



"Cedar Rapids is a vibrant urban hometown – a beacon for people and businesses that are invested in building a greater community now and for the next generation."

REQUEST FOR BID

November 19, 2015

For
CABLING SERVICES FOR IT INFRASTRUCTURE
RFB #PUR1015-071

Prepared by
City of Cedar Rapids
Purchasing Services Division

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Section 1.0 – NOTICE OF REQUEST FOR BIDS (RFB)

1.1 Notice of Request for Bid

Notice is hereby given that sealed bids will be received before 3:00 p.m. CST on Tuesday, December 8, 2015 before 3:00 p.m. CST, at the Office of the City Clerk, in City Hall, 101 First Street SE, Cedar Rapids, Iowa 52401 for Cabling Services for IT Infrastructure as requested by the City of Cedar Rapids Information Technology Department.

1.2 RFB Timeline

Name of the Bid Cabling Services for IT Infrastructure – RFB #PUR1015-071

Date of Issuance Thursday, November 19, 2015

Deadline for Questions Tuesday, December 1, 2015 at 3:00 p.m. CST

Deadline for Bid Submittal Tuesday, December 8, 2015 before 3:00 p.m. CST
Bids time stamped 3:00 p.m. or after are late

Submit Bid to: →→→→→→→→

Submit in a sealed envelope.

Address exactly as stated.

City Clerk Office Hours 8 am to 5 pm, Mon-Fri

Sealed Bid: Cabling Services for IT Infrastructure
Office of the City Clerk-City Hall
101 First Street SE
Cedar Rapids IA 52401

Method of Submittal US Mail, Overnight Delivery or In Person
Electronic and fax bids **are not** acceptable

Contact Person, Title Rebecca Johnson, CPPB, Purchasing Agent
E-mail Address r.johnson2@cedar-rapids.org

Phone/ Fax Numbers Phone: 319-286-5062 Fax: 888-815-3659

1.3 The City is not responsible for delays occasioned by the U.S. Postal Service, the internal mail delivery system of the City, or any other means of delivery employed by the Bidder. Similarly, the City is not responsible for, and will not open, any bid responses that are received on or after the time stated above. Late submittals will be retained in the RFB file, unopened. No responsibility will be attached to any person for premature opening of a bid not properly identified.

1.4 Bids will be publicly opened on Tuesday, December 8, 2015 at 3:00 p.m. (our clock) CST in City Hall, 101 First Street SE, Cedar Rapids 52401. The main purpose of this opening is to read the name(s) of the Bidders(s) and the submitted pricing, not to serve as a forum for determining the apparent low bidder(s).

1.5 Bids will be evaluated promptly after opening. After an award is made, a bid tabulation summary will be sent to all companies who submitted a bid. Bid results will not be given over the telephone or prior to award. Bids may be withdrawn any time prior to the scheduled closing time for receipt of bids; no bid may be modified or withdrawn for a period of sixty (60) calendar days thereafter.

----- End of Section 1.0 -----

SECTION 2.0 – INSTRUCTIONS TO BIDDERS

2.1 Federal Funding Provisions – This Project is not federally funded.

2.2 NOTICE: INSURANCE IS REQUIRED FOR THIS PROJECT

WORK SHALL NOT BEGIN UNTIL THE CERTIFICATE OF INSURANCE AND ALL REQUIRED ENDORSEMENTS ARE RECEIVED AND APPROVED BY THE CITY.

At all times during the term of the Work and the Contract, and any extensions thereof, the Contractor shall purchase, at its own expense, and maintain with insurance companies in good standing and acceptable to the City. Such insurance will protect the Contractor from liability and claims for injuries and damages which may arise out of or result from the Contractor's operations under the Contract and for which the Contractor may be liable, whether such operations are by the Contractor or by a Subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable.

For the protection of the Contractor and the City, but without restricting or waiving any obligations of the Contractor herein contained, the Contractor shall insure the risks associated with the Work and the Contract with minimum coverages and limits as set forth in Attachment B, INSURANCE REQUIREMENTS.

2.3 Whenever used in this RFB the following terms shall have the meaning given as follows: City shall mean the City of Cedar Rapids, Iowa. Contractor shall mean the firm providing cabling services as requested by the Information Technology Department. Subcontractor shall mean any person, firm, or corporation who contracts with the Contractor to perform a service for which the basis of payment or Scope of Work is identified as a part of this RFB. Project Manager shall mean Shawn Lampe, IT Infrastructure Manager, who is the designated coordinator and administrator for the Work under this project.

