of the specific space or floor it serves.
- The Riser core requires a core drill between the IDF and between MDF and IDF (see core drills section).
- The minimal size for an IDF is 150 square feet (10-foot minimum width x 15-foot minimum length) depending upon building requirements.
- IDF's accommodate local IT service infrastructure (data, voice, and video).
- Distributes services out to user endpoints.
- Lighting shall be fluorescent hung parallel to the layout of equipment racks and offset to illuminate the front and rear of equipment racks. Care to be given to coordinate lighting locations with the cable tray and ladder rack.
- All wall and floor penetrations shall be sleeved or piped.
- Install fire-stopping material around all cables passing through all wall and floor penetrations.
- Assume a minimum of 24-inch-deep for equipment in two poster racks.
- A minimum of 48 inches of clearance in front of equipment rows.
- A minimum of 36 inches of clearance in the back of racks.
- A 2-poster equipment rack would cover 27 Square Feet.
- Routing of any water lines through or above MDF's and IDF's is highly discouraged.
- Use Velcro to support all IT cabling in IDF's.

10. MDF and IDF Power for Stand Alone and UPS Rack Equipment System and HVAC requirements

Specific design for every MDF/IDF based upon building requirements is required. The following environmental and power concerns are minimum requirements to be incorporated into MDF/IDF designs. There will need to be a discussion with the architects during the design drawings on what type of UP system will be required for the building. There are two types of UPS systems that can be used. Please read the following power requirements below. Depending on the power needs of the building, the UPS system can be one of two UPS configurations:

- Power requirements: Stand-alone UPS
    - If possible a connection to a building-wide or dedicated emergency backup generator is preferred.
    - MDF/IDF power requirements shall be individually based on equipment & facility requirements.
    - The College has standardized on utilizing the APC Matrix series UPS systems which require a dedicated 30 amps 220-volt circuit per UPS device terminated in an L6-30R receptacle. The L6-30R receptacle should be fed from the ceiling down to a location attached to the ladder rack.
    - The L6-30R receptacle should be placed on the back of the telecom rack and wouldn't block the vertical wire manager from swinging open. The rack that is considered to be the back should be communicated by Facilities, architects, General Contractors, electric sub and College IT during site walkthroughs before to the MDF/IDF L6-30R receptacle location.

- The minimum for the MDF is three L6-30R circuits. Refer to figure 3 next page for L6-30R.
- The minimum for the IDFs is two L6-30R circuits. This design is for a standalone UPS system in the IDF.
- A minimum of four 110volts 'household' receptacles for the user equipment is required.
- The PDUs locations in the telecom rack will be determined by each project. This will be a conversation with General Contractor, Electrical Contractor, and the Cabling Contractor.
- Facilities network infrastructure should be provided a dedicated 110V outlet connected to the

Figure 2 L6-30R location Allowing Vertical Wire Manager Door open freely

life safety systems, near to the data racks identified by a red outlet. See Figure 2.

10.1 UNINTERRUPTIBLE POWER SUPPLY (UPS) EQUIPMENT RACKS

In any building that has more than 7 powered racks in IT network closets, a central UPS system should be installed to support the building's network infrastructure. This central system will consist of a single, modular, scalable UPS module, located either in a dedicated room or in the main building MDF, with UPS feeder circuits extended to the individual floor IDFs.

10.2 20kW (for lower power requirements)

- UPS device: ISX20K20F InfraStruXure 20kW N+1, 208V, with appropriate 10kW power modules to support N+1 redundancy.
- UPS batteries: Sufficient appropriate battery modules for the InfraStruXure UPS to support a load of 20kW for 30 minutes.
- Circuit panels: One circuit panel for each closet, with independent connections to the UPS.
- Outlets and PDUs: Sufficient outlets and PDUs to provide dual- power feeds to each powered rack.
- The PDUs locations in the telecom rack will be determined by each project. This will be a conversation with General Contractor, Electrical Contractor, and the Cabling Contractor.
- This configuration will utilize two racks.

10.3 30kW/40kW (for higher power requirements)

- UPS device: SY30K40F Symmetry 30kW Scalable to 40kW N+1, 208V, with appropriate 10kW power modules to support N+1 redundancy.
- UPS batteries: Sufficient appropriate battery modules for the lnfraStruXure UPS to support a load of 30kW or 40kW (as appropriate) for 30 minutes.
- Circuit panels: One circuit panel for each closet, with independent connections to the UPS.
- Outlets and PDUs: Sufficient outlets and PDUs to provide dual- power feeds to each powered rack.
- The PDUs locations in the telecom rack will be determined by each project. This will be a conversation with General Contractor, Electrical Contractor, and the Cabling Contractor.
- This configuration will utilize three racks.

Utility input to the UPS will be dependent on the selected unit and available power sources. The power source will be determined during planning to appropriately support the UPS. Each new or renovated building will differ in the amount of kW required, depending on the amount of infrastructure implemented. The AER and IT personnel will need more in-depth discussion during the programming of the project. The space allocated for the uninterruptible power supply system should be 100 (for 20kW unit) or 120 (for 30kW+ unit) square feet. The UPS system should be in a separate room and not in the MDF.

11. MDF and IDF HVAC Requirements:

- Split System HVAC units to accommodate heating and cooling 7x24x365 even when general building or central plant HVAC is not available.
- The MDF/IDF HVAC system must be capable of making three (3) complete changes of air per hour in the MDF/IDF is required.
- A temperature range of 62 to 72 degrees should be maintained.
- For the protection of equipment, the relative humidity should be maintained at 35% + or - 10%.
- Provide the ability to remotely monitor temperature and humidity.

12. Telecom Equipment Racks

Equipment racks are to be EIA/TIA standard 96-inch-tall and 19-inch-wide as specified with 8-inch cable management systems between racks and at the end of all rows.

- Racks in MDF and IDFs shall be EIA/TIA 19-inch-wide 8 feet tall, with 8-or 10-inch vertical cable management systems between each rack. Add 8-or 10-inch vertical cable management system to both ends of each row. The vertical cable manager size is dependent on telecom size, the number of estimated racks required and data drop count per floor.

- In designing the MDF or IDF maintain Rack clearances as follows:
  - Chatsworth
    - Blue 1U markings
  - A minimum of 48 inches in front of each rack row.
  - A minimum of 36 inches between the backs of rows.
  - At a minimum, allow for 24-inch depth for equipment in the racks, in addition to the clearance requirements.

All equipment racks must be bonded to master ground buss bar. All telecom rack grounding should be done at the top of the rack and the ground cable not to interfere or obstruct IT equipment.

- Two 2U wire managers (**provided by cabling contractor/general contractor**) are required per single patch panel.
- Two 2U wire managers (**provided by cabling contractor/general contractor**) are required per piece of infrastructure. This depends on the size of the building and the number of cable drops. To be discussed by facilities project managers and architects.
- Bolt all equipment and cable racks to the floor.
- Bolt all equipment and cable racks to the ladder racks.
- Provide one 20-amp power distribution strip in every rack. These power strips will be connected to UPS systems. (See Appendix "C")

12.1 Ladder Rack, Cable Trays, 'J' Hook, and Beam Clamps

Horizontal pathways are the routes taken for the installation of cable from the telecommunications room to the work area. The pathways can be composed of cable trays, ladder racks, conduit, under floor duct, and ceiling spaces.

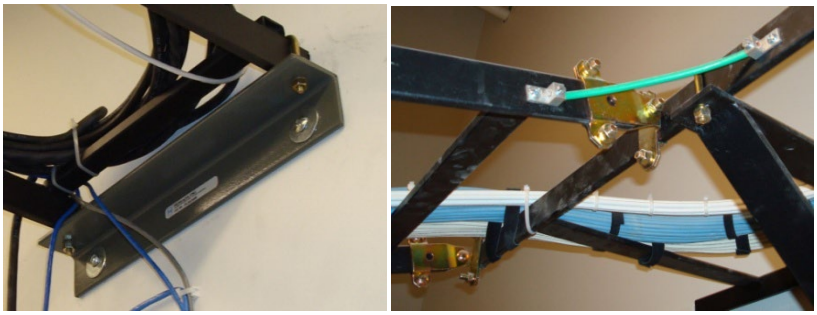
Cable trays are utilized for all horizontal cabling within the building and are extended into the MDFs and IDFs. Ladder racks are used to support the two poster racks and to carry cables to/from the racks within the MDFs and IDFs. J hooks are utilized where conditions do not allow for cable trays or Ladder Racks.

Ladder racks

The layout of the Ladder rack system shall match the configuration of the equipment rows, with consideration for cross-aisle cabling.

- Provide 12-inch minimum single-tier overhead ladder racks for each row of racks. Ladder racks shall be bonded to master ground buss.
- All ladder racks must be extended to and bolted along the entire wall. (minimum of two walls required for stability in the telecom closet) (see illustration below).
- Weight capacity of the ladder rack system to support 40 lbs per linear feet.
- Bolt ladder racks to all equipment racks.
- Ladder racks must be installed for support of all vertical cabling (for example core drills between IDFs).
- Maintain a minimum of 4-inch separation between voice/data cabling and any type of power cable (AC, DC or Grounding systems).
- The College standard for ladder racks is a 12-inch single-tier attached to the top of the equipment racks. Ladder racks must be sized to support requirements.
- See figure 3 illustrates ladder rack wall mounting and grounding.

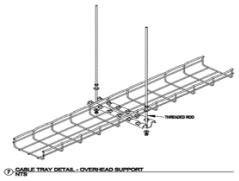
Figure 3 illustrate ladder rack wall mounting and grounding.



Cable Trays:

- The College standard for cable trays is a single-tier overhead Basket Style cable trays. Cable trays must be sized to support requirements. Basket Trays must be a minimum of 18 inches wide.
- Closed bottom tray systems are not permitted.
- Weight capacity of the cable tray system must support 60 lbs per linear foot.

- In MDFs and IDFs, install the cable tray at least 1 foot above the ladder rack system ending 6 inches to 12 inches inside the room.
- In MDFs and IDFs a waterfall system will be utilized to transition cable from the cable tray to the ladder rack.
- Support cable tray system from the above deck, horizontally brace from both sides of the cable
- All cable trays shall have 12 inches of clearance above the tray and 24 inches 'of clearance to at least one side of the tray for access.
- Utilize 90-degree sweeps when change in direction is required.
- Cable trays shall be bonded to master ground buss.
- A cable tray system must be continuous with no breaks or sharp cuts.
- In the MDF & IDFs maintain the elevation of the cable tray the same as in the hallway
- All rack and overhead framing shall be grounded and bonded.
- Maintain a minimum of 4 inches' separation between voice/data cabling and any type of power cable (AC, DC or Grounding systems).
- The max allowable load per threaded rod supporting the cable racks is 800 lbs.
- Cable trays may be supported by:
    - Cantilever or trapeze brackets
    - All basket style cables trays must have 2 individual suspension supports (on both sides of the tray – No center supports!). see drawing below



    - Supports shall meet load and span requirements of applicable electrical code.
    - Supports shall be placed on 5-foot centers.

J hooks and Ceiling Straps

J-hooks and ceiling straps are to be used to support telecommunications cabling within ceiling spaces. They should be spaced (to a maximum) of approximately 5 feet apart. Cable pathways should follow a prescribed route going over the top of heating ducts and the use of other conduits if possible.

13. Conduits and Core Drills

Conduits provide pathways between buildings for infrastructure cabling and service entrances to College facilities. Conduits are also utilized in some buildings to provide connectivity paths between MDFs and IDF's for cabling.

13.1 Underground Conduit

Provide pathways for inter-building cabling as follows:

- External new conduit to be installed water-tight and free of obstructions.
- Conduit end locations and pathways shall be mapped end to end.
- The minimum number of conduits between buildings shall be (2) 5 inches' conduits.
- Main duct bank conduit systems shall be either 6 or 8 way (or higher) depending on the locations and number of buildings to be served.
- Conduits protruding through the floor in the MDF or IDF room shall be stubbed 4 inches above the floor surface.
- Conduits shall be terminated with insulated bushings or "No Nik" guards.
- All floor penetrations shall be sleeved or piped and the fire stopped according to code.
- Whenever a conduit penetrates a fire-rated wall, it must be fire stopped according to code.
- Standard IT infrastructure manholes/handholds are 4'x4'x4' at a minimum. (See Appendix "E").
- IT vaults with GPS coordinates that can be a part of the As-Builts.'

13.2 Building Entrances

- Minimum primary IT building entrance conduit for **small** buildings shall be two 5 inches' conduits.
- Minimum primary IT building entrance conduit for **large** buildings serving as intermediate points shall be four 5 inches' conduits.
- Minimum primary IT building entrance conduit for **buildings** serving as campus "Points of Presence" (POP) shall be eight 5 inches' conduits.
- All buildings must incorporate a secondary (redundant) IT building entrance conduit path. The redundant path must utilize a separate entrance location. A minimum of two 5 inches' conduits is required.
- All building entrance conduits shall originate at the closest IT manhole and proceed continuously to the IT MDF within the building
- Building entrance conduits entering the building below floor level shall utilize ladder rack to provide vertical cable support as the cable enters the MDF location
- Building entrance conduits enter the building above floor level shall be continuously swept up to the horizontal cable tray or ladder rack level.
- Conduits protruding through the floor in the MDF or IDF room shall be stubbed 4 inches above the floor surface.
- All conduits shall be terminated with insulated bushings or "No Nik" guards.

13.3 Intra-Building Conduit and Sleeves

- The standard interior conduit size is 4 inches' new conduit to be installed watertight and free of obstructions.
- Whenever a conduit penetrates a fire-rated wall, it must be fire stopped according to code.
- All conduits shall be terminated with insulated bushings or "No Nik" guards.
- Sleeve/Conduit that penetrate the wall from hallway cable tray or J Hooks into a classroom, computer room, suites, should be a 3-inch sleeve/conduit. This information needs to be placed in the telecommunication specifications and the TA drawings.

14. Cables (Fiber/Copper/Coax)

The College's cable selection provides support for both current and emerging network technologies. The College currently uses three types of cable which support Data, Voice and Video applications throughout the College. The three types of cable utilized at the College are Fiber Optic cable, Copper cable and Coax cable.

- Fiber – Sumitomo FutureFLEX ABF System.
- Copper – Molex Premise Networks Systems.
- Coax – Belden Cable Systems.

14.1 Fiber Optic Cabling

The College uses two types of fiber optic cable Single Mode for building to building (SM) Fiber (50/125) and Multi-Mode for risers (MM) Fiber (50 microns 10GB) as defined by standards (ANSI/TIA/EIA-568-B.3) ratified by the TIA/EIA in April 2002, muli.

Fiber Optic Cabling System

The College standard fiber optic cabling is the Sumitomo FutureFLEX Air Blown Fiber (ABF) cabling System, Sumitomo Electric Lightwave Corp. PO Box 13445, 78 Alexander Drive, Research Triangle Park, NC 27709 (see figure 5 below) This system acts as the Conduit and the Inner Duct for fiber cable.

Figure 4 Examples of fiber inner duct (Two Tube, Seven Tube, and Nineteen Tube)

Two Tube, Seven Tube, and Nineteen Tube examples of Outdoor ABF

For more detailed information on the implementation and labeling of the ABF system, refer to Section 2.7 of this document.

14.2 Copper Cabling

Copper cable is to provide support for current and emerging network technologies both data (Blue) and voice (White). The College standard currently uses category 6 UTP Plenum rated cabling which supports the following Ethernet standards; 10base-T, 100base-T and 1000base-T, based upon the Molex Premise Network System, Molex Premise Networks, 2222 Wellington Court, Lisle, IL 60532.

Patch cords shall maintain the same standards as referenced above.

14.3 Coax Cabling

Coax Cable is the College standard for Cable TV distribution and In-House Television Production. Coax standards are based upon the Belden Cable System specifications., Belden Cable, 2200 U.S. 27 South, Richmond, IN 47374.

15. Cable TV:

The standard for Cable TV distribution is to distribute all signals provided by the Cable Company by means of Coax cable, amplifiers and splitters as appropriate.

- Horizontal Coax Cable should be the RG-6.
- Vertical Coax Cable should be RG-11.
- OSP Coax Cable from Building to Building should be Commscope AZ2604221.

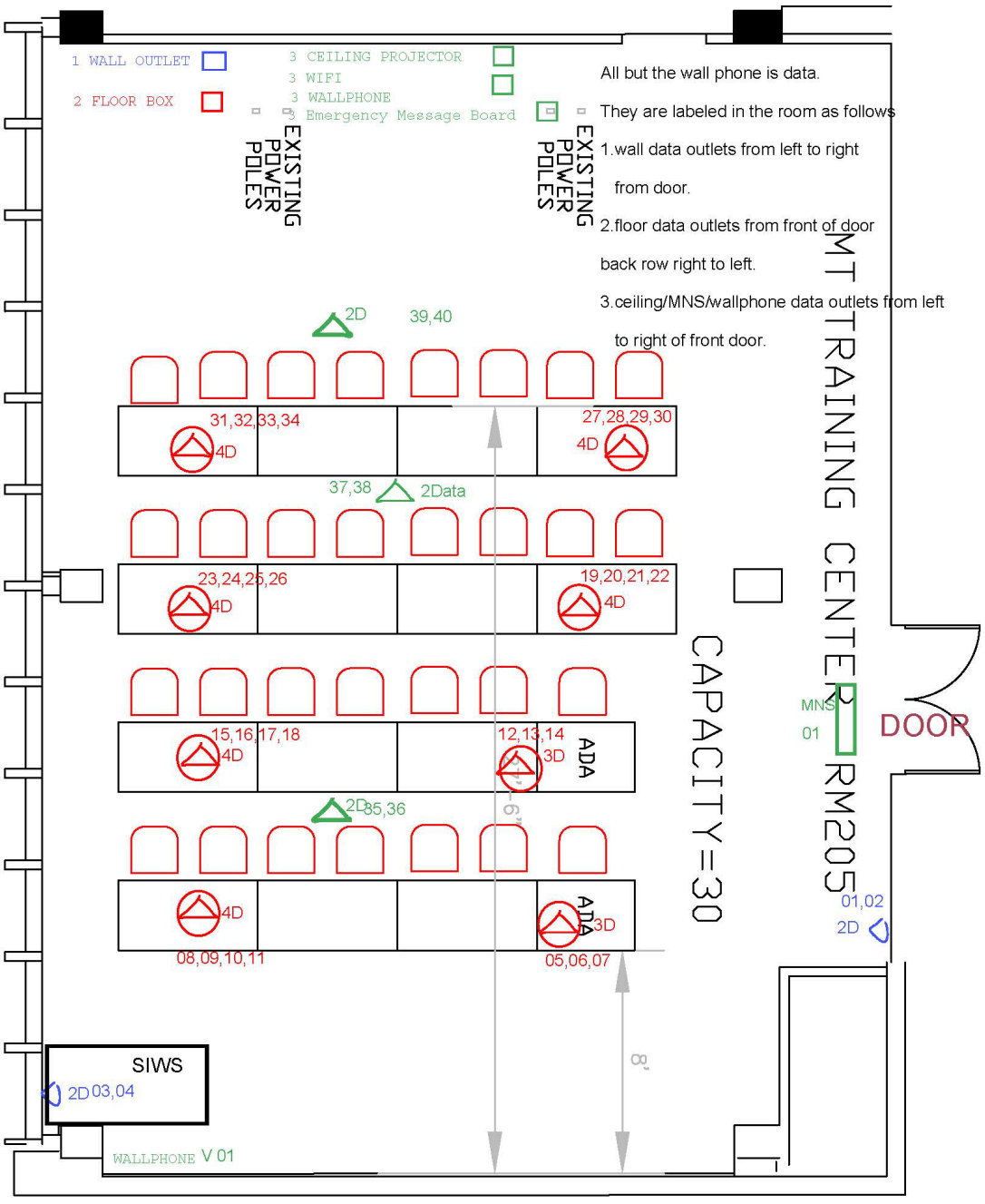
16. Installation of cables for classroom

This section describes specific installation methodologies as they are implemented at the College. Installation practices such as Labeling and Cable are outlined.