2.4 A company representative who is authorized to bind the Company will sign on behalf of the company to indicate to the City that you have read, understand and will comply with the instructions and all terms and conditions stated in this Request for Bid and all attachments.

2.5 Pre-Bid Meeting

There is no Pre-bid meeting for this Project.

2.6 This Request for Bid does not commit the City to make an award, nor will the City pay any costs incurred in the preparation and submission of bids, or costs incurred in making necessary studies for the preparation of bids.

2.7 Addenda

Any matter of this bid package that requires explanation or interpretation must be inquired into by the Bidder in writing by Tuesday, December 1, 2015 at 3:00 p.m. CST. FAX or E-MAIL all questions to Rebecca Johnson at (888) 815-3659 or rjohnson2@cedar-rapids.org. Any and all questions will be responded to in the form of written addenda to all Bidders. All addenda that you receive shall become a part of the Contract Documents and shall be acknowledged and dated on the bottom of the Signature Page Form (Attachment C). All Addenda will be posted on the City's website. It is the Bidder's responsibility to check for addenda.

<http://www.cedar-rapids.org/government/departments/purchasing/Pages/currentbidopportunities.aspx>

2.8 Exceptions to Documents

The Bidder shall clearly state in the submitted bid any exceptions to, or deviations from, the minimum bid requirements, and any exceptions to the terms and conditions of this RFB. Such exceptions or deviations will be considered in evaluating the bids. Bidders are cautioned that exceptions taken to this RFB may cause their bid to be rejected.

2.9 Silence of Specifications

Commercially accepted practices shall apply to any detail not covered in the specification and to any omission of the specification. Any omission or question of interpretation of the specification that affects the performance or integrity of the service being offered shall be addressed in writing and submitted with the Proposal.

2.10 Incomplete Information

Failure to complete or provide any of the information requested in this Request for Bid, including references, and/or additional information as indicated, may result in disqualification by reason of "non-responsiveness".

- 2.11 No responsibility will be attached to any person for premature opening of a bid not properly identified.
- 2.12 In the event of conflict, the Special Terms and Conditions shall take precedence over the Standard Terms and Conditions, included herein.

Be advised that any conversations (in reference to this RFB) between bidders and any City employee, City official or City Project Manager, outside of the Purchasing Services Division, during the entire competitive bidding process is strictly prohibited. Such actions will result in removal of the Contractor from the vendors list and rejection of the Contractor's bid. **The ONLY official position of the City is that position which is stated in writing and issued by the Purchasing Services Division.** No other means of communication, whether written or oral, shall be construed as a formal or official response statement.

----- End of Section 2.0 -----

SECTION 3.0 – SPECIAL TERMS AND CONDITIONS

3.1 Term of Contract

- 3.1.1 The initial term of the Contract shall be for two (2) years anticipated to be January 1, 2016 through December 31, 2017.
- 3.1.2 The City and the Contractor may renew the original Contract for two (2) additional two-year time periods by mutual agreement. A minimum of thirty (30) days' notice must be given to renew the contract for additional increments.
- 3.1.3 A Contract, prepared by the City and signed by the City Manager, shall become the document that authorizes the Work to begin, assuming the insurance requirements have been met. Each section contained herein, the attachments, and any addenda and the response from the successful Bidder shall also be incorporated by reference into the resulting agreement.
- 3.1.4 The City reserves the right to make changes to the Work to be provided which are within the Project. No assignment, alteration, change, or modification of the terms of the Contract shall be valid unless made in writing and agreed to by both the City and the Contractor. The Contractor shall not commence any additional work or change the scope of the Work until authorized in writing by the City. Contractor shall make no claim for additional compensation in the absence of a prior written approval and amendment of the Contract executed by both the Contractor and the City. The Contract may only be amended, supplemented or modified by a written document executed by the Contractor and the City Manager.
- 3.1.5 In accordance with the provisions and conditions of the Contract, Contractor shall freely enter into the Contract for the purpose of providing Work to the City and to be compensated for the Work.
- 3.1.6 No price escalation will be allowed during the initial term of the contract. If it is mutually decided to renew beyond the initial period and the Contractor requests a price increase, the Contractor shall provide sufficient written certification and documentation to substantiate the request. Documentation shall include, but not be limited to; actual materials invoices, copies of commercial price lists, provision of appropriate indices, which reflect said increases. The City reserves the right to accept or reject price increases, to negotiate more favorable terms or to terminate without cost, the future performance of the contract.