Room termination

- All data and voice will be terminated in sequential order from left to right (clockwise) starting with wall termination first then floor termination then ceiling termination using the following diagram on the next page. See figure 5 next page.

Figure 5 Basic classroom room termination design



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- Figure 6 below depicts cable labeling in a building where ‘GB’ is the building code, the room number is 112. It shows both data and voice examples. For the Data line, the closet # is ‘1’, the

Figure 6 Data and Voice Cabling Faceplate Sample for Labeling

rack # is ‘6’, the Panel # is ‘2’ and the cables are sequentially numbered starting at ‘Port 18’ through ‘Port19.’ For the Voice line, the closet # is ‘1’, the rack # is ‘3’, the Panel # is ‘2’ and the cables are sequentially numbered starting at ‘Port 14’ through ‘Port15.’

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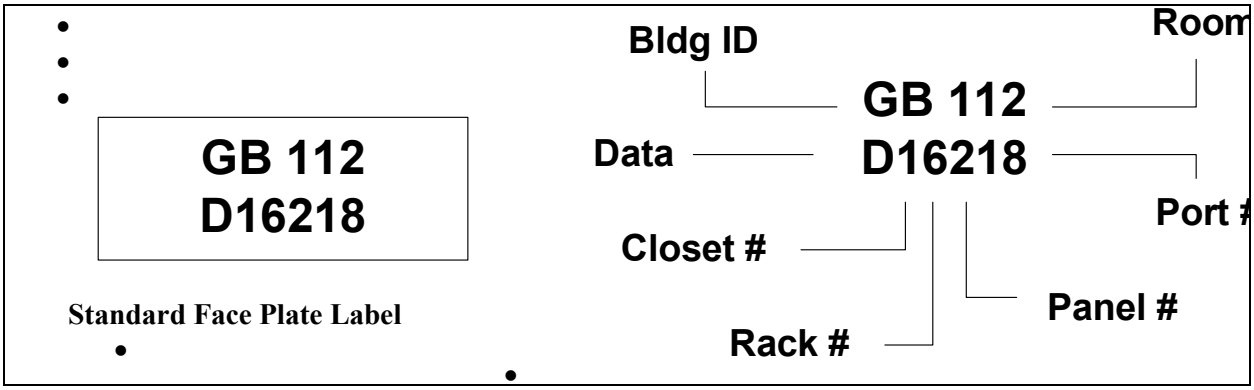

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17. Labeling

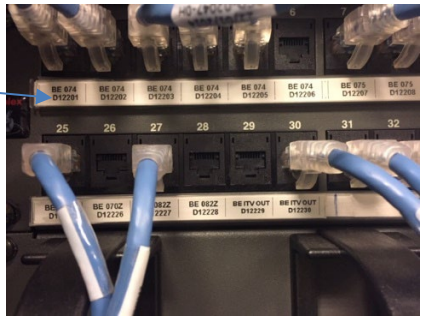
Labeling of cables is required for all cable types within the College. As stated in Section 1.3.3 of this document, a sample of a faceplate (shown as Figure 2 below) using the College IT labeling standards as documented in this section is required for review by the IT Project Manager before faceplate to the start of the labeling effort.

There are different standards for copper, coax, and fiber. Each label shall indicate, at a minimum, the physical address of the component, any physical extensions, and/or terminations:

- Vertical and backbone cables shall be labeled at each end.
- Horizontal cabling is labeled on the patch panel and the jacks.
- Label cables and conduits at strategic locations such as conduit ends, backbone splice points, manholes and pull boxes.
- Each cable shall have a unique identifier.
- The identifier shall be marked directly on the cable or the labels affixed to the cable.
- Labels shall be made from a durable material, such as vinyl.
- Labels shall be suitable for wrapping and bending.
- Labels shall be consistent across an installation.
- All labels shall be easy to see.
- Horizontal data, voice and video cable labeling. Label cables with the following information:
- Building code
- Room number
- Cable identifier D =data, V=voice, W=wireless, P=projector, E=mass notification systems, B= Building automation System
- Telecom closet number (MDF always Telecom room # 1 could be ground floor or 1st floor) Each of the other telecom rooms should be labeled with a separate number as 2 then 3 etc. Each telecom room in the building will get a separate number. This will be discussed during the design phase of the project and reviewing of the construction drawings.
- Rack number
- Panel number
- Port number (sequential incremented per room).
- The patch panel labeling should match the wall plate labeling

Figure 8 below that illustrates cable labeling in a building where ‘BE’ is the building code and the room numbers are 074 and 075. The figure depicts data lines where the Telecom closet # is ‘1’, the rack # is ‘2 the Panel # is ‘2’ and the cables are sequentially numbered starting at “Port 01’ through Port 08 and Port 25 through Port 32. See sample picture next page.

Figure 8,9, 10 Typical RJ 45 48-Port Cat 6 Patch Panel



FutureFLEX Air Blown Fiber

The FutureFLEX Air Blown Fiber (ABF) cabling system consists of two components, Tubes, and Cores.

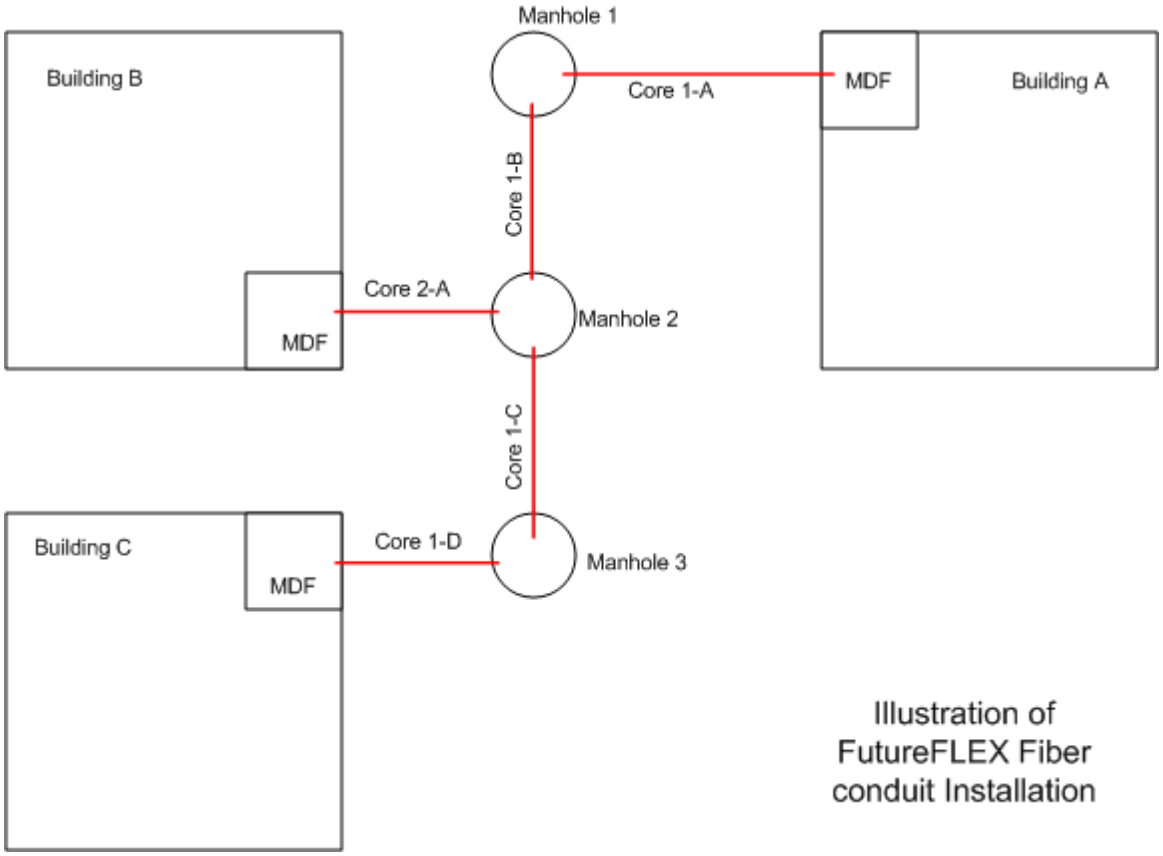
Air Blown Fiber (ABF) Core Labeling:

Each Core is labeled with a unique number. Core one (1) on a campus would be labeled 'C1'.

Any given Core run may be cut within a manhole to provide a path between tubes in other cores with different destinations.

Each section of the Core will have the sections identified as sections A, B, etc. For example, A Core has three splice points between its end-points yielding four sections of core one. In this illustration, the four sections would be labeled 'C1A', C1B', 'C1C' and 'C1D' respectively.

Figure 9 example Core One or 'C1'



ABF Tube Labeling:
All within each ABF Core are to be labeled with a number starting with one and incrementing by one to the total count of that particular core. Both ends of the tubes at all splice points must be labeled identically.

For example, a seven-tube core will have the tubes labeled: '1', '2', '3', '4', '5', '6' and '7'.

Riser fiber optic cable labeling:

Label cables with the following information:

- Building code
- Closet room number
- Rack number
- Fiber shelf number

Backbone fiber optic cable labeling:

All backbone fiber optic cable is labeled at both ends with the termination information of the other end of the cable:

- Label cables with the following information:
    - Building code
    - Closet room number
    - Rack number
    - Fiber Shelf number

18. Cable Testing

All new cable installations shall be tested after installation according to current Industry Standards.
A written copy of all tests shall be provided to the IT Project Manager at completion of the tests.
The College requires 'End-to-End' testing of all cabling plants after infrastructure equipment is installed. In the case of telephone jacks, a 'dial tone' test is performed. In the case of data drops, network connectivity is tested. In case the of Fiber cabling drops a sweep, a test is performed.

Testing category 6 cable

All Category 6 cables shall be tested to and pass ANSI/TIA/EIA 568 B.2. Tests shall utilize a Category 6 compliant cable tester. Electronic results for each cable will be submitted as part of the "As-Built" project performance acceptance records. In addition to the above information, the documentation will also include a pass/fail indication for the specified cable, the test date, the serial number, and software version of the scanner, and a copy of the calibration certificate for the scanner. Necessary applications for reading the results will be provided by the requirements-refer to ANSI/TIA/EIA 568-B.2. This document can be found in the "TIA/EIA Telecommunications Building Wiring Standards. A written copy of all tests shall be provided to the IT Project Manager after completion.When testing the Cat6 data cable with the fluke testers, you should use the same adapters, on transmit and receive ends. A Permanent link adapter should be used on both ends and a Channel Adapters should be used on both ends when testing. DO NOT use a Permanent link adapter on one end with a Channel Adapter on the other end during the cable testing process.

Testing Single Mode Fiber Optic Cables

All single-mode fiber cables shall be tested at both 1310 nm and 1550 nm after installation. Printed test results for each fiber strand are required. All tests are to be performed in accordance with ANSI/TIA/EIA-526-7, Method A.1, and One Reference Jumper. Fibers will be considered acceptable if the OTDR trace for that fiber shows an end to end loss of less than xxdB + yy (0.2) dB + zz (0.5) dB (where yy is the number of splices, zz is the number of connector pairs and xx is calculated using the following formula: xx = distance X fiber attenuation/unit distance @ lambda). Also, no splice may show a loss of greater than 0.2 dB and no connector pairs may show a loss of greater than 0.5 dB. Any additional tests required by the ANSI/TIA/EIA standard shall also be performed and also included in the written test report.

Each fiber strand must be tested utilizing an Optical Time Domain Reflectometer bi-directional tester at the wavelengths specified above. Overall, the OTDR test results shall be made up of the wavelength of the conducted test, the link length, attenuation, cable identification, and the locations of the near end, the far end and each splice point or points of discontinuity. Hard-copy results for each fiber strand shall be

submitted as part of "As-Built" documentation. A written copy of all tests shall be provided to the IT Project Manager after completion.

Testing Multi Mode Fiber Optic Cables

All multi-mode fiber cables shall be tested at both 850 nm and 1300 nm after installation. Printed test results for each fiber strand are required. All tests are to be performed per the ANSI/TIA/EIA-526-14A. Fibers will be considered acceptable if the OTDR trace for that fiber shows an end to end loss of less than xxdB + yy (0.2) dB + zz (0.5) dB (where yy is the number of splices, zz is the number of connector pairs and xx is calculated using the following formula: xx = distance X fiber attenuation/unit distance @ lambda). Also, no splice may show a loss of greater than 0.2 dB and no connector pairs may show a loss of greater than 0.5 dB. Any additional tests required by the ANSI/TIA/EIA standard shall also be performed and also included in the written test report. The vendor shall test each fiber strand utilizing an OTDR bi-directional tester at the wavelengths specified above. Overall, the OTDR test results shall be made up of the wavelength of the conducted test, the link length, attenuation, cable identification, and the locations of the near end, the far end and each splice point or points of discontinuity. Hard-copy results for each fiber strand shall be submitted as part of "As-Built" documentation. If the cable fails to meet the above requirements, the contractor at the contractor's expense shall replace it. A written copy of all tests shall be provided to the IT Project Manager after completion.

Testing Copper Voice Feeder Cables:

For all voice copper cable installations, the cables shall be tested for the following:

- Continuity of each conductor from the end-to-end - open test.
- Shorted conductors with other conductors - short test.
- The proper polarity of paired conductors from the end-to-end - reverse test (for the correct tip & ring and data terminations).
- Proper termination of wire pairs from the end-to-end – cross-test (for splits and other incorrect terminations).
- Proper ground and shield bonding (for shielded cables only) - effective ground test (for zero potential difference bonding).
- Grounded conductors (for all cables) - ground fault test.
- Detection of AC or DC power on any conductor - power fault test.
- All data cables shall be tested per EIA/TIA TSB-67 Level II requirements.
- A maximum of 1% defective pairs will be allowed in the Outside Plant Copper Cable. For any number higher than this, the cable shall be replaced or repaired at the splice point.
- A written copy of all tests shall be provided to the IT Project Manager after completion.

Testing Fiber Cable:

All testing of point to point fiber cabling will be conducted with in-house specialized communication engineers present. Testing of communication, video, audio, and tally information will be tested with appropriate cable testers and in-house equipment to ensure operability. A sweep test is required.

Appendix A: Telecommunication Trade Contractor Qualification Statement

PART 1 - SUBMITTAL REQUIREMENTS

1.0 Telecommunications Trade Contractor must submit the Qualification Statement with their bid.

PART 2 - TECHNICAL EVALUATION CRITERIA

1.0 The qualification statement must provide, at a minimum, the following information.

State the number of years in the cable installation business. The trade contractors are required to have engaged in cable installation at commercial, governmental or education institutional agencies within the Metropolitan Washington area (including Baltimore) for not less than 3 years. Trade Contractors should currently have in their employ sufficient staff to provide the required work per specification in this Request for Proposal. State number of qualified support staff available to complete the project as required.

A. Trade Contractor(s) MUST have sufficient qualified staff to accommodate a project that requires a minimum crew of two (2) people at the job site. A crew consists of a minimum of 1 qualified technician and one helper. Include a brief description on a separate sheet, of personnel that will be assigned to work on the project. Copies of resumes, certifications, manufacturer training, technical schooling and background showing qualifications and length of current employment of field staff to be assigned to this contract MUST be included with this statement.

B. Trade Contractor(s) MUST be a Certified Organization or have a minimum of one certified installer, or employ a Certified Sub-Contractor for each type of communication cable being installed. Certification programs as established by the manufacturers below are typical College standards;
    1. **CAT 6 Copper**
        a. Molex Premise Networks, 2222 Wellington Court, Lisle, IL. 60532
    2. **Fiber Optic**
        a. Sumitomo Electric Lightwave Corp. PO Box 13445, 78 Alexander Drive, Research Triangle Park, NC. 27709
    3. **Coaxial**
        a. Belden Cable, 2200 U.S. 27 South, Richmond, IN. 47374

    Evidence of current Certifications MUST be included with your statement and MUST be maintained through the life of the contract.

C. The Trade Contractor(s) MUST provide a statement, on a separate sheet, demonstrating that they understand the scope of the work as outlined in this Bid. The Trade Contractor MUST describe the approach that they propose to use in fulfilling the College's requirements.

D. The Trade Contractor(s) MUST provide evidence of their ability to perform building-wide wiring installations of copper cabling and Category 6 unshielded twisted pair (UTP) cabling, 62.5 multi-mode, 50 microns 10GB multimode and single-mode optical fiber cabling in accordance with referenced standards contained within. The Trade Contractor(s) may provide this evidence by listing three (3) prior references that had requirements similar to those required in this contract, along with the location, contact person, current telephone number, and a short narrative description detailing the scope of the project. Descriptions shall include wiring closet installation, wiring types, cable routes and supporting electrical installation (if any).

E. The prime Trade Contractor MUST employ on staff a minimum of one (1) BICSI certified RCDD designer and (1) BICSI LAN Specialist throughout the life of the contract. Copies of resumes, professional licenses, certifications, manufacturer training, technical schooling and background showing qualifications and length of current employment of field staff to be assigned to this contract MUST be included with your proposal.

F. The Trade Contractor MUST possess and demonstrate the ability to use both an Optical Time Domain Reflectometer (OTDR) and a Microtest Pentascanner or equivalent to meet the testing requirements specified elsewhere in this document. The Trade Contractor MUST provide evidence of its ability to use these testing devices by submitting samples of reports in the manner required in the cable testing section of this document.

The College shall be the sole judge in determining whether a Trade Contractor is qualified. In evaluating each telecommunication Trade Contractor, consideration shall be given to items including, but not limited to, the reputation and experience of the Trade Contractor, the quality of performance of previous contracts or services, either with the college or with other customers.

Appendix B: Sample of a Cut Sheet

CABLE CUT SHEET															
	1ST FLOOR	SCIENCE	EAST												
ROOM	CONFIGURATION	JACK PORT	TYPE	CLOSET	RACK	PANEL	PORT	LABEL	JACK PORT	TYPE	CLOSET	RACK	PANEL	PORT	LABEL
SC-150	2D/2V	A-DATA	D	5	2	1	01	SC150-5-2-1-01	A-VOICE	V	5	1	1	01	SC-150-5-1-1-01
		B-DATA	D	5	2	1	02	SC150-5-2-1-02	B-VOICE	V	5	1	1	02	SC-150-5-1-1-02
SC-150	2D/2V	A-DATA	D	5	2	1	03	SC150-5-2-1-03	A-VOICE	V	5	1	1	03	SC-150-5-1-1-03
		B-DATA	D	5	2	1	04	SC150-5-2-1-04	B-VOICE	V	5	1	1	04	SC-150-5-1-1-04
SC-150	1D/C	A-DATA	D	5	2	1	05	SC150-5-2-1-05							
SC-150	WAP	A-DATA	D	5	2	1	06	SC150-5-2-1-06							
SC-150	SPARE WAP	A-DATA	D	5	2	1	07	SC150-5-2-1-07							
SC-150	SPARE WP								A-VOICE	V	5	1	1	05	SC-150-5-1-1-05
SC-151	1D/C	A-DATA	D	5	2	1	08	SC-151-5-2-1-08							
SC-151	2D/2V	A-DATA	D	5	2	1	09	SC-151-5-2-1-09	A-VOICE	V	5	1	1	06	SC-151-5-1-1-06
		B-DATA	D	5	2	1	10	SC-151-5-2-1-10	B-VOICE	V	5	1	1	07	SC-151-5-1-1-07
SC-151	4D	A-DATA	D	5	2	1	11	SC-151-5-2-1-11							
		B-DATA	D	5	2	1	12	SC-151-5-2-1-12							
		C-DATA	D	5	2	1	13	SC-151-5-2-1-13							
		D-DATA	D	5	2	1	14	SC-151-5-2-1-14							
SC-151	6D	A-DATA	D	5	2	1	15	SC-151-5-2-1-15							
		B-DATA	D	5	2	1	16	SC-151-5-2-1-16							
		C-DATA	D	5	2	1	17	SC-151-5-2-1-17							
		D-DATA	D	5	2	1	18	SC-151-5-2-1-18							
		E-DATA	D	5	2	1	19	SC-151-5-2-1-19							
		F-DATA	D	5	2	1	20	SC-151-5-2-1-20							
SC-151	6D	A-DATA	D	5	2	1	21	SC-151-5-2-1-21							
		B-DATA	D	5	2	1	22	SC-151-5-2-1-22							
		C-DATA	D	5	2	1	23	SC-151-5-2-1-23							
		D-DATA	D	5	2	1	24	SC-151-5-2-1-24							
		E-DATA	D	5	2	1	25	SC-151-5-2-1-25							
		F-DATA	D	5	2	1	26	SC-151-5-2-1-26							
SC-151	WAP	A-DATA	D	5	2	1	27	SC-151-5-2-1-27							
SC-151	WP								A-VOICE	V	5	1	1	08	SC-151-5-1-1-08
SC-152	4D	A-DATA	D	5	2	1	28	SC-152-5-2-1-28							
		B-DATA	D	5	2	1	29	SC-152-5-2-1-29							
		C-DATA	D	5	2	1	30	SC-152-5-2-1-30							
		D-DATA	D	5	2	1	31	SC-152-5-2-1-31							
SC-152	3D	A-DATA	D	5	2	1	32	SC-152-5-2-1-32							
		B-DATA	D	5	2	1	33	SC-152-5-2-1-33							
		C-DATA	D	5	2	1	34	SC-152-5-2-1-34							
SC-152	WAP								A-VOICE	V	5	1	1	09	SC-152-5-1-1-09
SC-152	3D/1V	A-DATA	D	5	2	1	35	SC-152-5-2-1-35	A-VOICE	V	5	1	1	10	SC-152-5-1-1-10
		B-DATA	D	5	2	1	36	SC-152-5-2-1-36							
		C-DATA	D	5	2	1	37	SC-152-5-2-1-37							
SC-152	4D	A-DATA	D	5	2	1	38	SC-152-5-2-1-38							
		B-DATA	D	5	2	1	39	SC-152-5-2-1-39							
		C-DATA	D	5	2	1	40	SC-152-5-2-1-40							
		D-DATA	D	5	2	1	41	SC-152-5-2-1-41							
SC-152	3D/1V	A-DATA	D	5	2	1	42	SC-152-5-2-1-42	A-VOICE	V	5	1	1	11	SC-152-5-1-1-11

Appendix C: Material List
Manufacturer Contact and Part Numbers

- Chatsworth- WWW.chatsworth.com
  a. Two Poster Rack-
     - Chatsworth 19" equipment racks
     - 55053 – 715 8-foot black
  b. Vertical Cable Manager-
     - Chatsworth Master Cabling Sections (MCS)
     - 30096 – 715 8 foot black (10" wide vertical cable manager)
     - 35522 – 715 8 foot black (8" wide vertical cable manager)
  c. Rack Mount Power Strips-
     - Chatsworth 12816-707
  d. Grounding
     1. Busbar- 40153-012
     2. Grounding Cable- 6 AWG
  e. Ladder Rack- 10250-712 (12" minimum, sized according to requirements)
     1. Butt-Splice kit- 11301-701
     2. Junction-Splice kit- 11302-701
     3. 3" Channel Rack to Ladder Mounting Plate- 12730-712
     4. Wall Angle Support kit- 11421-712
  f. UPS Shelves- TS1008848
- B-Line- WWW.b-line.com
  a. Wire basket tray FT2X18X10 (18" minimum, sized according to requirements)
  b. Washer splice kit- Washer SPL KIT_
  c. 90 Degree Kit- 90 DEGREE KIT_
- Caddy- WWW.erico.com
  a. Mounting plate bracket- MPLS
  b. J-Hooks- (Depends on Ceiling) View website or ask College for preference.
  c. Rings- (Depends on Ceiling) View website or ask College for preference.
- Molex- WWW.molexpn.com
  a. Faceplate
     i. 2-port- WSY-00018-02
     ii. 4-port- WSY-00002-02
     iii. 6-port- WSY-00001-02
     iv. Biscuit- SSY-00002-02
     v. Wall Phone Plate- WSS-00007
  b. Blanks- KSJ-00005-02
  c. Jacks
     i. Data- KSJ-00018-BL (Blue)
     ii. Voice- KSJ-00018-02 (White)
     iii. MCFNET- KSJ-00018-08 (Grey)
     iv. Coax- MSY-00002-02

Raceway Applications

v. Keystone Data- KSJ-00033-BL (Blue)
vi. Keystone Voice- KSJ-00033-02 (White)

d. Cable
   i. Data- CAA-0181P-BL (Blue)
   ii. Voice- CAA-0181P-02 (White)
   iii. Mass Notification Camera's/Message Boards- CAA-0181P-PK (Pink)
   iv. Building Automation System (BAS) CAA-0181P-GR (Green)
e. Patch Panel- PID-00142 (Data)
f. Rack Mount 110 Blocks
   i. Cat 6 Station Voice- KPD-00080
   ii. Cat 6 C4 Connectors- KPD-00088
   iii. Cat 5e Tie Cable- KPD-00061
g. Horizontal Wire Manager
   i. 1U- 25. B016G
   ii. 2U- 25. B013G
   iii.
h. Patch Cords
   i. Cat6 1.5m- PCD-02047-OH (Blue) (Closet End)
   ii. Cat6 3m- PCD-02043-OH (Blue) (Closet/Station End)
   iii. Cat6 5m- PCD-02044-OH (Blue) (Closet/Station End)

Mass Notification Patch Cords

iv. Cat6 1.5m- PCD-02047-PK (Pink) (Closet End)
v. Cat6 3m- PCD-02043-PK (Pink) (Closet/Station End)
vi. Cat6 5m- PCD-02044-PK (Pink) (Closet/Station End)

Building Automation Systems (BAS) (MCFNET) Patch cords

vii. Cat6 1.5m- PCD-02047-GR (Green) (Closet End)
viii. Cat6 3m- PCD-02043-GR (Green) (Closet/Station End)

- Sumitomo- WWW.sumitomoelectric.com
  a. Tubes
     i. 2 tube- TC02TOX Underground, TC02MSOS Aerial, TC02TRC Riser, TC02TP2 Plenum
     ii. 4 tube- TC04TOX Underground, TC04MSOS Aerial, TC04TRC Riser, TC04TP2 Plenum
     iii. 7 tube- TC07TOX Underground, TC07MSOS Aerial, TC07TRC Riser, TC07TP2 Plenum
     iv. 19 tube- TC19TOX Underground, TC19MSOS Aerial, TC19TRC Riser, TC19TP2 Plenum
     v. Clear tube from Distribution Unit to Fiber Box TC01TCX

b. Fiber

i. Single-mode

- 6 Strand FB06SX
- 12 Strand FB12SX
- 18 Strand FB18SX
- 24 Strand FB24SX

ii. Multimode- (50/125)

- 6 Strand FB06G53
- 12 Strand FB12G53
- 18 Strand FB18G53
- 24 Strand FB24G53

iii. Connectors- SC

c. Fiber Box

i. 2U (24-48 Ports)- FT02RU4P
ii. 3U (48-96 Ports)- FT03RU8P
iii. 4U (72-144 Ports)- FT04RU12P
iv. 12 Port Cassette FTSC-FBK12TBFOM4MP12/ FTSC-FBK12TBFOS2MP12

b. Tube Distribution Unit- DE06MDU Small, DE20IDU Medium, DE36IDU Large
c. Outdoor Nema6 Armadillo Case
   i. DE09SPC- Medium
   ii. DE12SPC- Large

iv. Lighting Protection Systems – 230-volt applications
a. Tii Porta Systems www.tiinettech.com
   i. Lightning Protection Box- 25100-110-M110PC
   ii. Lightning Protection Box- 25025-110-M110PC
b. Circa Systems
   i. Circa 1880ENA1/NSC-50

v. Superior Essex- WWW.superioressex.com
a. Tie Cable
   i. OSP Cat5 MEGAPIC-NF – 04-104-31 (100 Pair)
   ii. UTP Cat5e 25 Pair- 51-478-48

vi. Commscope- WWW.commscope.com
a. OSP Trunk Cable- P3500JCASS

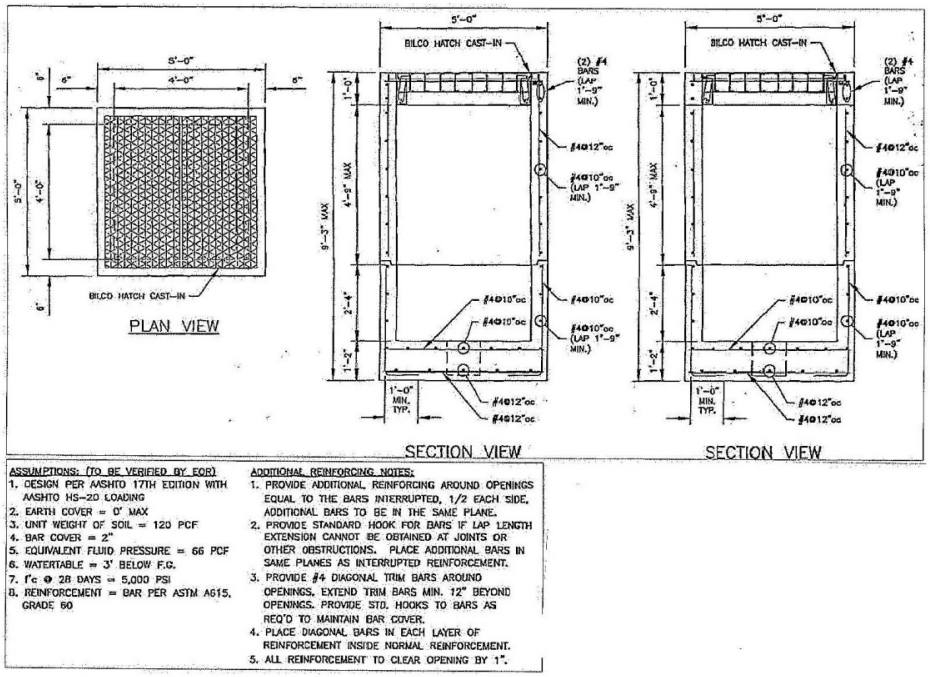
Belden- WWW.Belden.com

b. Horizontal Coax- (1695A)
c. RG 11 Vertical Coax- 7731A

vii. Mohawk- WWW.Mohawk.com
a. Cat6 Outside Plant 4 pair Copper Cable- M57562

viii. Blonder Tongue- WWW.Blondertongue.com
a. 8 port splitter- (LPD-8p)
b. 8 port amplifier- specific details to be provided

Appendix D: IT Telecom Manhole Diagram



TELECOMMUNICATIONS MANHOLE DETAIL 8

NOT TO SCALE

Note: Add ladder rungs to manholes exceeding 4 feet in depth.

Note: Add manhole cable racking devices on a minimum of 2 walls to support cables within the manhole.

Note: The MDF and IDF rack elevations will be designed by Montgomery College when all data, voice, and fiber amounts have been determined throughout the building design.

MONTGOMERY COLLEGE

Office of Business Services
9221 Corporate Blvd
Rockville, MD 20850

REQUEST FOR PROPOSAL

RFP NO. E523-012

RFP TITLE: IT INFRASTRUCTURE CABLING PRODUCTS & SERVICES

All proposals MUST BE RECEIVED **electronically** by 3:00pm Eastern Daylight Time (EDT) on **April 21, 2023.**

Prices must remain firm for: **120 DAYS AFTER PROPOSAL CLOSING DATE AND TIME**

Proposal Bond Requirements:	**NONE**
Performance, Labor and Material Bond requirements:	**NONE**
Pre-proposal Conference:	**NONE**

MINORITY VENDORS ARE ENCOURAGED TO RESPOND TO THIS SOLICITATION

Important: Your quotation will be jeopardized if any portion of this inquiry is not complete. No proposal will be accepted after the date and time stated above.

Patrick Johnson, MBA
Director of Procurement

NOTE: Prospective Offeror's that have received this document from a source other than the Procurement Office should immediately contact the Procurement Office and provide their name and e-mail address so that any amendments to the Bid/RFP or other communications can be sent to them. Failure to contact the Procurement Office may result in non-receipt of important information.

REGISTRATION OF CORPORATIONS NOT REGISTERED IN THE STATE OF MARYLAND Pursuant to 7-202 et. Seq. of the Corporation and Associations Article of the Annotated Code of Maryland, corporations not incorporated in the State of Maryland shall be registered with the State Department of Assessments and Taxation, 301 West Preston Street, Baltimore, Maryland 21201 before doing any interstate or foreign business in this State. A copy of the registration or application for registration may be requested by the College.

MONTGOMERY COLLEGE ▪ OFFICE OF BUSINESS SERVICES
REQUEST FOR PROPOSAL TITLE: IT INFRASTRUCTURE CABLING PRODUCTS & SERVICES
RFP NUMBER: E523-012
RFP CLOSING DATE AND TIME: APRIL 21, 2023 @ 3:00 PM

TABLE OF CONTENTS

MONTGOMERY COLLEGE ▪ OFFICE OF BUSINESS SERVICES
REQUEST FOR PROPOSAL TITLE: IT INFRASTRUCTURE CABLING PRODUCTS & SERVICES
RFP NUMBER: E523-012
RFP CLOSING DATE AND TIME: APRIL 21, 2023 @ 3:00 PM

SECTION 1 – PROPOSAL AND CONTRACT INFORMATION

1.1 Intent

It is the intent of this Request for Proposal to provide Montgomery College with Information Technology Infrastructure Cabling Products and Services, in accordance with the terms, conditions, and specifications described herein. In the event that a special condition is contradictory to a general condition, the special condition shall prevail.

Montgomery College will hereinafter be referred to as the "College" and "MC." Respondents to the RFP will be referred to as "Offeror's" and "Proposers." The Offeror to whom the contract is awarded will be referred to as the "Contractor."

1.2 Electronic Bid Submittal Due Date

All responses to this Request for Proposal must be submitted electronically, as two separate attachments. One attachment shall consist of the Technical Proposal, and the second attachment shall consist of the Price Proposal. Both attachments shall be sent together, in a single email. See **Section 6 Proposal Submission** for complete submission instructions.

Electronic proposal and addendum or addenda, if applicable, shall be sent to the following email address by the submittal deadline date and time: vendor.proposals@montgomerycollege.edu. All responses to this Request for Proposal are due by **3:00 p.m., April 21, 2023** Eastern Daylight Time (EDT). **No responses will be accepted after this date and time.** In the event that the College is closed on the RFP closing date, due to an unforeseen circumstance, the RFP will close at the stated time on the next open business day, unless the Offeror is notified otherwise.

1.3 Contact Information

Request for information or technical questions related to this solicitation should be directed to **Cherree Adams, Purchasing Manager,** via e-mail to cherree.adams@montgomerycollege.edu. The Bidder may not initiate contact with any other College representative about this bid. All inquiries and questions must be submitted in writing via email and received by **4:00 pm, April 12, 2023.** All questions received by the noted deadline will be answered and sent to all proposing firms via issuance of an addendum. No questions will be accepted after this date.

1.4 Addenda

The College will issue an addendum or addenda to all prospective Offeror's known to have received the document, if it becomes necessary to issue any. Only answers provided via an addendum issued by the Procurement Office will be binding. However, Offeror's bear sole responsibility for downloading all addenda, if any, for this RFP from the College Procurement website at **http://www.montgomerycollege.edu/procure/** and it is the responsibility of the Offeror to check this site for any addenda before submitting a proposal. Acknowledgement of the receipt of all addenda must accompany the Offeror's proposal, and all addenda shall become part of the RFP documents. Failure to acknowledge receipt does not relieve the Offeror from complying with all terms of any such addenda.

SECTION 1 – PROPOSAL AND CONTRACT INFORMATION -continued

1.5 Proposal Validity

Offeror's must hold their proposal prices for 120 days after the award date. In the event that the awarded Contractor is unable to perform the contract, the College reserves the right to re-solicit the contract or to award the contract to the next highest evaluated Offeror.