3.2 Contract Forms

- 3.2.1 If a Bidder intends to request that the City of Cedar Rapids enter into any agreement form in connection with the award of this project, the form must be submitted with the Bid for review by the City's legal counsel during the evaluation of Bids. If such agreement requires that payments be remitted to other than the Bidder, the Bidder shall indicate the name and address of the firm to whom Bidder would request payments to be made, and the firm's relationship to the Bidder.
- 3.2.2 Bidders are advised that in the event any such agreement contradicts the City of Cedar Rapids requirements, the bid may be rejected due to the contradiction unless Bidder indicated deletion of such clauses. If agreement form indicated a firm other than the Bidder is Contractor, or payee, the proposed Contractor or payee must also indicate concurrence with the deletion of such clauses.
- 3.2.3 If no agreement form is included with the bid, no such form will be approved by the City during the evaluation or award processes, or following award of contract. If the bid does not indicate the proposed Contractor, vendor or payee to be a person or company other than the Bidder, (1) only the Bidder will be considered as Contractor and (2) payments will be made only to the Bidder to whom the contract is awarded.
- 3.2.4 The City of Cedar Rapids will in no case agree to terms not submitted for review with the bid submittal.

3.3 Payment Terms and Invoice Submittal

- 3.3.1 Payment terms for Work authorized under the contract shall be net forty-five (45) days upon receipt of an acceptable original invoice and after Work is performed, inspected and accepted and all required documentation and reports are received in a format acceptable to the City.
- 3.3.2 Invoices shall include the following information:
 - Contractor name and address

- Date and location of Work
- City PO number
- Description of Work including copy of work order form
- Who performed the Work, their job classification, number of hours worked, hourly labor rate and total labor rate charged
- The total amount being invoiced
- The Project Number / Contract Number (RFB #PUR1015-071)

3.3.3 For accounting purposes, detailed schedules and supporting documentation apportioning the cost of time and/or materials under this contract shall be included with Contractor's invoice. The schedules shall be presented in such detail, and backed up with supporting information in the format the City requests. Violation of this provision by Contractor shall constitute a material breach of this contract. Any schedule submitted may be utilized for payment requests only after it has been acknowledged, in writing, as acceptable by the City's Finance Department.

3.3.4 Surcharges (i.e. fuel surcharges, restocking) shall NOT be allowed to be added to invoices as an additional line item.

3.3.5 All invoices and supporting documentation shall be submitted at the intervals as agreed upon:

- a) In a pdf format via e-mail to: accountspayable@cedar-rapids.org
or
- b) Via US mail to: City of Cedar Rapids, Finance Department – Accounts Payable,
101 First Street SE, PO Box 2148, Cedar Rapids, IA 52406-2148.

3.3.6 The City may withhold payment for reasons including, but not limited to the following:

- a) Work that is defective, inaccurate, flawed, unsuitable, nonconforming or incomplete due to negligence of the Contractor;
- b) Damage for which Contractor is liable under the Contract;
- c) Valid liens or claims of lien;
- d) Valid claims of Subcontractors or other persons;
- e) Delay in the progress or completion of the Work;
- f) Inability of Contractor to complete the Work;
- g) Failure of Contractor to properly complete or document any pay request or invoice;
- h) Any other failure of Contractor to perform any of its obligations under the Contract; or
- i) The cost to City, including attorneys' fees and administrative costs, of correcting any of the aforesaid matters or exercising any one or more of City's remedies set forth in the Contract.

3.3.7 Actual travel time to and from the work location is not reimbursable under the Contract.

3.4 Treatment of Documents and Records

3.4.1 Ownership

All Documents and other materials prepared by the Contractor in connection with this project are the City's sole property in which the Contractor has no proprietary or other rights or interests. All reports, documents, information, and any materials or equipment furnished to the Contractor by the City shall remain the sole property of the City. Nothing written in this paragraph, however, will be interpreted to forbid the Contractor from retaining a single copy of information for its files.

3.4.2 Confidentiality

Any individual subcontracted or employed by the Contractor with authorized access to personnel information documents, if any, is given access to use any personnel information in the documents solely for the purpose of performing the Work of the Contract and must not divulge this information to anyone without a need to know. Confidentiality of personnel information contained in the documents shall survive the completion or termination of the Contract subject to applicable state statutes.

3.4.3 Disposal

If at any time during the performance of the Contract or following completion or termination of the Contract, Contractor and/or its subcontractors chooses to dispose of Documents, disposal of Documents shall:

- a) comply with any retention requirements of the agreement, and
- b) shall be in a manner such that documents or information in the Documents is unable to be read, interpreted, reproduced, copied or duplicated in any fashion.

3.4.4 Access/Retention

During the term of the Contract or following completion or termination of the Contract the Contractor and its Subcontractors, if any, shall maintain all accounting records and other documentation generated in performing the Work under the Contract.

The City or any duly authorized representative of the City shall have access to all such information for the purpose of inspection, audit and copying during normal business hours. All such information shall be retained for five (5) years from the date of final payment and after all other pending matters under the Contract are closed.

This access shall be made available to the City or duly authorized agent and shall be considered incidental to the Scope of Work contained herein. As such, there shall be no additional compensation allowed the Contractor for maintaining this information and allowing the herein described access.

- 3.5 If Project is funded in any way utilizing Federal Funds the Contractor acknowledges that it may be required to submit to an audit of funds paid through the Contract and as may be conducted in accordance with provisions of the Office of Management and Budget Circular A-133 (Audit of States, Local Government and Non-Profit Organizations).

3.6 Expenditure of Service

The City does not guarantee any minimum or maximum hours of work for the Contractor. There is no guaranteed minimum amount of work that will be required throughout the contract period.

----- End of Section 3.0 -----

SECTION 4.0 – SCOPE OF WORK, SPECIFICATIONS

4.1 Scope of Work

4.1.1 The City of Cedar Rapids is seeking bids from qualified Contractors to provide cabling services for IT infrastructure on an as-need basis for the Information Technology Department. There is no guaranteed minimum amount of work. City Cabling Standards are provided as Attachment D. Pricing is requested as an hourly rate for all cabling services provided including, but not necessarily limited to, fiber optic cable and various forms of copper cable. The City is seeking a Contractor who will be available at a regular hourly rate (not overtime) between 6:00 a.m. and 6:00 p.m. Monday through Friday. Any exception to this shall be specified with bid submittal.

4.1.2 Depending on the size of the project, the City may provide a project plan prior to beginning of a new job which will be agreed upon and followed by the Contractor. For all projects the City will submit a Work Order Form (see Section 4.1.5 below) to the Contractor.

4.1.3 The Contractor shall provide skilled professionals, tools, and equipment to pull and install all infrastructure from end to end. The installed infrastructure may consist of fiber cabling, fiber terminations, copper cabling, connectors, interconnect/patching equipment, wiring blocks, cable management devices, communications outlets, distribution taps, inner-duct, conduit, equipment racks/cabinets, patch cables, and any other materials specified for the specific job. Upon completion of the installation and prior to system acceptance, the Contractor shall provide all testing and documentation (written and electronic), as stated herein.

4.1.4 Material and Workmanship Requirements

All materials used by the Contractor for City projects shall be provided by the City. A separate Request for Bid for Cabling Materials is running concurrently with this solicitation to establish a contract for the purchase of materials on an as-needed basis. The Contractor shall use materials available on the City's contract whenever possible. The list of materials the City intends to have included on the materials contract is provided as Attachment E.

The Contractor shall submit a Bill of Materials (BOM) to the City's IT Department prior to beginning any work. The City will place the order with the materials supplier who will bill the City and hold the items for the Contractor. Items required that are not listed in Attachment E must be produced by one of the manufacturers listed below. The City will obtain all materials as needed for each individual project. No cable shorts shall be used.

a) Cabling shall be sized and terminated as per riser diagram if provided. Accepted Manufacturers are:

- Belden
- Superior Essex
- General Cable
- Corning
- Panduit
- Berk-Tek

b) Termination shall be as per the riser diagram, or owner requirements. Accepted Manufacturers are:

- Belden
- Corning
- Panduit
- Ortronics
- OFS

c) All Backbone terminations shall be terminated to appropriate equipment required. Projects shall include a complete cross connect system in quantities sufficient to allow initial cross connect plus 20% additional for future growth of system or as specified in the project plan.