1.6 General Conditions and Instructions

Offerors shall refer to, understand, and agree to Attachment F, General Conditions and Instructions, of this proposal. The College reserves the right to reject as non-responsive any offer that objects to any of the terms, conditions, or specifications of this RFP.

1.7 Submitted Pricing

All pricing is FOB Destination. Pricing must be submitted on the Price Proposal page (Section 7). The prices offered on the Price Proposal must include all charges, costs, and fees incurred in the delivery of this procurement. No allowance will be made at a later date for additional charges due to the Offeror's omission. Payment discounts, if offered, will be taken when appropriate, but will not be considered in the evaluation for award. The College reserves the right to request additional related services in support of its operations, and fees for those services shall be negotiated accordingly. The College is exempt from State of Maryland sales use tax and federal excise tax, and the College will not pay or reimburse those taxes.

1.8 References

The Offeror must provide three (3) references, with whom Offeror has provided similar services within the past three years. All references must include organization name, contact name, mailing and email address, telephone number, and service dates. Cited references must be able to confirm, without reservation, the Offeror's ability to provide services in accordance with the requirements contained in this solicitation. The College reserves the right to reject a proposal based on an unsatisfactory reference; use itself as a reference, if applicable; request additional references; contact any non-reference clients that have utilized Offeror's services; or require a site visit to one or more of the Offeror's reference locations.

1.9 Subcontractors

The College seeks proposals from Contractors performing all requested services and will enter into an agreement only with the selected Offeror. No portion of the work shall be subcontracted without the prior written consent of the College throughout the terms of the contract, including renewals and extensions. In the event the Contractor desires to subcontract part of the services specified herein, the Contractor shall furnish the company or individual name(s), contact name, mailing and e-mail addresses, qualifications, and experience of the proposed subcontractor(s), as well as a description of the services to be performed by the subcontractor. The primary Contractor shall remain fully liable for the work performed by the subcontractor(s) and shall assure compliance with all requirements of the contract if approved by the College. The College reserves the right to reject any proposed subcontractor in its own best interest.

SECTION 1 – PROPOSAL AND CONTRACT INFORMATION -continued

1.10 Proposal Evaluation

Proposals submitted in response to this solicitation will include evaluation as follows:

1.10.1 Offeror is **responsible** – Offeror demonstrates ability to provide products and/or services that can meet or exceed requirements. The following criteria will be used to determine responsibleness:

1.10.1.1 Offeror has the equipment, ability, and experience to perform the work as stated in the specifications listed in this RFP.

1.10.1.2 Offeror is financially stable.

1.10.2 Offeror is **responsive** – Offeror follows RFP submission instructions and provides all requested materials. The following criteria will be used to determine responsiveness:

1.10.2.1 Offeror has favorable references that can confirm its ability to provide the products and/or services as stated in the specifications listed in this RFP.

1.10.2.2 Offeror has provided all documentation and samples requested in the Scope of Work/Specifications.

1.11 Proposal Rejection

The College reserves the right to reject any or all offers received as a result of this Request for Proposal. Offers may be rejected for any of the following reasons:

1.11.1 Failure to meet the mandatory specifications and requirements.
1.11.2 Failure to respond in a timely manner to a request for additional information, data, etc.
1.11.3 Failure to supply appropriate and favorable client references.
1.11.4 Submittal of an incomplete Price Proposal page.
1.11.5 Failure to sign the proposal.
1.11.6 Failure to return any addenda acknowledgements
1.11.7 Submittal of conditional, alternate or multiple proposals.
1.11.8 Failure to demonstrate that it is qualified to carry out the obligations of the contract and to implement and support the work specified herein.
1.11.9 Failure to provide samples and/or demonstration materials that are representative of the quality level sought by the College.

1.12 Required Submittal List (RFP Packet should be returned in its entirety)

- Technical Proposal, including all attachments and
  - References (Attachment A)
  - Conflict of Interest Statement (Attachment B)
  - Non-Debarment Acknowledgement (Attachment C)
  - Contractor Information Form (Attachment D)
  - Subcontractor List, if applicable
  - Acknowledgement of Receipt of Addenda, if applicable
- Price Proposal (Section 7)

1.13 Failure to Submit

Failure to provide any of the items noted in Section 1.11 may deem a proposal non-responsive.

1.14 Estimated Contract Quantities

If applicable, the College's estimated service requirements should not be construed as a guarantee of the actual volume to be purchased.

SECTION 1 – PROPOSAL AND CONTRACT INFORMATION -continued

1.15 Contract Award

Awards will be made on **primary and secondary** basis to the two highest ranked responsible, responsive bidders who can meet the terms, conditions, and specifications of this solicitation. Evaluation of Offeror's will be based on Offeror qualifications, competitive pricing, and references. The evaluation for award will be made on the basis of payment to the Contractor in Net 30 Days from the date an acceptable invoice is received by Montgomery College. The College may cancel this Request for Proposal or reject any or all proposals in whole or in part.

1.16 Contract Documents

The Request for Proposal in its entirety, the Offeror's proposal, and the College purchase order will form the contract. Offeror's requiring their signed contract or terms and conditions separate and apart from the foregoing must submit such a contract, terms, and conditions with their response. The contract will be examined and evaluated along with the Offeror's proposal. The College reserves the right to reject the Offeror's contract form and terms and conditions.

1.17 Contract Term

The initial term of this contract will be **July 1, 2023 through June 30, 2024**. Beyond the initial term, at the sole option of the College, the contract may be renewed for four additional one-year terms, subject to funding availability and need, and provided that the Contractor has been in compliance with the terms and conditions of the contract and its service has been satisfactory. The College reserves the right to amend its requirements during the life of the contract to meet the needs of the College.

1.18 Notification of Change in Personnel Assigned to Contract

Awarded contractor must notify Montgomery College of any changes in personnel assigned to contract, that may impact level of services provided by contractor. Notification must be provided throughout life of contract, and within (7) seven business days of a change in personnel assigned to contract. Failure to notify Montgomery College may result in termination of contract.

1.19 Notification of Change in Financial Condition

Awarded contractor must notify Montgomery College of any change in company's financial condition that could negatively impact the level of services or products provided by contractor. Notification must be provided throughout life of contract, and within (7) seven business days of change in company's financial condition. Failure to notify Montgomery College may result in termination of contract.

1.20 Contract Pricing

Contract prices shall remain fixed for first year of contract. Requests for price increases after first year of contract must be submitted in writing within 60 days of expiration of year one contract term. The same will apply for all successive contract renewal periods, should the College elect to exercise them. Any approved increase will take effect at the start of a contract renewal term. All contract price increase requests, along with supporting documentation must be sent to the Director of Procurement. The College reserves the right to request additional supporting documentation. Any price adjustments cannot exceed the Consumer Price Index (CPI) for the Washington, DC-Baltimore Metropolitan Area as published by the U.S. Department of Labor, Bureau of Labor Statistics, Consumer Price Index, All Urban Consumers (PCI-U), not seasonally adjusted; most current year final index (no preliminary).

SECTION 1 – PROPOSAL AND CONTRACT INFORMATION -continued

1.21 Contract Modification and Amendment

The College retains the unilateral right to require changes in the Scope of Work as long as the changes are within the general scope of work to be performed hereunder. The College, without invalidating the contract documents, may submit a written request to order extra work or to make changes to the agreement by altering, adding to, or deducting from the work, and the contract sum shall reflect such changes. Price adjustments must be accepted, in writing, by Montgomery College before the Contractor performs additional work on the project.

The Contractor cannot accept purchase orders/requests for services or products that are not covered in this contract or make changes to the scope of work unless a price for those services or products has been negotiated with the Procurement Office, and the Contractor has received a signed contract amendment from the Procurement Office.

1.22 INSURANCE REQUIREMENTS (if applicable)

The Contractor shall maintain such insurance as will indemnify and hold harmless the College from Workmen's Compensation and Public Liability claims for property damage and personal injury, including death, which may arise from the Contractor's operations under this contract, or by anyone else directly or indirectly employed by him/her. Certificate of insurance is due within seven (7) days of notice of award.

The Contractor shall maintain insurance in force at all times during the term of this agreement, with an insurance carrier approved or licensed to do business in the State of Maryland acceptable to the College, and with the following minimum insurance coverage.

Workers compensation Insurance covering the Contractor's employees
As required by Maryland State law with the following minimum limits:

Bodily Injury by Accident	$100,000 each accident
Bodily Injury by Disease	$500,000 policy limit
Bodily Injury by Disease	$100,000 each employee

Commercial General Liability Insurance, excluding automobiles Owned or hired by the Contractor, with limits as follows:
Bodily Injury and Property Damage:
$300,000 combined single limit of bodily injury and property damage
-Contractual Liability – Premises and Operations
-Independent Contractors

Comprehensive Automobile Liability - Providing bodily injury and property damage coverage for owned Vehicles and non-owned vehicles with limits as follows:

Bodily Injury:	$100,000 each person
	$300,000 each occurrence
Property Damage:	$300,000 each occurrence

Additional Insured - Montgomery College shall be named as an additional Insured on all liability policies.

These coverage's and limits are to be considered minimum requirements under this Agreement and shall in no way limit the liability or obligations of the Contractor. The insurance shall provide that policy coverage will not be cancelled, altered or materially changed without sixty (60)-calendar days' notice to the College by registered or certified mail. The insurance shall not be limited to claims made only while the policy is in effect.

The Contractor shall furnish the College with a certificate of insurance as evidence of the required coverage. The Contractor shall provide liability insurance coverage for material and/or equipment stored for the College for which the Contractor has received payment in an amount of that equaling its replacement value. Such insurance shall specifically identify the materials and/or equipment and shall name the College as an additional insured. The Contractor shall provide the College with evidence of such insurance. In the event that the Contractor's insurance is terminated, the Contractor shall immediately obtain other coverage. Lack of insurance during life of contract shall be grounds for immediate termination of contract.

1.23 Certificate of Liability Insurance

The Contractor shall furnish the College a Certificate of Liability Insurance as evidence of the required coverage within seven (7) days of award of the contract. Such insurance shall name the College as an Additional Insured. Policy and Certificates of Insurance shall reference Montgomery College Contract No. e523-012. Current certificates must be provided to the College throughout the contract term.

1.24 Termination of Insurance

In the event that the Contractor's insurance is terminated, the Contractor shall immediately obtain other coverage. Lack of insurance shall be grounds for immediate termination of the contract.

1.25 Contract Assignment

The Contractor may not assign, transfer, convey, sublet or otherwise dispose of the contract or its rights, title or interest therein or its power to execute such agreement to any other person, company or corporation without the previous consent and approval, in writing, by the College, and consent to such assignment shall not be unreasonably withheld or delayed. Unless otherwise agreed to in writing by the College, the assignee shall bear all costs incurred by the College, directly or indirectly, in connection with or as a result of such an assignment.

1.26 Contract Deadlines and Failure to Deliver

The Contractor is contractually obligated to meet all agreed upon deadlines. Failure of the Contractor to meet any deadline is grounds for termination by default. Additionally, if the Contractor fails to comply with established delivery requirements, the College reserves the right to make an open market purchase of required services and items and to assess, as liquidated damages, the difference between the contract price and the actual cost incurred by the College and to invoice charges to the Contractor.

1.27 Billing

Summary billing for a lump sum amount is not an acceptable format on invoices billed to the College and any invoice presented for payment that lacks itemized billing may be returned. Minimally, invoices must include the College purchase order number. All true and correct invoices must be mailed to Montgomery College, Office of Business Services, Accounts Payable, at 9221 Corporate Blvd, Rockville, Maryland 20850 or e-mailed to accountspayable@montgomerycollege.edu.

SECTION 1 – PROPOSAL AND CONTRACT INFORMATION -continued

1.28 Public Record and Proprietary Information

As a public entity, the College is subject to the disclosure requirements in the Maryland Public Information Act ("MPIA"), Title 4 of the General Provisions Article of the Annotated Code of Maryland. Information that is deemed to be confidential commercial or financial information, as defined by the MPIA, may be exempted from disclosure. Offeror's must clearly identify each part of the Offer that it believes contains confidential commercial or financial information by stamping the top right-hand corner of each pertinent page with large red bold letters stating the words "confidential" or "proprietary". It is not sufficient to preface your proposal with a proprietary statement, or to use a page header or footer that arbitrarily marks some or all pages as confidential. General claims of confidentiality or similar blanket designations shall not be effective. Each Offeror must submit a proprietary and confidential redacted copy of its proposal to be used in responding to MPIA requests.

Offeror agrees that upon request from the College, it will provide justification as to why any material, in whole or in part, should be considered confidential, proprietary information or trade secrets and provide any justification of why such materials should not be disclosed pursuant to a request under the MPIA. The College, by law must apply the MPIA requirements for public information disclosure deemed proprietary and/or confidential; therefore, even the information marked as such by the Offeror may still require public disclosure. Offeror agrees that any portion of the proposal that is not stamped as proprietary or confidential is not proprietary or confidential and shall be disclosed upon request under the MPIA.

1.29 Confidentiality

The Contractor agrees to maintain in strict confidence Montgomery College's confidential information as listed herein. The Contractor may use the College's confidential information solely to perform the services required, as listed herein and may not disclose such information to any person or entity without the expressed written consent of Montgomery College.

The information contained in proposals submitted for the College's consideration will be held in confidence until all evaluations are concluded and an award has been made. Pricing and other information that is an integral part of the offer cannot be considered confidential after an award has been made. Offeror's must clearly mark any information considered proprietary and confidential. The College will honor requests for confidentiality for information of a proprietary nature. Pricing may not be deemed confidential.

1.30 Tobacco and E-Cigarette Policy

Montgomery College is a tobacco-free institution. The use of tobacco and e-cigarette products is prohibited in all indoor and outdoor College-owned property and facilities, including all buildings and building entrances; walkways; recreational and athletic areas; parking lots; bus stops/shelters; College owned or leased vehicles; and facilities leased and controlled by the College as well as at meetings or conferences sponsored by the College, regardless of the location. This use prohibition extends to the Contractor's employees, agents, subcontractors, and Contractors.

SECTION 2 – BACKGROUND AND SCOPE OF WORK

2.1 Background

Montgomery College is Maryland's second oldest community college. The College serves more than 60,000 students each year, through credit and noncredit programs, at nonresidential campuses located in Germantown, Rockville, and Takoma Park/Silver Spring and at off-campus sites throughout Montgomery County. To support students' academic and professional goals, the College employs more than 3,100 faculty, administrators, and staff.

Montgomery College desires to provide high-speed, state-of-the-art digital data network services among its various sites. This connectivity will be designed to accommodate both the present and future digital application needs. The intent is to achieve an industry standards-based infrastructure which will enhance educational and administrative activities at all sites with the flexibility and support to adjust to future needs and activities.

The College is seeking multiple contractors who have the comprehensive skills, resources and certifications to maintain/warrant the voice, data and cable TV communication systems installation and cabling infrastructure throughout and between College locations. The contractor would provide installation and maintenance services inclusive of additions, moves and changes to the cabling infrastructure as it currently exists and would assume installation/maintenance/warranty responsibility for existing and future cabling that is installed as a result of new construction or renovation projects.

2.2 Scope of Work

The awarded contractors would provide installation and maintenance services inclusive of additions, moves and changes to the cabling infrastructure in accordance with the Montgomery College, Office of Information Technology - Voice/Data/Video Cabling/MDF/IDF Communications Room Standard and as it currently exists and would assume installation/maintenance/warranty responsibility for existing and future cabling that is installed as a result of new construction or renovation projects.

The awarded contractors would provide troubleshooting/repair of cable-related work orders. Cable installation projects and troubleshooting/repair work orders will originate in the Office of Information Technology and be specified in detail as each work order is placed or project is funded. Installations and repairs will involve a mixture of fiber optic cable, or Cat 6 copper UTP cable (for voice and data), telecommunication room installations, office/classroom termination, testing in multi floor buildings, voice wiring, Passive Optical Networks (PON), and coaxial (CCTV) cable.

The awarded contractors would provide all transportation, labor, tools and supplies as needed to all new and existing buildings at all College campuses and facilities. This contract requires a company vehicle to be used by the MAC on-site contractors. Vendor's contractors must drive to the College's designated site each day to collect work orders and materials. Then they may travel between sites, and could drive to any/all campuses on a given day. Contractor is responsible for providing the vehicle and for all associated fuel and vehicle maintenance costs and vehicle insurance.

2.3 Project Management

Offeror must assign a key Account Manager/Project Manager to work with the College to support this contract throughout its life. The Offeror's account manager and/or key personal will be the primary interface with the College's designees. Complete contact information must be provided to the college's designees in order to contact the awarded contractors team at any time during regular business hours.

SECTION 3 – QUALIFICATIONS AND REQUIREMENTS

3.1 Minimum Requirements

The Contractor must have the necessary personnel, experience, certification, knowledge, skills, abilities, licenses, facilities, equipment, supplies, insurance, and technology in place to fulfill the requirements of the resulting contract and to provide the requested services on a timely basis and in compliance with all municipal, county, state, and federal codes, ordinances, regulations, and laws and industry best practices and standards.

3.2 Vendor Qualifications

3.2.1 Vendors are required to have engaged in cable installation at commercial entities, governmental agencies or education institutions, and shall have currently in their employ sufficient staff to provide the required work per the specifications in this request. Proposing firm must have a minimum of five (5) years of experience providing infrastructure cable purchase, installation, maintenance and services.

3.2.2 The College shall be the sole judge in determining whether a bidder is qualified. In evaluating each bidder, consideration shall be given to items including, but not limited to, the reputation and experience of the bidder, the quality of performance of previous contracts or services, either with the College or with other customers; and the sufficiency of the financial resources of the bidder.

3.2.3 Vendors must have sufficient qualified staff to accommodate multiple installation assignments that require a minimum crew of two (2) people at different job sites simultaneously. A crew consists of a minimum of one qualified technician and one helper. Include a brief description of the personnel and their respective duties that will be assigned to work on projects resulting from this solicitation. Vendor must provide resumes and satisfactory evidence of technicians' qualifications for this work.

3.2.4 Vendors will identify and maintain a technical account supervisor to serve as a single point of contact for Montgomery College and to coordinate all College requests for services.

3.2.5 Vendors must employ on staff a minimum of one (1) certified RCDD designer.

3.2.6 Vendors must provide evidence of their ability to perform building-wide wiring installations of coaxial copper cabling, Category 6 unshielded twisted pair (UTP) cabling, 50/125 multimode optical fiber cabling and in accordance with referenced standards contained within. The Vendor may provide this evidence by relating past company experience and/or staff experience, descriptions shall include wiring closet installation, wiring types, cable routes and supporting electrical installation (if any.) Certification levels, professional licenses, manufacturer training, or technical schooling of key staff should also be included.