- d) All copper cable shall be Category 6 using proper insulation as required by standards, code, and shall meet the requirements published in the specifications for TIA/EIA 568-B. Four pair UTP cable shall be used for all data terminations unless otherwise specified. Category 5e can only be used with proper approval of the City's Project Manager or designee.
- e) Fiber optic cable shall be rated OFNP or OFNR per the installation environment as defined by the NFPA and NEC. Fiber construction shall be multimode with a core-cladding size of 50/125 microns. The maximum attenuation of the cable shall be 850nm at 3.75 dB/Km and 1300nm at 1.50 dB/km. The minimum bandwidth of the cable shall be 160-300 @ 850nm and 500-700 MHz-km @1300nm unless otherwise specified.

4.1.5 Work Order Form

A work order form (Attachment F) will be submitted to the awarded Contractor for each project. Estimated time required for the project and a maximum, not-to-exceed, dollar amount for the project shall be provided on the work order form prior to commencement of work.

- 4.2 All work performed shall conform to industry standards. The City reserves the right to check the Contractor's methods against acceptable industry practices and standards.

4.3 Contractor's Employees

Any person making deliveries to or working on City property must be identifiable by uniform, proper identification and a marked vehicle. The Contractor shall only furnish employees who are competent and skilled for work under the Contract.

If, in the opinion of the City, an employee of the Contractor is incompetent or disorderly, refuses to perform in accordance with the terms and conditions of the Contract, threatens or uses abusive language while on City property, or is otherwise unsatisfactory, that employee shall be removed from all work under the Contract.

4.4 Secure Facilities

Some City facilities are secure facilities which require additional measures prior to the commencement of work by the Contractor.

4.4.1 Police Department – Contractor Security

All Contractors and their employees that will be doing work on-site at the Cedar Rapids Police Department (CRPD) facility will be required to adhere to the security procedures of the Police Department in accordance with national standards.

- a) Please be advised that every time an individual arrives to do work at the CRPD facility, they will be required to report to the front desk and present a photo ID. A criminal history check is required prior to the individual commencing work at the CRPD facility.
- b) After the award of a contract, the Contractor will provide a list of each employee (name and date of birth) who will be engaged in the project so the criminal history check may be completed at least one week prior to work commencing.
- c) If the individual has not been screened within the past twelve months, a criminal history check will be completed. If it is not possible to submit the name of the employee(s) prior to the day he or she reports for work, a criminal history check will be completed prior to the employee beginning work; however, the City will not pay for the time that the employee waits for the criminal check to be completed.
- d) Upon passing the criminal history check, or if already screened, the individual will be issued a visitor badge in exchange for his photo ID. The ID will be exchanged for the badge at the completion of the contract employee's service or at the conclusion of that visit.
- e) The CRPD will require the individual to be accompanied by a CRPD employee while working in the facility.
- f) The City reserves the right to prohibit the participation of any individual based on the results of the criminal history check. The City will not pay for any service call that could not be completed due to the rejection of any employee, or for the time of any rejected employee.
- g) The Contractor will not be charged for the criminal history check.

4.4.2 Contractor Safety Training – Water Utilities and/or Water Pollution Control Facility (WPCF)

Contractors and Subcontractors performing construction, renovation, demolition, installation, maintenance or repair operations in or on City property at the Cedar Rapids Water Plant Facilities or Cedar Rapids Water Pollution Control Facility (WPCF) are responsible for ensuring that all of their employees, including subcontractor employees, attend and pass a one-hour *Water Utilities Contractor Safety Orientation Course* or *WPC Contractor Safety Orientation Course* prior to starting work.

The purpose of this training program is to ensure that Contractors are informed of the presence and type of hazards in or near their work areas at the Water Treatment or WPC Plant sites; are made aware of the Water Utilities' or WPC's expectations regarding safety compliance and the control of worksite hazards; and to ensure the safety of Water Utility or WPC employees and the public who may be in close proximity to Contractor operations.

The site-specific Water Utilities or *WPC Contractor Safety Orientation Courses* are computer-based training (CBT) programs that are presented and administered by Kirkwood Community College. The cost of each training is \$35.00 per person and either training can be arranged by calling 319-398-5893. Each Contractor safety orientation training must be completed on an annual basis.

Please note that the Water Utilities and *WPC Contractor Safety Orientation CBT Courses* are only available in English-language versions. If the Contractor or subcontractors have any non-English speaking employees, the employer is responsible for providing translation of the training material for their employees. Contact Kirkwood Community College in advance to make the appropriate arrangements if this is necessary.

A picture ID will be issued to each employee upon satisfactory completion of the training.

For WPC – All Contractors, subcontractors, suppliers, etc. who enter the WPC facility will be required to wear a WPC-issued access badge. OSHA 10 documentation, picture ID and documentation of current Kirkwood site specific safety training are required to obtain an access badge.

- a) Access badge will be issued by WPC at no cost. Replacement cost for lost, stolen or damaged badges will be charged to the Contractor at a cost of \$15 per badge
- b) Each Contractor employee is required to badge in and badge out each time upon entrance and exit from the plant, either on foot or in a vehicle
- c) No personal vehicles are allowed inside the facility
- d) No vehicles with magnetic signs are allowed inside the facility
- e) Each Contractor employee will be required to provide their cell phone number
- f) All Contractor employees shall wear the access badge so it is visible at all times
- g) All Contractor employees shall turn in their access badge upon completion of the Work

4.4.3 WPC Gas Monitors

You may be working in conditions with the potential to be exposed to hazardous gases, therefore it is the responsibility of the Contractor to provide their own hazardous gas monitors. Gas monitors are required at all times while in any "process area" of the WPC complex. Required gas monitors should measure levels of H₂S, O₂, LEL and CO. A gas monitor is NOT required per person, but is required per crew per area of the WPCF. Any other safety equipment will also be the responsibility of the Contractor to provide, such as safety harnesses, safety glasses, hard hats, ear protection, safety shoes, gloves, etc.

4.5 Safety

Contractor will ensure that its employees observe and exercise all necessary caution and discretion so as to avoid injury to person or damage to property of any and all kinds. All buildings, equipment and furnishings shall be protected by the Contractor from damage, which might be done or caused by work performed under the Contract. Such damages to the foregoing shall be repaired and/or replaced by approved methods so as to restore the damaged areas to their original condition at the expense of the Contractor. The Contractor shall erect, install, and maintain all temporary public walks, warning signs, barricades, and other protective means as may be necessary for the protection of the public from injury. Contractor certifies that all items or service delivered herein comply with all ANSI Standards and with the Federal Occupational Safety and Health Act of 1970, as applicable.

Contractor shall exercise the utmost care when working on City property. The Contractor shall be responsible for, and indemnify and hold the City harmless from all damage to the facility that may occur during this project. Any damage that may occur shall be reported to the City immediately. The City may direct the Contractor to undertake immediate and reasonable steps to repair and remediate any damage. The Contractor shall maintain a written log describing all property damage reports, and the Contractor's activities to repair and remediate. This log shall include the dates for each damage report, pictures, contact information and resolution. If property damaged by the Contractor is not repaired or remediated in a timely basis as directed by the City, and to the satisfaction of the City, the City may, at its option, have the damage repaired at the Contractor's expense to be reimbursed to the City.

4.6 Tools and Equipment

The Contractor shall be equipped with the normal tools of their trade and shall furnish all labor, tools and all other items necessary for and incidental to executing and completing all required work. Contractor shall provide all required tools, equipment, consumable products and testing instruments needed for the job.