3.2.7 Vendors must possess and demonstrate the ability to use a Fluke **DSX-5000** or equivalent level 3 test set. The Vendor may provide evidence of its ability to use these testing devices by submitting samples of reports in the manner proscribed in the fiber optic cable testing section of this document. Vendor to provide documentation of ownership of testing equipment and calibration documentation. A Sumitomo Fiber fusion splicer is required for all fiber terminations, proof of ownership required.

SECTION 3 – QUALIFICATIONS AND REQUIREMENTS-continued

3.2.8 Vendors must possess and demonstrate the ability to extend to the College a minimum twenty-five (25) year manufacturer's warranty for installed cable plant. Examples of manufacturer warranties are available from Molex. The College requirements in this regard is that the vendor be a Molex Certified Installer, and have a minimum of 5 Molex Certified Installers established by Molex, Inc. 2222 Wellington Court, Lisle, IL 60532, associated with this contract. All on site technicians must be Molex Certified with a minimum of three (3) replacements that can fill in for vacationing/sick personnel.

3.2.9 Vendor must possess certification in Sumitomo Electric - Future FLEX Air Blown Fiber Infrastructure. Vendor must provide copies of such certification, including individual to be assigned as Lead Technician.

3.2.10 Proposing firm must be licensed to do business in the state of Maryland

3.2.11 Proposing firm must provide three (3) submitted references with project experience, project contact, and project value(s).

3.3 Desirables

3.3.1 Instructional Television Cabling/TRIAX cabling competency and certification. Please provide copies of such certification if applicable.

3.3.2 The preferred tester is FLUKE

SECTION 4 – RESPONSIBILITIES

4.1.2 Proposer (Contractor) Responsibilities

4.2.1 Provide all supervision, labor, tools, equipment, materials, transportation, erection, construction, unloading, inspection and inventory housing. Must also return spare material as specified.

4.1.3 Obtain Montgomery College's permission before proceeding with any work that necessitates cutting into or through any part of the building structure such as girders, beams, concrete, tile floors or partition ceilings.

4.1.4 Take necessary steps to ensure that required firefighting apparatus is accessible at all times. Flammable materials shall be kept in suitable places outside the building.

4.1.5 Install the hardware in accordance with Montgomery College, Office of Information Technology VOICE/DATA/VIDEO CABLING/MDF/IDF COMMUNICATIONS ROOM STANDARD and the specifications outlined herein.

4.2.5 Conduct tests and inspections as specified post-installation.

4.2.6 Promptly notify Montgomery College at least one week prior to completion of work on equipment wherein such portions are ready for inspection.

4.2.7 Promptly correcting all defects for which contractor is responsible as determined by Montgomery College.

4.2.8 Following industry standard installation practices.

4.2.9 Participation in a joint communications plan.

4.2.10 Provide a list price catalog for cable and associated materials on an annual basis.

4.2.11 Upon completion of the installation and prior to acceptance by Montgomery College, the contractor is to remove any extraneous debris resulting from the installation. The contractor must remove all tools, equipment, rubbish and debris from the premises and leave the premises clean and neat upon completion of the work.

4.2.12 The contractor shall take all necessary precautions to prevent injury or hazard to Montgomery College property and personnel, and shall avoid causing unreasonable inconvenience to same. Contractor shall abide by the safety and security rules in force on the work site per College, local and governmental regulation.

4.2.13 If any Montgomery College property is damaged during installation, the property will be replaced or restored at the contractor's expense and to the satisfaction of Montgomery College. The Contractor shall promptly repair all damage to the building due to carelessness of contractor employees and shall exercise reasonable care to avoid any damage to the building. Contractor shall report to Montgomery College any damage to a building that may exist or may occur during the contractor's occupancy of said building.

SECTION 4 – RESPONSIBILITIES-continued

4.2.14 Contractor must have the ability to provide 7x24x365 response to the College needs.

4.2.15 Contractor must be available by cell phone or pager outside of normal working hours and must respond within two (2) hours.

4.2.16 Requests for emergency outside of normal working hours service repair for voice, data and video response time is no longer then four (4) hours.

4.2.17 Winning Bidder will use its best judgment in providing personnel qualified to the level defined by the general position description for the skill level required. The Winning Bidder shall perform mandatory background, drug screening, and reference checks, as required by the College, on all candidates. Background checks shall include, but may not be limited to the following: criminal background check, drug screening, date of birth, employment, and education verifications. The Winning Bidder shall be financially responsible for the background checks on all candidates. There will be no billing or charge to the College for Bidder fees associated with background checks. The Technical Proposal shall outline the background check process, the types of checks available, the length of time needed to complete the process, and how long the background check is valid. **The Winning Bidder will take responsibility for all tests and for determining if candidates are viable for employment.**

4.3 Installation Locations

The College may request cable installation and repair at all Montgomery College sites located throughout Montgomery County, Maryland. Current locations is available on the Montgomery College website. Additional locations within Montgomery County may be added in the future.

4.4 Schedule of Work

All work included herein shall be coordinated with: Burrell (BB) Harman, Telecommunications Specialist (College Designee).

4.5 Project Work

4.5.1 A Services Request containing details of proposed project work will be emailed to the vendor's contract manager.

4.5.2 Contractor will return a Statement of Work (SOW) containing work details and proposed costs to the College's contract manager within 5-7 business days from the day after the project walk-through (walk-through date to be determined by Montgomery College).

4.5.3 As part of each Statement of Work from the Contractor, the College requires specific written quotations for each project. Quotations must include but are not limited to detailed material estimates, labor estimates, costs and timelines for implementation.

4.5.4 Contractors shall be required to examine each specific installation project site and observe the conditions under which the work will be done or other circumstances which will affect the work, accompanied by the Montgomery College Telecommunications Specialist.

4.5.5 Awarded Contractors shall contact the Telecommunications Specialist to arrange a site visit.

4.5.6 Contractor will build material costs into their quotes.

4.5.7 Awarded contractor (based on quality of SOW and price) will be notified.

4.5.8 It is required that upon receiving a valid purchase order for cable installation that the Contractor will begin the project within ten (10) working days.

4.5.9 Project work must be completed by a mutually agreed upon date by Montgomery College and awarded Contractor.

4.6 Work Hours

4.6.1 Normal working hours for the contract are from 6:00 AM through 4:00 PM, Monday through Friday, although exceptions to this schedule are possible based on the needs of the College.

4.6.2 No work shall be permitted on Official College holidays, Saturdays, Sundays, or at hours other than normal as specified above without express permission in writing from the College. College holidays include New Year's Day, Martin Luther King Birthday, Spring Break, Memorial Day, July 4, Labor Day, Thanksgiving, Christmas and Winter Break (up to 14 days per year).

4.6.3 If the Contractor wishes to work on holidays, Saturdays, or Sundays, the College must be so notified in writing 48 hours in advance. It shall be the Contractor's responsibility to make arrangements with the College's Project Manager to work on holidays, Saturdays, or Sundays.

4.6.4 MAC (Moves, Additions, and Changes) work must be completed by a 2-man crew belonging to the primary contractor. This crew must be dedicated to the College and on-site 5 days a week, 8 hours a day.

4.6.5 Montgomery College does not pay for travel time to and from work. It does pay for time from College site to College site during working hours.

4.7 Work Hours and Compensation Exceptions:

Contractors will be compensated for the actual hours during which services are performed, excluding lunch, not to exceed eight (8) hours per day.

4.7.1 Overtime: Under no circumstances will overtime (hours worked beyond 40 hours per week) be compensated unless **prior written approval** is provided by the MC project manager. Hourly overtime rates will be paid by the College at straight time (normal hourly rate).

4.7.2 Inclement weather or other College closings: There will be no compensation for work performed during College closings for inclement weather or other reasons. College facilities will be closed and locked during this time, so there will be no access.

4.7.3 Parking and Travel Costs: There are **no reimbursements**, including travel and parking. This includes reimbursement for parking passes at MC locations; this cost is the responsibility of the contractor or winning bidder.

SECTION 4 – RESPONSIBILITIES-continued

4.8 Reporting

In addition to normal monthly billing invoices, the College requires monthly reports detailing the following: Reports must be in electronic format and compatible with Microsoft Office 2016. Reports are due on the first of each month and must be received by the College no later than the ninth (9^{th}) of each month.

4.8.1 Services rendered during the reporting period

4.8.2 Numbers of work-orders completed, numbers of work-orders in-progress, and hours spent on work orders

4.8.3 Work planned for the following reporting cycle

4.8.4 Statuses of on-going projects Corresponding invoice numbers for all work billed to the College

4.9 Inspection

The College may, at its sole discretion, have an independent inspection at any time during the performance of this contract to verify that all work is being executed in conformance with the specification in this request for bid. No work shall be considered complete until this inspection takes place and the College Project Manager signs off and certifies that the project is complete.

4.10 Referenced Information

4.10.1 The following referenced documents are incorporated by reference and made a part of this specification.

- EIA/TIA 568-C"Commercial Building Telecommunications Wiring Standard."
- EIA/TIA 569-B "Commercial Building Standards for Telecommunications Pathways and Spaces."
- EIA/TIA 606-A "The Administration Standard for the Telecommunications Infrastructure in Commercial Buildings,"
- ANSI/J-STD 607 Commercial Building Grounding and Bonding Requirements for Telecommunications.
- Applicable state and local code requirements of the authority have jurisdiction and the National Electrical Code (NEC), including 800-series articles as applicable to installation and construction of data communications systems.
- Federal Communications Commission Rules, Part 68 and Subpart J of Part 15, including required FCC registration and numbering.
- IEEE Standard 241, "IEEE Recommended Practice for Electrical Power Systems in Commercial Buildings" pertaining to communications systems.
- NEMA Publication #250, "Enclosures for Electrical Equipment."
- ANSI/TIA/EIA - 568-B.1, Commercial Building Telecommunications Cabling Standard Part 1: General Requirements, April, 2001

- ANSI/TIA/EIA - 568-B.2, Commercial Building Telecommunications Cabling Standard Part 2: Balanced Twisted-Pair Cabling Components, April, 2001
- ANSI/TIA/EIA - 568-B.3, Commercial Building Telecommunications Cabling Standard Part 3: Optical Fiber Cabling Components, April, 2001
- ANSI/TIA/EIA – 569-A, Commercial Building Standard for Telecommunications Pathways and Spaces, February 1998
- ANSI/TIA/EIA – 606, Administration Standard for Telecommunications Infrastructure of Commercial Buildings, February 1993
- ANSI/TIA/EIA – 607, Commercial Building Grounding and Bonding Requirements for Telecommunications, August 1994
- ANSI/ TIA/EIA – 758, Customer-Owned Outside Plant Telecommunications Cabling Standard, April 1999
- BICSI - TDMM, Building Industries Consulting Services International, Telecommunications Distribution Methods Manual (TDMM)
- National Fire Protection Agency (NFPA – 70), National Electrical Code (NEC) –1999
- FCC 47 CFR 68
- NEMA 250
- NEC Articles 770 and 800
- ADA, Americans with Disabilities Act

4.10.2 All cable installations must be done in a safe professional workman-like manner and conform to industry standards and Montgomery College Cable Standards Documentation for installation.

4.10.3 Contractors must provide two (2) sets of hard copy and electronic copy of "as built drawings" for all cable installations within seven (7) business days of cable completion (completion will be determined by Montgomery College after inspection).

4.10.4 In cases where floor decks or firewalls need to be transitioned, Contractors must core drill and install 4" EMT sleeves, along with appropriate fire stopping, as specified below.

4.11 Fire Stopping

4.11.1 UL classified barrier system shall be used to limit spread of fire through or along electrical penetrations in fire resistance rated barriers, to limit spread of smoke through or along electrical penetrations in smoke barriers, and to limit passage of liquids through floors of structure. Fire stopping material shall be UL-listed and tested silicone elastomeric specifically formulated for use in horizontal and vertical applications. The material shall possess intumescent characteristics and upon exposure to heat above 120 degree Celsius, shall expand to not less than five times its original volume to form a fireproof envelope, UL-rated for 2 and 3-hour protection, when applied in accordance with the manufacturer's recommendations.

4.11.2 Safety Insulation

- Chase Technology Corporation - 2000-degree Fahrenheit compound Chase Foam
- Dow Corning - 3-6548 silicone RTV foam.
- Nelson - Flame Seal.
- O-Z/Gedney - CFS and CAFS series.
- 3/M Electro Products Division - 7902 and 7904 series.
- Thomas and Betts - Flame Safe.

4.11.3 Sealant shall be single component silicone base conforming to Federal Specification T7-S-00230C.

4.11.4 Floor slots and openings shall be closed with 1.5-mm galvanized steel sheet supported be approximately 25-mm below the finished floor slab. Openings in rated walls shall be closed with 1.6 mm galvanized steel sheet securely attached at the midpoint of the wall thickness and fire stopped on both sides of the sheet steel with not less than 13-mm thick layer of non-sagging silicone elastomer to fully cover the opening.

4.11.5 Single and multiple conduits passing through walls and floors shall have the annulus space between the conduits or between the conduits and the structure filled with silicone elastomer to provide a 3-hour rated firestop for floors and walls.

4.11.6 Fire stopping must be installed around all raceways and cables passing through floor structures, interior walls noted as fires resistant rated barriers, and interior walls noted as smoke barriers. Close and seal all unused slots, sleeves, and other penetrations in floors, walls, or other general construction shall be closed and sealed with an approved fire stopping material. Do not install electrical boxes, cabinets, or equipment in these barriers.

4.12 Labeling

4.12.1 All cables and installations must be labeled in conformance with Montgomery College Cable standards, as per Montgomery College Cable Standards Documentation.

4.12.2 All horizontal wiring cables shall be labeled within 4 inches of both ends with a self-laminating adhesive wire marker. The marker shall contain the entire cable identification information.

4.12.3 All horizontal wiring termination equipment shall be labeled on the appropriate surface with a mechanically produced label containing the entire cable identification information.

4.12.4 The horizontal wiring cable identification information should be listed on two lines for Copper and Fiber in the following format:

Line 1 = Buildings, Room
Line 2 = Closet, Rack, Patch Panel, Port
Example = CS127 42144

SECTION 4 – RESPONSIBILITIES-continued

4.12.5 All horizontal and backbone wiring labels shall be neat and level when attached to the termination equipment. The label's print must be permanent and legible, and fit within the termination equipment's labeling area without overlap.

4.12.6 All backbone fiber optic cables shall be labeled within 4 inches of both ends with a self-laminating adhesive wire marker. The marker shall contain the entire cable identification information.

4.12.7 All backbone fiber optic termination equipment shall be labeled on the appropriate surface with a mechanically produced label containing the entire cable identification information.

4.12.8 The backbone fiber optic cable identification information shall follow this format:
Source: Building, Closet, Rack, Fiber Shelf
Destination: Building, Closet, Rack, Fiber Shelf

4.13 Testing

4.13.1 All cables must be tested in conformance with industry and Montgomery College Cable Standards Documentation.

4.13.2 All copper horizontal wiring shall be tested to include wire mapping, length, propagation delay, near end cross talk, attenuation, attenuation cross talk ratio, impedance, loop resistance and capacitance. Recommend to use a minimum level 3 test set to test the Copper cable channel.

4.13.3 All wiring test results shall include all tested material from each cable with the cable identification information as it appears on the cable and on the termination equipment. All test results shall be completed in a format to be determined by the College.

4.13.4 All test results shall be provided to the College in both printed hardcopy as well as in electronic format compatible with Microsoft Office 2007 or other College approved test application.

4.13.5 All wiring installed, horizontal, backbone, copper or fiber optic shall be accompanied by two (2) sets of hard copy and electronic copy of "as built drawings" within seven (7) business days of cable completion (completion date to be determined by Montgomery College). These drawings shall clearly show all building entrance points, cable pathways, termination points in the work area, as well as full cable identification information.

4.13.6 All fiber optic cable, including both horizontal and backbone wiring, must be tested in both directions and at two wavelengths (multimode 850/1300nm and single mode 1310/1550nm). Test information shall include a span photograph, a schedule of events for the fiber, and all test information contained in the test software. All test results shall be provided to the College in electronic format compatible with Microsoft Office 2016 or other College approved test application.

SECTION 4 – RESPONSIBILITIES-continued

4.13.7 Contractors must provide test results of all cable installations within seven (7) business days from job completion prior to the College's acceptance.

4.14 Cable Conveyance

4.14.1 Each floor shall be equipped with a cable tray system running from the telecommunications closet above the suspended ceiling in hallways to provide an access path to each information outlet in the work area.

4.14.2 The cable tray system shall be installed as low as possible above the suspended ceiling and secured in accordance with the manufacturer's specifications and the National Electrical Code.

4.14.3 A minimum of 18 inches side clearance on the sides and 12 inches top clearance above the tray system shall be maintained as specified in ANSI/EIA/TIA 569-B. As is practicable, all 90-degree turns shall be accomplished using a combination of two 45-degree curved angles.

4.14.4 The cable tray system shall be continuous in nature, with no breaks or terminations.

4.14.5 Clearance distances as specified in ANSI/EIA/TIA 569-B shall be observed in regard to all other building systems mechanical, electrical, and HVAC.

4.14.6 Three 4-inch EMT or equivalent conduits shall be installed penetrating the telecommunications closet wall above the cable tray system to provide an access path from the closet to the tray system.

4.14.7 A 1 (one) inch EMT or equivalent conduit shall be connected to the information outlet wall box and stubbed through the wall above the suspended ceiling. The conduit shall terminate no more than 18 inches from the cable tray system as specified in ANSI/EIA/TIA 569-B. If conduit is not available a low voltage-mounting bracket with a string up the wall coming out above the drop ceiling will be acceptable.

4.14.8 In suspended ceiling or raised floor areas where cable tray systems or conduit are not used, the horizontal cable shall be supported with "J" hooks securely attached to the existing building structure in accordance with accepted standards.

4.14.9 All cable routes are to be approved by Montgomery College staff.

4.14.10 IDF and MDF will be set up with the following:

- Racks – Steel, Black, 7' – 8', Open Bay Rack, Mounting Holes: EIA spaced #12-24 tapped on both front and rear flanges 42 rack mounting positions. Racks to be mounted to the ground, and grounded.
- Ladder Tray – Must be mounted to the top of the rack. If ladder tray is installed in a row of racks, all racks are to be tied together with the top mounted ladder rack.
- Vertical Management – should have vertical management with front and rear management with covers, black
- Horizontal Management – should have horizontal management with front cover. Molex 25.B013G or equivalent.

4.14.11 All wire management is to be approved by Montgomery College staff.

4.15 Products/Warranty

The following products are specified as minimum or equal to. **Contractor's attention is called to the College's requirement to provide a minimum twenty-five (25) year warranty of the installed cable plant. Use of materials or manufacturers not meeting the warranty requirement is not acceptable.** All work performed must be guaranteed for the life of the contract. Any needed repairs will be performed at no charge to the College.

4.15.1 Fiber Optic Cable/Indoor
Sumitomo Building Distribution Cable, Tight Buffered, Riser Rated
Sumitomo Building Distribution Cable, Tight Buffered, Plenum Rated

4.15.2 Unshielded twisted pair CAT 6 plenum Cable - Molex

4.15.3 Copper Trunk/Riser Cable as determined by Montgomery College

4.15.4 Copper Trunk/Riser Cable as determined by Montgomery College

4.15.5 Fiber Patch cord Cable as determined by Montgomery College

4.15.6 Copper Patch cord Cable CAT6 - Molex

4.15.7 Termination Hardware - Molex

4.15.8 Equipment Racks/Equipment - Chatsworth and Molex

4.16 Fiber Optic Cable Installation Specifications

4.16.1 All fiber optic cable should be installed directly from the shipping reels. The bend radius and tensile strength ratings of the fiber optic cable as specified by the manufacturer shall not be violated. The cable should not be subjected to any treatment that could damage or break the fibers during installation.

4.16.2 The fiber optic cable runs should be continuous and un-spliced.

4.16.3 Any pulling compound used during the installation of the fiber optic cable shall be appropriate for the jacket of the cable being installed (high-density polyethylene.).

4.16.4 All fiber optic cable inside the buildings should be installed in 4" EMT or equivalent conduit. Wherever "NEW conduit" is referenced the Contractor shall supply and install 4" EMT or equivalent conduit.

4.16.5 Installation procedures should comply with the Building Industry Consulting Service International (BICSI) Telecommunications Distribution Methods Manual 11th Edition

4.16.6 Each end of fiber optic cable must have a 10' service loop for future repairs.

SECTION 4 – RESPONSIBILITIES-continued

4.17 Fiber Optic Cable Termination Specifications

4.17.1 All fiber optic cables shall be terminated in Sumitomo equipment. The connector panels shall be loaded with SC type couplers. Each fiber optic strand shall be terminated with SC SM or MM Connectors.

4.17.2 All fibers will be broken out and blocked following manufacturer's instructions to prevent the escape of water blocking compounds from the cable. No water-blocking compound residue will remain on the fiber termination enclosures.

4.17.3 Fiber routing within the Fiber Distribution Shelf or equivalent should be neat and orderly with special care given to avoiding violation of the fibers bend radius.

4.17.4 Double-strand fiber optic jumper cables shall be provided for the connection of College supplied equipment to the backbone at the rate of 1/4th the total fiber optic strand count. Each jumper should be 2 meters long with SC connector plugs (ceramic only) connectors on each end, unless otherwise specified by the College.

4.17.5 All fibers terminated within a fiber optic enclosure shall be labeled to the College's standards.

4.17.6 The total optical attenuation through the cross-connect from any terminated fiber to any other terminated fiber shall not exceed 2.0 db.

4.18 Fiber Optic Cable Testing Standards

4.18.1 All fiber optic testing will be done in accordance with EIA-455-B Standard Test procedures for Fiber Optics-Fiber, Cables, Transducers Connecting and Terminating Devices.

4.18.2 The Contractor shall test all fiber optic cable on the reel prior to installation to ensure fiber strands are continuous, that the fiber optic cable meets manufacturer's specifications, and is free from any physical damage.

4.18.3 The Contractor shall test all fiber optic cabling after installation to ensure proper operation according to College standards.

4.18.4 All cables will be tested end-to-end using a fluke. Contractor will supply, as a part of the network documentation, fluke electronic copy test results by cable and fiber number.

4.18.5 All fiber optic cable, including both horizontal and backbone wiring, must be tested in both directions and at two wavelengths (multimode 850/1300nm and single mode 1310/1550nm). Test information shall include a schedule of events for the fiber, and all test information contained in the test software. All test results shall be provided to the College as specified in the Testing section above.

4.18.6 The contractor should be certified in the installation of Air Blown Fiber (ABF).

SECTION 4 – RESPONSIBILITIES-continued

4.19 Unshielded Twisted Pairs (UTP)

4.19.1 Installation of all horizontal cable runs shall be in conformance with the EIA/TIA 568-B Commercial Building-Wiring Standard.

4.19.2 All horizontal cables shall be run using a star topology with the telecommunications closet being the center of the star.

4.19.3 All horizontal cable runs shall be continuous runs, with no splices, with no length exceeding 295 feet or 90 meters.

4.19.4 All horizontal cable will be rated type "CMP" per section 800 of the National Electric Code.

4.19.5 Bending radius and pulling strength requirements for horizontal copper cable shall be observed during handling and installation.

4.19.6 All horizontal cable runs shall have a service loop of 10 feet that is neatly coiled and suspended above the ceiling on both the information outlet side and the telecommunications closet side.

4.19.7 Interface cables between the information outlet and the end device shall be supplied in various lengths.

4.19.8 As specified in the referenced standards all horizontal cables shall be kept at the minimum distances away from sources of electrical interferences.

4.19.9 In unobstructed interior walls the horizontal cable shall be concealed within the wall. Protective grommets shall be used to protect the cable from abrasion as it passes through the top plate penetration.

4.19.10 Information outlets shall be securely mounted to the interior wall by means of caddy fasteners or equivalent low voltage mounting brackets (MPLS or MPLS2).

4.19.11 For interior walls that are obstructed, surface mounted raceway and boxes shall be used as specified. In classrooms Wiremold V700 metal raceway, V5747 single gang, and V5747-2 double gang boxes or equivalent will be used. In offices Wiremold V700 metal raceway, V5747 single gang, and V5747-2 double gang boxes or equivalent will be used.

4.19.12 All surface mount boxes shall be mounted level and securely using plastic concrete anchors or tap-in anchors.

4.19.13 Surface mounted hardware shall be used on masonry walls only.

4.19.14 All Category 6 outlets shall utilize cross-over lead technology to address data circuit applications up to 500 MHz and meet or exceed the EIA/TIA Category 6 specifications or higher. These jacks must have a built-in spring-loaded shutter that is NEMA IP50, rating to prevent dust and other contaminates from affecting outlet performance (or approved equal)

4.19.15 All horizontal copper outlets shall be wired in the T568B-wiring configuration.

4.19.16 Copper horizontal cable shall be terminated so that uniform twist is maintained up to .5 inches (1/2 inch) from the termination point at both ends of the run.

4.19.17 Existing cabling both voice and data shall be preserved. At the Colleges' option, existing cabling and new may be combined into a single information outlet.

4.19.18 Horizontal copper cable shall be terminated in the telecommunications room in CAT 6 patch panels wired in an T568B configuration, with a built-in spring-loaded shutter in each port. Rear cable management trays are to be used with all patch panels in order to preserve the category 6 performance of the installation. All cables shall be routed to the back of the patch panels in a consistent manner. Single position wire managers shall be placed above and below each installed patch panel in the rack.

4.19.19 All Category 6 patch panels shall support 250 Mbps TP-PMD and 155 Mbps ATM specifications.

4.19.20 The cross-connect wire shall be color coded and available in 1, 2, 3 and 4-pair versions.

4.20 Patch Cordage

4.20.1 Contractor shall supply patch cord (factory assembled Plug-ended jumpers) for patch panel termination blocks.

4.20.2 The Category 6 patch cords shall incorporate the "cross-over lead' concept which employs crosstalk cancellation techniques to provide superior Near-End Crosstalk (NEXT) performance.

4.20.3 The Category 6 patch cords shall have built-in exclusion features to prevent accidental polarity reversals and split pairs.

4.20.4 Fiber patch cords shall be used for optical fiber cross-connects and interconnects. Provide patch cords in various lengths.

4.21 Asbestos-Containing Building Materials

4.21.1 Contractors are advised to review the College's Asbestos Survey Reports which identify known asbestos-containing building materials within the College buildings. No allowance shall be made to the successful contractor, at a later date, for additional work required because of his/her failure to review these reports.

4.21.2 Arrangements may be made for review of the asbestos Survey Reports by contacting one of the following Montgomery College offices:

- Occupational Health & Safety Specialist
- Office of Facilities

4.21.3 Before the start of work, the Contractor shall review the College's Asbestos Survey Reports which identify known asbestos-containing building materials within College buildings.

SECTION 4 – RESPONSIBILITIES-continued

4.21.4 The Contractor shall not disturb existing asbestos-containing building materials.

4.21.5 Any exception to this requirement must be requested in writing by the Contractor, before such disturbance occurs, with explanation of the reason(s) the material must be disturbed and the environmental and personnel protective measures that will be taken by the Contractor upon the disturbance of such material. The College shall review any such request and convey its decision in writing. No work involving such disturbance will commence without prior written approval.

4.21.6 The College shall be the sole judge in determining the adequacy of the Contractor's request.

4.21.7 The Contractor shall not use, install, or apply any asbestos-containing building material on any work. Any exception to this requirement must be requested in writing by the Contractor with an explanation of the requirements for use of such material. The College shall review any such request and must approve in writing the use of any asbestos-containing building material on any work prior to use, installation or application.

4.21.8 The Contractor shall follow all OSHA 29CFG1926.1101 standards, including training requirements and certifications, when performing work in any building that contains asbestos building materials. Contractor must supply proof of current OSHA asbestos training certifications for all on site technicians.

4.21.**9** Contractor may be required to provide and install conduit in a trenched or directional bored application. Contractor must be able to demonstrate the ability to provide and install conduit in a directional boring methodology or a trenched methodology based on site conditions and client requirements. This scope of work would include all applicable permit requirements, private location services as well as MISS Utility service coordination.

SECTION 5 – PROPOSAL EVALUATION AND AWARD

5.1 Proposal Evaluation

5.1.1 Evaluation Process

All proposals submitted will first be examined for responsiveness and completeness by the College evaluation team. Those proposals which do not clearly respond to the proposal submission requirements may be rejected at the discretion of the College. Those proposals not rejected will be evaluated to determine which offer best meets the requirements in the RFP and is in the best interest of the College. Proposal information will be evaluated and scored by the College, and its decision will be final.

Technical Proposals will be opened first at the date and time advised in the RFP documents, and evaluated by a College Evaluation Committee. The Price Proposals remain sealed and are held by the Procurement Office. Evaluation of Technical Proposals will be based on the criteria provided in the RFP, the substantiated ability of an Offeror to perform the required services, and the Offeror's responsiveness to the RFP requirements.

5.1.2 Evaluation Criteria

The College evaluation of the Technical Proposal will be based on the following criteria:

- Vendor's overall performance records based on available references, reliability, and meeting the requirements as defined in the Vendor Qualifications List.
- Vendor's performance history based on the length of time installing proposed products. The vendor should be able to prove extensive working knowledge of educational environments and demonstrate an adequate number of similar installs in such environment.
- Vendor's ability to meet all the requirements detailed in the RFP as a vendor that can supply hardware, installation, engineering, and support services as required to implement and maintain the installed network.
- Vendor's implementation team including but not limited to, qualifications, experience, certifications, and management capabilities.

In order to be considered for award, bidders must achieve a minimum technical score of 55 points and a minimum price proposal score of 20, for a total of 75 points.

Highest possible evaluation score **100**

Criteria	Points
Experience/Qualifications (Ref. Section 3.2)	50 (maximum available points)
References	10 (maximum available points)
Certifications	10 (maximum available points)
TOTAL SCORE TECHNICAL PROPOSAL	**70 (maximum available points)**
Group I Price Proposal	10 (maximum available points)
Group II Price Proposal	5 (maximum available points)
Group III Price Proposal	5 (maximum available points)
Group IV Price Proposal	5 (maximum available points)
Group V Price Proposal	5 (maximum available points)
TOTAL SCORE PRICE PROPOSAL	**30 (maximum available points)**

SECTION 5 – PROPOSAL EVALUATION AND AWARD -continued

5.1.3 **Technical Proposal**

The Statement of Qualifications, Past Performance, References and Certifications represent the technical proposal. Awards will be made on primary and secondary basis to the two highest ranked responsible, responsive bidders who can meet the terms, conditions, and specifications of this solicitation.

SECTION 6 – PROPOSAL SUBMISSION

6.1 Proposal Organization

The proposal shall be organized using the following outline; responses to each requirement will be in order and clearly marked with the section number to which they respond. All responses must comply with the sequence and items as presented in Paragraph 6.2, RFP Outline, which lists the minimum requirements and packaging for the preparation and presentation of a response. Failure to comply may result in rejection of the response. The proposal should be specific and complete in every detail, prepared in a simple and straightforward manner, and provide sufficient detail to allow College evaluators a comprehensive and clear understanding of the Offeror's capabilities. Offeror's are expected to examine the entire Request for Proposal, including all specifications and instructions, failure to do so will be at the Offeror's risk. Each Proposer must furnish the information as required by the RFP.

6.2 Required Proposal Submittals

A submittal consisting of the Technical Proposal and the Price Proposal is required when responding to this Request for Proposal.

6.2.1 Technical Proposal

This section must contain a detailed description of the services offered by the Offeror in response to this RFP. The information submitted by the Offeror must provide sufficient detail to allow College evaluators to gain a comprehensive and clear understanding of the Offeror's capabilities.

6.2.2 Include in Technical Proposal the following:

- Transmittal Letter/Statement of Qualifications
- Project Approach & Timelines
- **Accessibility Conformance Report**
- Completed Reference form (Attachment A)
- Conflict of Interest Statement (Attachment B)
- Non-Debarment Acknowledgement (Attachment C)
- Completed Contractor Information Form (Attachment D)
- Subcontractor Listing (if applicable)
- Acknowledgement of Receipt of Addenda (if applicable)

Offeror's Proposal shall be organized in the following manner:

6.2.3 Transmittal Letter

The transmittal letter must be prepared on the Offeror's business stationery. The letter must introduce the company and give a brief history of the organization and the contact person responsible for the project. The letter should summarize the key points of the proposal; must indicate the Offeror's understanding of the College's requirements; and demonstrate the Offeror's ability to provide the requested services. An individual authorized to represent the Offeror for this RFP must sign the letter.

6.2.4 Statement of Qualifications

This contract requires specialized services. Offeror's statement of qualifications must address the following:

- Professional qualifications and technical competence of the firm, subcontractors, and staff proposed for the performance of the required services.
- Previous demonstrated experience

- Offeror's corporation/organization size, web presence, length of time the organization has been providing the required services listed herein, and key business relationships.

6.2.5 **References**

The Offeror must submit three (3) references from current or former customers within the past three (3) years that are capable of confirming the Offeror's experience in providing the same or similar level of services. References from higher education institutions similar in size and scope to Montgomery College are preferred, but not required.

The proposal must include the names and telephone numbers of three references. Cited references must be able to confirm, without reservation, the Offeror's ability to provide these services in accordance with the requirements in this RFP. The College reserves the right to reject a proposal based on an unsatisfactory reference; to request additional references or contact any site using the Offeror's services; and to require a site visit to one or more of the Offeror's reference locations.

6.2.6 **Subcontractors**

Each Offeror must list the subcontractors to be used in the performance of this contract. The College reserves the right to approve or disapprove any subcontractor who will be performing work related to this project.

6.2.7 **Price Proposal**

The price(s) offered on the Price Proposal must include all charges and costs including travel and other reimbursable costs incurred in the delivery of this procurement.

The Price Proposal must be completed in full, signed, and dated. Offers must submit the pricing of all line items to be considered for award; failure to do so will deem an Offer non-responsive.

SECTION 6 – PROPOSAL SUBMISSION-continued

6.3 Electronic Bid Submission

The following **electronic** proposal submission requirements supersede the delivery of bids, and bid signature requirements language in Attachment F: General Conditions and Instructions. A submittal consisting of the Proposal, Addendum or Addenda, if applicable and the Price Proposal are required when responding to this Request for Proposal.

All Offerors proposals must be submitted **electronically**, as two separate PDF file attachments. One attachment shall consist of the Proposal, and the second attachment shall consist of the Price Proposal. Both attachments shall be sent together, in a single **email** prior to the proposal submission deadline date and time to vendor.proposals@montgomerycollege.edu.

- **Any proposal received electronically after the specified deadline will be automatically rejected.**
- The subject line of the email must include the following: Request for Proposal (RFP) bid number and title.

Failure to submit all required submittals may render the bid non-responsive. The College will reject any offer without an authorized signature.

SECTION 7– PRICE PROPOSAL

The prices offered on the Price Proposal must include all charges, costs, and fees incurred in the delivery of this procurement.

GROUP I (MAXIMUM 10 POINTS)

Item #	Description	Unit of Measure	Unit Cost	Quantity	Total Cost
1	Category 6-500 Cable, Blue Cable, Blue (Molex)	Feet	$	20,000	$
2	Category 6-500 Cable, White (Molex)	Feet	$	9,000	$
3	RJ45 Jack Category 6, Blue (Molex)	Each	$	95	$
4	RJ45 Jack Category 6, White (Molex)	Each	$	45	$
5	Single position blanks, White (Molex)	Each	$	25	$
6	Synergy 2 port faceplate, White (Molex)	Each	$	10	$
7	Synergy 6 port faceplate, White (Molex)	Each	$	25	$
8	Wall-phone faceplate, (Molex)	Each	$	5	$
9	ABF 2 Tube	Feet	$	300	$
10	24-Strand Single Mode Fiber	Feet	$	320	$
11	SC Connectors Single Mode	Each	$	48	$
12	Rack mount fiber LIU 1U (Sumitomo)	Each	$	1	$
13	Rack mount fiber LIU 3U (Sumitomo)	Each	$	1	$
14	6-Pack Single mode SC-Duplex Fiber Adapter Panel (Sumitomo)	Each	$	8	$
15	25-Pair Category 5E Cable Plenum Rated (MDF-IDF)	Feet	$	1200	$
16	200-Pair rack mount 110-block, Category 5E (Molex)	Each	$	2	$
17	200-Pair rack mount 110-block, Category 6 (Molex)	Each	$	2	$
18	48-port Category 6 Patch Panels (Molex)	Each	$	3	$
19	2U Horizontal Wire Managers (Molex)	Each	$	6	$
20	1U Horizontal Wire Managers (Molex)	Each	$	4	$
21	8'X3.5"X19" Open Bay Rack, Black (Chatsworth)	Each	$	4	$
22	6" Vertical Wire Managers, 2-sided, Black (Chatsworth)	Each	$	6	$
23	Horizontal Power Strips, 110V-20A, 8-position (Chatsworth)	Each	$	6	$
24	12" Ground Bus-bar, w/isolators	Each	$	1	$
25	#6AWG Green insulated Ground Wire	Feet	$	50	$
26	#6AWG Ground Strap Kit	Each	$	25	$
27	12"X10'X1.5" Ladder Rack, Black (Chatsworth)	Each	$	8	$
28	Butt-splice kit, Black (Chatsworth)	Each	$	4	$
29	Junction splice kit, Black (Chatsworth)	Each	$	4	$
30	Wall angle support kit, Black (Chatsworth)	Each	$	4	$
31	1.5-meter Category 6 Patch Cables, Booted (Molex)	Each	$	50	$
32	3-meter Category 6 Patch Cables, Booted (Molex)	Each	$	50	$
33	6-meter Category 6 Patch Cables, Booted (Molex)	Each	$	50	$
			GRAND TOTAL		**$**

SECTION 7– PRICE PROPOSAL-continued

GROUP II (MAXIMUM 5 POINTS)

Cable Installation Rate - Lead Technician Hourly Rate	**$**

GROUP III (MAXIMUM 5 POINTS)

Cable Installation Rate – Helper Hourly Rate	**$**

GROUP IV (MAXIMUM 5 POINTS)

Cable Installation Rate - Air Blown Fiber Technician Hourly Rate	**$**

GROUP V (MAXIMUM 5 POINTS)

Conduit Directional Boring and Trenching Installation Rate – Rate for installation 1000'of 5" PVC conduit. Materials and labor rate	**$**

The prices offered on the Price Proposal must include all charges, costs, and fees incurred in the delivery of this procurement. No allowance will be made at a later date for additional charges due to the Offeror's omission. Award will be made in the best interest of the College to a primary and secondary, highest evaluated, most responsible, responsive Offeror that can meet the terms, conditions, and specifications of this solicitation.

Montgomery College is tax exempt, certification provided upon request

By signing below, your firm agrees to provide said goods and/or services as specified and that those goods and/or services shall be provided or performed in accordance with the bid specifications, stipulations and terms and conditions specified and that your firm has read and agrees to the College terms, conditions, stipulations, and specifications and any College approved or authorized exceptions and that your firm will adhere to said terms and conditions in any contract resulting.

Company Name Name

Title Authorized Signature and Date

MONTGOMERY COLLEGE ▪ OFFICE OF BUSINESS SERVICES
REQUEST FOR PROPOSAL TITLE: IT INFRASTRUCTURE CABLING PRODUCTS & SERVICES
RFP NUMBER: E523-012
RFP CLOSING DATE AND TIME: APRIL 21, 2023 @ 3:00 PM

ATTACHMENT A - REFERENCES

REFERENCE 1	
Company Name	
Street Address	
City, State, Zip Code	
Contact Person/E-mail	
Title	
Telephone Number	
Service Dates	

REFERENCE 2	
Company Name	
Street Address	
City, State, Zip Code	
Contact Person/E-mail	
Title	
Telephone Number	
Service Dates	

REFERENCE 3	
Company Name	
Street Address	
City, State, Zip Code	
Contact Person/E-mail	
Title	
Telephone Number	
Service Dates	

Please note: References listed must be able to confirm the Offeror's ability to provide the services requested in this RFP.

References submitted by: _____

Company Name

MONTGOMERY COLLEGE ▪ OFFICE OF BUSINESS SERVICES
REQUEST FOR PROPOSAL TITLE: IT INFRASTRUCTURE CABLING PRODUCTS & SERVICES
RFP NUMBER: E523-012
RFP CLOSING DATE AND TIME: APRIL 21, 2023 @ 3:00 PM

ATTACHMENT B – CONFLICT OF INTEREST STATEMENT

The undersigned hereby affirms and attests that to the best of its knowledge, no Montgomery College trustee or employee, or spouse, parent, child, brother, sister of the trustee or employee, own assets in this business, and of this date, are NOT employed by Montgomery College. Conflict of Interest Statement must also be submitted within seven (7) days prior to the start of each contract renewal term.

Company Name:	
Printed Name:	
Title:	
Signature:	
Date:	

ATTACHMENT C – NON-DEBARMENT ACKNOWLEDGEMENT

NON-DEBARMENT ACKNOWLEDGEMENT

_____ I acknowledge that my firm has NO pending litigation and/or debarment from doing business with the State of Maryland or any of its subordinate government units and/or federal government within the past five (5) years.

_____ I acknowledge that my firm has pending litigation or has been debarred from doing business with the State of Maryland or any of its subordinate government units and/or federal government, within the past five (5) years. If so, please provide an attachment describing the pending litigation or debarment.

_____ I acknowledge none of this company's officers, directors, partners, or its employees have been convicted of bribery, attempted bribery, or conspiracy to bribe under the laws of any state or federal government; and that no member of the Montgomery College Board of Trustees or any employees of the College has any interest in the bidding company except as follows:

_____

_____

_____

As the duly authorized representative of the Offeror, I hereby certify that the above information is correct and that I will advise Montgomery College should there be a change in status.

By (Signature) _____

Name and Title _____

Witness Name and Title _____

MONTGOMERY COLLEGE ▪ OFFICE OF BUSINESS SERVICES
REQUEST FOR PROPOSAL TITLE: IT INFRASTRUCTURE CABLING PRODUCTS & SERVICES
RFP NUMBER: E523-012
RFP CLOSING DATE AND TIME: APRIL 21, 2023 @ 3:00 PM

ATTACHMENT D – CONTRACTOR INFORMATION FORM

C.1 I/We offer the terms, delivery and pricing for the requested products/services, and certify that I am a bona fide agent, authorized to make offers on behalf of the firm.

C.2 Minority Contractor: Yes ☐ No ☐

If yes, please specify minority classification ☐

C.3 Price adjustment (is ☐ is not ☐) necessary for other public agencies as listed.

C.4 Please list any exceptions taken to any terms and conditions listed in the RFP. Please note any exceptions taken may affect the award of a contract or purchase order.

C.5 I/We certify that our firm is not currently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this solicitation by any County, State, or Federal agency. I/We agree to notify Montgomery College should a change in this status occur.

Yes ☐ No ☐

C.6 Please provide the following information:

Print clearly

Company Name		Years in Business	
Federal Tax Number		Dun & Bradstreet Number	
Street Address		City, State, Zip Code	
Telephone Number		Fax Number	
Contact Person		Title	
Cell Number		E-Mail Address	

Company Name Name

Title Authorized Signature and Date

MONTGOMERY COLLEGE ▪ OFFICE OF BUSINESS SERVICES
REQUEST FOR PROPOSAL TITLE: IT INFRASTRUCTURE CABLING PRODUCTS & SERVICES
RFP NUMBER: E523-012
RFP CLOSING DATE AND TIME: APRIL 21, 2023 @ 3:00 PM

ATTACHMENT E – NO PROPOSAL RESPONSE FORM

Please be advised that our company does not wish to submit a proposal in response to the above-captioned RFP for the following reason(s):

☐ Too busy at this time

☐ Not engaged in this type of work

☐ Project is too large or small

☐ Cannot meet mandatory specifications (Please specify below)

☐ Other (Please specify)

Company Name	Name
Street Address	Authorized Signature and Date
City, State, Zip Code	Title

Please return to:	Montgomery College Office of Business Services 9221 Corporate Blvd Rockville, Maryland 20850

ATTACHMENT F – GENERAL CONDITIONS AND INSTRUCTIONS

ACCEPTANCE PERIOD The selected Contractor(s) must agree to an acceptance trial period of performance not to exceed ninety (90) consecutive calendar days. During the 90-day acceptance period, the Contractor's performance must be consistent with the specifications contained herein and the Contractor's bid. Failure to satisfy the "acceptance trial period of performance" may result in cancellation of the contract. In the event that the Contractor fails to meet all requirements, the College shall declare the Contractor's services unacceptable and the Contractor in default, and terminate all agreements, written or verbal, without penalty or obligation to the College. Further, should there be any dispute/discrepancy on acceptability of said service, decisions made by the College will prevail and be final.

ADDENDA The College reserves the right to amend or add to this bid at any time prior to the bid due date. If it becomes necessary to change or add to any part of this bid, the Procurement Officer will furnish an addendum to all prospective Bidders listed as having received a copy of this bid. All addenda will be identified as such and will be sent by mail, email, or fax transmittal.

ADDITIONAL ORDERS Unless it is specifically stated to the contrary in the bid response, the College reserves the option to place additional orders against a contract awarded as a result of this solicitation at the same terms and conditions, if it is mutually agreeable.

ASSURANCE OF NON-CONVICTION OF BRIBERY The Bidder hereby declares and affirms that, to its best knowledge, none of its officers, directors or partners and none of its employees directly involved in obtaining contracts has been convicted of bribery, attempted bribery or conspiracy to bribe under the laws of any state or the Federal government.

AUDIT Bidder shall permit audit and fiscal and programmatic monitoring of the work performed under any contract issued from this solicitation. The College shall have access to and the right to examine and/or audit any records, books, documents and papers of Bidder and any subcontractor involving transactions related to this agreement during the term of this agreement and for a period of three (3) years after final payment under this agreement.

AWARD CONSIDERATIONS Awards of this bid will be made to the lowest responsible Bidder conforming to specifications with consideration being given to quantities involved, time required for delivery, purpose for which required, responsibility of bidder and its ability to perform satisfactorily with consideration to any previous performance for Montgomery College. A bid may be awarded at the sole discretion of the College in the best interest of the College. Prompt payment discounts will not be considered in bid evaluation. All discounts other than prompt payment are to be included in bid price.

BEHAVIOR OF CONTRACTOR EMPLOYEES The College is committed to providing a work and study environment that is free from discrimination and harassment on the basis of race, color, religious creed, ancestry, national origin, age, sex, marital status, handicap, pregnancy, or status as a disabled veteran or veteran of the Vietnam era. Behavior contrary to this philosophy, which has the purpose or effect of creating an intimidating, hostile, or offensive environment, will not be tolerated by the College, and it is the Contractor's responsibility to ensure that such behavior by its employees, agents, and subcontractors does not occur. The policy extends to maintaining an environment free from sexual harassment. Therefore, sexual advances or sexual remarks, requests for sexual favors, and other verbal or physical conduct of a sexual nature must not be condoned or permitted by the Contractor. This prohibition extends to such harassment within the employment context as well as harassment of students, staff, and visitors to the College. It should be assumed that all sexual behavior by the Contractor's employees, agents, and subcontractors on any campus or facility of the College, whether owned, operated, maintained or leased by the College, is improper and unwelcome.

BID AND PERFORMANCE SECURITY If bid security is required, a bid bond or cashier's check in the amount indicated on the bid cover must accompany each bid and be made payable to Montgomery College. Corporate or certified checks are not acceptable. Bonds must be in a form satisfactory to the College and underwritten by a company licensed to issue bonds in the State of Maryland. If bid security fails to accompany the bid, it shall be deemed unresponsive, unless the Vice President of Procurement deems the failure to be nonsubstantial. Such bid bonds or checks will be returned to all except the three (3) lowest Bidders within five (5) days after the opening of bids, and the remaining checks or bid bonds will be returned to all but successful Bidder(s) within forty-eight (48) hours after award of contract. If a performance bond is required, the successful Bidder must submit an acceptable performance bond in the designated amount of the bid award, prior to award of contract. All bid bonds will be returned to the successful Bidder(s) within forty eight (48) hours after receipt of the performance bond.

ATTACHMENT F – GENERAL CONDITIONS AND INSTRUCTIONS-continued

BIDDING INSTRUMENTS Bidding instruments include the bid, addenda, general terms and conditions, contract terms, and specifications. Bids should be prepared simply and economically, and should provide a straightforward, concise description of the Bidder's capabilities to satisfy the requirements of the bid. Emphasis should be on completeness and clarity of content. The Bidder will bear any and all costs incurred in the preparation and submission of bids.

BRAND NAMES Brand name materials used in these specifications are known and acceptable. Bids including proposals to use alternate brands are invited as long as they are of equal type and equal or better quality. The burden of proof that alternate brands are in fact equal or better falls on the Bidder, and proof must be to the College's satisfaction.

CARE OF PREMISES Precautions taken for safety and protection shall be in accordance with the mandatory requirements of the safety codes prevailing within the jurisdiction in which the work is to be performed. During the performance of the contract, the Contractor shall take the necessary precautions to protect all areas upon which or adjacent to which work is performed as a part of this contract. Any damage caused as a result of Contractor's neglect, directly or indirectly, shall be repaired to the College's satisfaction at the Contractor's expense.

CANCELLATION Montgomery College reserves the right to cancel this bid solicitation or to reject all bids received, if the College's Vice President of Procurement, in accordance with procedures approved by the College's President, determines that it is fiscally advantageous or in the best interest of the College to cancel the bid.

COMPLIANCE WITH LAWS Bidder agrees to comply, at no additional expense, with all applicable Executive orders, Federal, State, bi-county, regional and local laws, ordinances, rules and regulations in effect as of the date of this agreement and as they may be amended from time to time, including but not limited to the equal employment opportunity clause set forth in 41 CFR 60-250.4.

CONFLICT OF INTEREST No employee of the College or of the State of Maryland, or any department, commission, agency or branch thereof whose duties as employees include matters relating to or affecting the subject matter of this bid shall, while an employee, become or be an employee of the party or parties contracting with the College, the State of Maryland, or any department, commission, agency or branch thereof.

CONTINGENT FEES Bidder hereby declares and affirms that neither it nor any of its representatives has employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee or agent working for the Bidder, to solicit or secure a contract, and that it has not paid or agreed to pay any person, partnership, corporation, or other entity, other than a bona fide employee or agent, any fee or any other consideration contingent on the making of a contract as a result of this solicitation.

CONTRACT AMENDMENTS The College, without invalidating the contract documents, may submit a written request to order extra work or to make changes to the agreement by altering, adding to, or deducting from the work, and the contract sum shall reflect such changes. Price adjustments must be accepted, in writing, by Montgomery College before the supplier performs additional work on the project. The Contractor cannot accept purchase requests for products or services that are not covered in this contract or make changes to the scope of work unless a price for those products or services has been negotiated with the College, and the Contractor has received a signed contract amendment from the Procurement Office.

CONTRACT DEADLINES The Contractor is contractually obligated to meet all agreed upon deadlines. Failure of the Contractor to meet any deadline is grounds for termination by default. If the Contractor defaults, the College reserves the right to assess liquidated damages and/or make an open market purchase.

CONTRACT DOCUMENTS Unless otherwise noted, the general conditions of this bid, the Contractor's bid, and the signed purchase order form the contract. Contractors requiring a signed contract form separate and apart from the foregoing are to submit the contract with their bid. The Contractor's contract form will be examined and evaluated along with the Contractor's bid and, at the College's option, may be utilized as the contract.

CONTRACTOR IDENTIFICATION Contractor's employees are required to wear identification badges and/or carry picture identification when they are on College grounds.

ATTACHMENT F – GENERAL CONDITIONS AND INSTRUCTIONS-continued

CONTRACT TERMINATION The contract may be terminated for any of the following reasons:

Failure of the Contractor to meet the mandatory requirements as described in this bid.
Failure of the Contractor to meet required deadlines.
Failure of the Contractor to resolve problems in a timely manner.
Lack of College funding.

CONTRACTORS This bid invitation is extended to individuals or firms as primary Contractors, and the Contractor will execute the work specified with bona fide employees. The Contractor is responsible for ensuring that the supervisor, lead worker, and subcontractors can communicate in English. Subcontractors cannot assume the primary award of this contract on behalf of the primary Contractor nor can the awarded Contractor be relieved of its obligation or responsibility to this contract. The College reserves the right to reject any subcontractor.

DELIVERY AND PACKING All prices quoted must include delivery. All goods delivered under this contract shall be packed in accordance with accepted trade practices. No charges may be made over and above the bid price for packaging, or for deposits or containers unless specified in the bid. No charge will be allowed for cartage unless by prior written agreement. Complete deliveries must be made by the successful bidder to the designated location as indicated on the Montgomery College purchase order. A packing slip shall be included in each shipment. All deliveries must be prepaid and must be delivered to each location designated on purchase order at no additional cost. DELIVERIES MUST BE MADE TO THE SPECIFIED LOCATION. NO COLLECT SHIPMENTS OR SIDEWALK DELIVERIES WILL BE ACCEPTED.

DELIVERY OF BIDS Refer to Section I, and all other Sections referenced in Section I, for Bid/Proposal delivery instructions.

ERRORS IN BIDS Bidders are assumed to be informed regarding conditions, requirements, and specifications prior to submitting bids. Failure to do so will be at the Bidder's risk. Bids already submitted may be withdrawn without penalty prior to bid opening. Errors discovered after bid opening may not be corrected. In the case of an error in price extension, the unit price will govern. The intention of the Bidder must be evident on the face of the bid.

FAILURE TO DELIVER If the Contractor fails to comply with any established delivery requirements, the College reserves the right to make an open market purchase of required items and to assess, as liquidated damages, the difference between the contract price and the actual cost incurred by the College and to invoice charges to the Contractor.

INDEMNIFICATION The Contractor shall be responsible for any loss, personal injury, expense, death and/or any other damage which may occur by reason of Contractor's acts, negligence, willfulness or failure to perform any of its obligations under this agreement. Any acts, negligence, willfulness or failure to perform any of the Contractor's obligations under this agreement, on the part of any agent, director, partner, servant or employee of Contractor are deemed to be the Contractor's acts. Contractor agrees to indemnify and hold harmless the College and its trustees, employees, agents and students from any claim, damage, liability, injury, expense, and/or loss, including defense costs and attorney's fees, arising directly or indirectly out of Contractor's performance under this agreement.

Accordingly, the College shall notify Contractor promptly in writing of any claim or action brought against the College in connection with this agreement. Upon such notification, Contractor shall promptly take over and defend any such claim or action. The College shall have the right and option to be represented in any such claim or action at its own expense. This indemnification provision shall survive the termination and/or completion of this agreement.

HAZARDOUS AND TOXIC SUBSTANCES Bidder must comply with all applicable Federal, State, County and bi-county laws, ordinances and regulations relating to hazardous and toxic substances, including such laws, ordinances and regulations pertaining to access to information about hazardous and toxic substances, and as amended from time to time. Bidder shall provide the College with a "Material Safety Data Sheet" or in the case of a controlled hazardous waste substance, a hazardous waste manifest for all hazardous chemicals listed or subsequently added to the Chemical Information List in compliance with applicable laws, ordinances and regulations.

ATTACHMENT F – GENERAL CONDITIONS AND INSTRUCTIONS-continued

INSPECTION OF PREMISES If a site visit is recommended or required, each Bidder is responsible for visiting the site(s) prior to submitting a bid in order to observe the existing conditions affecting the work, and to obtain precise dimensions of the area(s) involved. No allowance will be made to the successful Bidder, at a later date for additional work required because of his or her failure to visit the site and/or to obtain the exact dimensions. Discrepancies, if any, must be reported to the College.

INSURANCE If a contract results from this bid, the Contractor shall maintain such insurance as will indemnify and hold harmless the College from Workmen's Compensation and Public Liability claims for property damage and personal injury, including death, which may arise from the Contractor's operations under this contract, or by anyone directly or indirectly employed by him/her.

MARYLAND PUBLIC INFORMATION ACT Bidder recognizes that the College is subject to the Maryland Public Information Act, Title 10 of the State Government Article of the Annotated Code of Maryland. Bidder agrees that it will provide any justification as to why any material, in whole or in part, is deemed to be confidential, proprietary information or trade secrets and provide any justification of why such materials should not be disclosed pursuant to the Maryland Public Information Act.

MINORITY PARTICIPATION Pursuant to Section 16-311(7) of the Education Article and Board Resolution #87-83, adopted on July 20, 1987, it is the policy of Montgomery College to encourage the participation of responsible certified minority business enterprises to provide goods and services for the performance of College projects. "Minority business enterprise" has the meaning stated in Section 14-301 of the State Finance and Procurement Article and means a legal entity, except a joint venture, that is: (1) organized to engage in commercial transactions; (2) at least 51% owned and controlled by one or more individuals who are socially and economically disadvantaged; and (3) managed by, and the daily business operations which are controlled by, one or more of the socially and economically disadvantaged individuals who own it. A "socially and economically disadvantage individual" means a citizen or lawfully admitted permanent resident of the United States who is in any of the following minority groups: African American, American Indian/Native American, Asian, Hispanics, physically or mentally disabled, women, or a group (e.g. LGBTQIA+) otherwise found by the certification agency to be a socially and economically disadvantaged individual.

NON-ASSIGNMENT AND SUBCONTRACTING Bidder shall not assign any contract or any rights or obligations hereunder without obtaining prior written consent of the College. No contract shall be made by Bidder with any other party for furnishing the services to be performed under a contract issued from this solicitation without the written approval of the College. These provisions will not be taken as requiring the approval of the contract of employment between Bidder and its personnel.

NON-COLLUSION Bidder certifies that it has neither agreed, conspired, connived, or colluded to produce a deceptive show of competition in the compilation of the bid or offer being submitted herewith; Bidder also certifies that it has not in any manner, directly or indirectly, entered into any agreement, participated in any collusion to fix the bid price or price proposal of the Bidder or offeror herein or any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the contract for which the bid or offer is submitted.

NON-DISCRIMINATION Bidder assures the College that, in accordance with applicable law, it does not, and agrees that it will not discriminate in any manner on the basis of sex, race, age, color, creed, national origin, religious belief, handicap, marital status, or status as a disabled veteran or veteran of the Vietnam era. Bidder further agrees to post in conspicuous places notices setting forth the provisions of the nondiscrimination clause and to take affirmative action to implement the provisions of this section. Bidder further assures the College that, in accordance with the Immigration Reform and Control Act of 1986, it does not and will not discriminate against an individual with respect to hiring, or recruitment or referral for a fee, of the individual for employment or the discharging of the individual from employment because of such individual's national origin or in the case of a citizen or intending citizen, because of such individual's citizenship status.

NON-DISCRIMINATION POLICY The College is committed to providing a work and study environment that is free from discrimination and harassment on the basis of race, color, religious creed, ancestry, national origin, age, sex, marital status, handicap, pregnancy or status as a disabled veteran or veteran of the Vietnam era. Behavior contrary to this philosophy, which has the purpose or effect of creating an intimidating, hostile, or offensive environment, will not be tolerated by the College, and it is the Contractor's responsibility to ensure that behavior by its employees, agents, and subcontractors does not occur. This policy extends to maintaining an environment free from sexual harassment. Therefore, sexual advances or sexual remarks, requests for sexual favors, and other verbal or physical conduct of a sexual nature must not be condoned or permitted by the Contractor. This prohibition extends to harassment within the employment context as well as harassment of students, staff and visitors to the College.

ATTACHMENT F – GENERAL CONDITIONS AND INSTRUCTIONS-continued

It should be assumed that all sexual behavior by the Contractor's employees, agents and subcontractors on any campus or facility of the College, whether owned, operated, maintained or leased by the College, is improper and unwelcome. Contractor will also insure that all technicians who work with College users exhibit a high degree of professionalism in their dealings with those users.

NON-VISUAL ACCESS The bidder or offeror warrants that the information technology offered under this bid or proposal (1) provides equivalent access for effective use by both visual and nonvisual means; (2) will present information, including prompts used for interactive communications, in formats intended for both visual and nonvisual use; (3) if intended for use in a network, can be integrated into networks for obtaining, retrieving, and disseminating information used by individuals who are not blind or visually impaired; and (4) is available, whenever possible, without modification for compatibility with software and hardware for nonvisual access. The bidder or offeror further warrants that the cost, if any, of modifying the information technology for compatibility with software and hardware used for nonvisual access will not increase the cost of the information technology by more than 5 percent. For purposes of the regulation, the phrase "equivalent access' means the ability to receive, use, and manipulate information and operate controls necessary to access and use information technology by nonvisual means. Examples of equivalent access include keyboard controls used for input and synthesized speech, Braille, or other audible or tactile means used for output."

NOTICE TO CURE The College reserves the right to cancel the contract if the Contractor's performance is unsatisfactory to the College. It is understood, however, that if at any time during the term of the contract, performance is deemed to be unsatisfactory, the College shall so notify the Contractor in writing, and the Contractor shall correct such unsatisfactory conditions within thirty (30) calendar days from receipt of such notification. If such corrections are not made within the specified period, the College may terminate the contract.

PATENTS Bidder guarantees that the sale and/or use of the goods offered will not infringe upon any U.S. or foreign patent. Bidder will at his/her own expense, indemnify, protect and save harmless the College, its trustees, employees, agents and students with respect to any claim, action, cost or judgment for patent infringement, arising out of the purchase or use of these goods.

PREPARATION OF BID Bids submitted must be hand signed by an authorized agent of the company submitting the bid. Notification of award will be made by "Notice of Intent to Award" and/or purchase order. A bidder may attach a letter of explanation to the bid for clarification. Bidders will be required, if requested by Montgomery College, to furnish satisfactory evidence that they are, in fact, bona fide manufacturers of or dealers in the items listed, and have a regularly established place of business. The College reserves the right to inspect any Bidder's place of business prior to award of contract to determine Bidder responsibility.

PRODUCT TESTING DURING TERM OF CONTRACT Goods delivered under any contract resulting from this Request for Bid may be tested for compliance with specifications stipulated herein. Any shipment failing to meet or comply fully with the specification requirements will be rejected. The cost of testing a representative sample of an order or shipment for acceptance shall be borne by the College unless the order is rejected for failure to meet specifications or purchase description. In such cases of rejection, the cost of testing will be charged back to the Contractor.

RECORD RETENTION If awarded a contract, Contractor shall maintain books and records relating to the subject matter of this agreement, including but not limited to all charges to the College, for a period of three (3) years from the date of final payment under this agreement.

REFERENCES Bidder must provide at least three references from former or current clients who can confirm the Bidder's experience with projects that are similar in size or scope. All reference information must include the company's name and address and the contact's name and telephone number. The references provided must be able to confirm, without reservation, the Bidder's ability to provide the level of services requested in this solicitation. References from other higher education institutions or government agencies are preferred but not required.

REGISTRATION OF CORPORATIONS NOT REGISTERED IN THE STATE OF MARYLAND Pursuant to 7-202 et. Seq. of the Corporation and Associations Article of the Annotated Code of Maryland, corporations not incorporated in the State of Maryland shall be registered with the State Department of Assessments and Taxation, 301 West Preston Street, Baltimore, Maryland 21201 before doing any interstate or foreign business in this State. A copy of the registration or application for registration may be requested by the College.

ATTACHMENT F – GENERAL CONDITIONS AND INSTRUCTIONS-continued

REJECTIONS AND CANCELLATIONS Montgomery College reserves the right to accept or reject any or all bids in whole or in part for any reason. The College reserves the right to waive any informality and to make awards in the best interest of the College. The College also reserves the right to reject the bid of any Bidder who has previously failed to perform adequately on a prior award for furnishing goods and/or services similar in nature to those requested in this bid. The College may cancel this solicitation in whole or in part, at its sole discretion.

RIDER PROVISION FOR MONTGOMERY COUNTY PUBLIC SCHOOLS AND MONTGOMERY COUNTY The Bidder agrees when submitting the bid that it will make available to every office and department of the Montgomery County Public Schools and the Montgomery County Government the same bid prices, terms and conditions offered during the term of contract. Orders will be placed directly by these agencies.

RIGHT TO STOP WORK If the College determines, either directly or indirectly, that the Contractor's performance is not within the specifications, terms or conditions of this bid and/or that the quality of the job is unacceptable, the College has the right to stop the work. The stoppage of work shall continue until the default has been corrected and/or corrective steps have been taken to the satisfaction of the College. The College also reserves the right to re-bid this contract if it is decided that performance is not within the specifications as set out.

SAMPLES AND CATALOG CUTS If samples are required, Bidder shall be responsible for delivery of samples to location indicated. All sample packages shall be marked "Sample for Procurement Office, Bid No.___" and each sample shall be tagged or marked. Failure of the Bidder to clearly identify samples as indicated may result in rejection of bid. The College reserves the right to test any materials, equipment or supplies delivered to determine if the specifications have been met. Samples will not be returned.

SIGNATURE Each bid must show the full business address and telephone number of the Bidder and be signed by the person or persons legally authorized to sign such contracts. All correspondence concerning the bid and contract, including the bid summary, copy of contract, and purchase order, will be mailed or delivered to the address shown on the bid. NO BID WILL BE ACCEPTED WITHOUT ORIGINAL SIGNATURE.

SPECIFICATIONS AND SCOPE OF WORK The specifications listed herein may or may not specify all technical requirements which are needed to achieve the end result. When accepting the award, the Contractor assumes the responsibility of accomplishing the task requested in this document. Any omission of parts, products, processes, etc. in the specifications are the responsibility of the Contractor and the College will not bear the responsibility of their omission. If omissions in the specifications are discovered and these omissions will impact the contract price then it is the responsibility of the Bidder to note these omissions, in writing, prior to accepting the award. If these omissions are not noted prior to award then the Contractor's silence is deemed as full and complete acceptance and any additional costs will be borne by the Contractor.

TAXES The College is exempt from Federal and Maryland taxes. Exemption Certificates are available upon request. Bidder shall be responsible for the payment of any and all applicable taxes resulting from any award and/or any activities hereunder, including but not limited to any applicable amusement and/or sales taxes.

TERMINATION BASED ON LACK OF FUNDING Any contract awarded as a result of this solicitation will be subject to funding and continued appropriation of sufficient funds for the contract. For purposes of this solicitation, the College's appropriating authority is deemed to be the Board of Trustees of Montgomery College. Insufficient funds shall be grounds for immediate termination of solicitation.

TERMINATION FOR DEFAULT If an award results from this bid, and the Contractor has not performed or has unsatisfactorily performed the contract, payment shall be withheld at the discretion of the College. Failure on the part of the contractor to fulfill contractual obligations shall be considered just cause for termination of the contract and the Contractor is not entitled to recover any costs incurred by the Contractor up to the date of termination.

TERMINATION FOR THE CONVENIENCE OF THE COLLEGE The performance of the work or services under a contract as a result of this solicitation may be terminated in whole or in part, whenever the President of Montgomery College shall deem that termination is in the best interest of the College. Such determination shall be at the sole discretion of the President. In such event, the College shall be liable only for payment in accordance with the payment provisions of the contract for work or services performed or furnished prior to the effective date of termination. Termination hereunder shall become effective by delivery to contractor of written notice of termination upon which date the termination shall become effective.

ATTACHMENT F – GENERAL CONDITIONS AND INSTRUCTIONS-continued

USE OF CONTRACT BY OTHER EDUCATIONAL INSTITUTIONS While this bid is prepared on behalf of Montgomery College, it is intended to apply to other Maryland educational institutions and public agencies in Montgomery County, Maryland and State of Maryland as listed below:

- Montgomery County Public Schools
- Montgomery County Government
- Montgomery County Housing Opportunities Commission
- Maryland-National Capital Park & Planning Commission
- Washington Suburban Sanitary Commission
- Maryland State Colleges and Universities

Unless the Bidder takes an exception, the resulting awarded items will be available to all agencies listed. Should a price adjustment be necessary to include any other public agency, the Bidder must so note on the Contractor Information Form. Exception for Montgomery County Public Schools will not be accepted. Purchase requests and funding from other agencies will be the responsibility of those agencies.

WARRANTY Bidder expressly warrants that all articles, material and work offered shall conform to each and every specification, drawing, sample or other description which is furnished to or adopted by the College and that they will be fit and sufficient for the purpose intended, merchantable, of good material and workmanship, and free from defect. Such warranty shall survive a contract and shall not be deemed waived either by the College's acceptance of said materials or goods, in whole or in part, or by payment for them, in whole or in part. The Bidder further warrants all articles, material and work performed for a period of one year, unless otherwise stated, from date of acceptance of the items delivered and installed, or work completed. All repairs, replacements or adjustments during the warranty period shall be at Bidder's sole expense.

ATTACHMENT G – MID ATLANTIC PURCHASING TEAM RIDER CLAUSE

Cooperative Rider Clause

The Mid-Atlantic Purchasing Team (MAPT) is the agreement between the Metropolitan Washington Council of Governments ("MWCOG") and the Baltimore Metropolitan Council ("BMC") to aggregate the public entity and non-profit purchasing volumes in the Maryland, Virginia and Washington, D.C. region ("region").

I. Format

A lead agency format is used to accomplish this work. This Participating Agency, serving as Lead Agency for this procurement, has included this MAPT Cooperative Rider Clause. This allows other public entities to participate pursuant to the following Cooperative Rider Clause Terms and Conditions:

A. Terms

1. Any public entity participating in this procurement ("Participating Agency"), through their use of this Cooperative Rider Clause, agree to the terms and conditions of the resulting contract to the extent that they can be reasonably applied to the Participating Agency.

2. A Participating Agency may also negotiate additional terms and conditions specific to their local requirements upon mutual agreement between the parties.

B. Other Conditions - Contract and Reporting

1. The resulting contract shall be governed by and ''construed" in accordance with the laws of the State/jurisdiction in which the Participating Agency is officially located;

2. To provide to MAPT contract usage reporting information, including but not limited to quantity, unit pricing and total volume of sales by entity, as well as reporting any Participating Agency added on the contract, on demand and without further approval of Participating Agency;

3. Contract obligations rest solely with the Participating Agency only; and

4. Significant changes in total contract value may result in further negotiations of contract pricing with the Lead Agency and any Participating Agency.

In pricing and other conditions, contractors are urged to consider the broad reach and appeal of MAPT with public and non-profit entities in this Region.

In order to ride an awarded contract, a COG Rider Clause Approval Form (below) must be completed and approved by the Lead Agency.

ATTACHMENT G – MID ATLANTIC PURCHASING TEAM RIDER CLAUSE-continued

II. Participating Members

COG MEMBER GOVERNMENTS

District of Columbia

Maryland

- Town of Bladensburg
- City of Bowie
- City of College Park
- Charles County
- City of Frederick
- Frederick County
- City of Gaithersburg
- City of Greenbelt
- City of Hyattsville
- City of Laurel
- Montgomery County
- Prince George's County
- City of Rockville
- City of Takoma Park

Virginia

- City of Alexandria
- Arlington County
- City of Fairfax
- Fairfax County
- City of Falls Church
- Loudoun County
- City of Manassas
- City of Manassas Park
- Prince William County

Other Local Governments

- Town of Herndon
- Spotsylvania County
- Stafford County
- Town of Vienna

Public Authorities/Agencies

- Alexandria Renew Enterprises
- District of Columbia Water and Sewer Authority
- Metropolitan Washington Airports Authority
- Metropolitan Washington Council of Governments
- Montgomery County Housing Opportunities Commission
- Upper Occoquan Service Authority
- Washington Metropolitan Area Transit Authority
- Washington Suburban Sanitary Commission

ATTACHMENT G – MID ATLANTIC PURCHASING TEAM RIDER CLAUSE-continued

School Systems

- Alexandria Public Schools
- Arlington County Public Schools
- Charles County Public Schools
- District of Columbia Public Schools
- Frederick County Public Schools
- Loudoun County Public Schools
- City of Manassas Public Schools
- Montgomery College
- Montgomery County Public Schools
- Prince George's County Public Schools
- Prince William County Public Schools
- Spotsylvania County Schools
- Winchester Public Schools

BALTIMORE METROPOLITIAN COUNCIL AGENCIES

- City of Annapolis
- Anne Arundel County
- Anne Arundel County Public Schools
- Anne Arundel Community College
- City of Baltimore
- Baltimore City Public Schools
- Baltimore County
- Baltimore County Public Schools
- Community College of Baltimore County
- Carroll County
- Harford County
- Harford County Public Schools
- Harford Community College
- Howard County
- Howard County Public Schools System
- Howard Community College
- Queen Anne’s County
- Queen Anne’s County Public Schools

ATTACHMENT G – MID ATLANTIC PURCHASING TEAM RIDER CLAUSE-continued

MWCOG Rider Clause
Approval Form

This form must be executed for any Participating Agency, both within and outside of the Mid- Atlantic Purchasing Team (MAPT) region, to use the MAPT Cooperative Rider Clause to ride solicitations and contracts.

NOTE: Effective January 1, 2019, MWCOG does not authorize the use of the MAPT/COG Cooperative Rider Clause without this form being completed and approved.

Participating Agency Name _____

Contact Person _____

Phone_____ Email Address _____

Solicitation/Contract Information:

Name Solicitation/Contract _____ Lead

Agency/Contract Holder _____

Contact Person _____

Solicitation/Contract Number_____Other Reference _____

Vendor Information:

Contractor Name _____

Address_____

City/State/Zip_____

Contact Person _____

Phone_____Email Address _____

See questions on next page.

ATTACHMENT G – MID ATLANTIC PURCHASING TEAM RIDER CLAUSE-continued

Questions	**YES**	**NO**
1. Is the Contract active and currently in force?	____	____
2. Is the Participating Agency's specifications/scope of work the same or very similar to that in the Contract?	____	____
3. Is riding this Contract within the rules and regulations of the Participating Agency and approved by the Participating Agency's Purchasing Department?	____	____

Participating Agency	Mid-Atlantic Purchasing Team
Name:_____	Name:_____
Title: _____	Title: _____
Signature: _____	Signature: _____

Any Participating Agency (MAPT/COG) member that wishes to piggyback a MAPT/COG contract, must complete form and return to COG, via email: purchasing@mwcog.org