----- End of Section 4.0 -----

SECTION 5.0 – BID EVALUATION AND AWARD

- 5.1 Award - Any award(s) made by the City of Cedar Rapids is subject to prior approval by the City of Cedar Rapids City Council.
- 5.1.1 Award shall be made to the responsible Bidder submitting the lowest responsive bid with regard to the specifications set forth herein. The City reserves the right to accept or reject any or all bids; to request rebids; to award bids item-by-item, by groups or lump sum; and to waive technicalities and formalities where is it deemed advisable in protection of the best interests of the City.
- 5.1.2 If the evaluation team determines that the project should be awarded, the process shall be as follows:
- a) The evaluation team shall determine which responsible Bidder has submitted the lowest responsive bid.
 - b) For projects equal to or greater than \$50,000, the City Council shall consider a resolution awarding the contract and authorizing the City Manager to sign the Contract on behalf of the City. **Note**, as provided for by Section 4.03 of the Cedar Rapids Municipal Code, no Contract shall be deemed to be created and exist, unless and until the City Council adopts a resolution awarding the project and authorizing the City Manager to sign the Contract.
 - c) The City Manager executes the Contract.
 - d) The City issues a purchase order to the Contractor. The purchase order shall constitute authorization for the Contractor to commence the Work.
- 5.1.3 If the evaluation team determines that all the bids received should be rejected, the Bidders shall be notified by the Purchasing Services Division accordingly. At that point, the City may, or may not, re-bid the project.
- 5.2 Award of bid shall be made to the lowest responsive and responsible Bidder(s) meeting the specifications set forth herein. In addition to the quoted price, the following is a partial list of the criteria that may be used in our determination of Contractor responsibility and responsiveness:
- Adherence to specifications;
 - Service as specified in these bid documents;
 - Company's ability and qualifications to meet all of City's Infrastructure Cabling Standards
 - Company's reputation and financial status;
 - Company's ability to meet the City's Insurance Requirements;
 - Current lead-time quoted;
 - Guarantees and warranties;
 - Past experience and service provided by Bidder;
 - Strength of Bidder's hiring and training program;
 - Favorable references from firms with projects of similar scopes that indicate that the Bidder has the ability to carry out the Work and provide the products specified.
- 5.3 The City of Cedar Rapids reserves the right to use both primary and secondary suppliers or to otherwise use multiple sources to protect the City's overall interests.
- 5.4 The Company must not have any unresolved performance issues with the City of Cedar Rapids. The Company's performance as a prime Contractor or subcontractor in previous City contracts shall be taken into account when evaluating the Company's submittal for this Request for Bid. The City may survey other local agencies during the bid evaluation period to make sure the Company does not have any unresolved or unsatisfactory performance issues. The City reserves the right to reject the Company's submittal based on its assessment of the Company's prior performance.
- 5.5 In case of tie bids, the City will make the award based on the priority factors as outlined in the City of Cedar Rapids Purchasing Policy Manual.
http://cedar-rapids.org/government/departments/purchasing/Documents/Tie%20Bid%20Procedure_14.pdf
- 5.6 Buy Local Program
- The Cedar Rapids City Council has passed a resolution adopting a Buy Local Program for the procurement of goods and Services by competitive bid or proposal. Preference shall be applied to acceptable bids or proposals

from businesses located within Linn County who have submitted a notarized Local Business Certificate. See Attachment C for details. If your company is already registered, or if this does not apply to your business, do not complete the form.

----- End of Section 5.0 -----

SECTION 6.0 – SUBMITTAL INSTRUCTIONS

DOCUMENTS TO BE SUBMITTED WITH THIS BID

1. General Company Information Form – Attachment C
2. Certification Regarding Ability to Obtain Required Insurance – Attachment C
3. Bid Pricing Submittal Form – Attachment C
4. Bid Signature Page – Attachment C
5. Local Business Certificate, if applicable – Attachment C

----- End of Section 6.0 -----

ATTACHMENT A – STANDARD TERMS AND CONDITIONS

ACCELERATED PAY DISCOUNTS - Accelerated discounts should be so stated on the Signature Page. If quick pay discounts are offered, the City reserves the right to include that discount as part of the award criteria. Prices bid must, however, be based upon payment in net forty-five (45) days after receipt, inspection and acceptance. In all cases, quick pay discounts will be calculated from the date of the invoice or the date of acceptance, whichever is later.

ASSIGNMENT - The City and the Contractor each is hereby bound and the partners, successors, executors, administrators and legal representatives of the City and the Contractor are hereby bound to the other Party to the Contract and to the partners, successors, executors, administrators and legal representatives (and said assigns) of such other Party, in respect of all covenants, agreements and obligations of the Contract. Any assignment or attempt at assignment made without prior written consent of the City shall be void.

BID CURRENCY/LANGUAGE - All bid prices shall be shown in US Dollars (\$). All prices must remain firm for the duration of the contract regardless of the exchange rate. All bid responses must be submitted in English.

BID FORM - Each Bidder must submit an original bid and additional copies as required on the forms attached. The Bidder shall correctly sign the bid, and the bid may be rejected if it shows any omissions, alterations of the form, additions not called for in the bid, or any irregularities of any kind. In case of a discrepancy between the unit price and the extended price, the unit price shall prevail.

BID INFORMATION IS PUBLIC - All documents submitted with any bid shall become public documents and subject to Iowa Code Chapter 22, which is otherwise known as the "Iowa Open Records Law". By submitting any document to the City of Cedar Rapids in connection with a bid, the submitting party recognizes this and waives any claim against the City of Cedar Rapids and any of its officers and employees relating to the release of any document or information submitted. Each submitting party shall hold the City of Cedar Rapids and its officers and employees harmless from any claims arising from the release of any document or information made available to the City of Cedar Rapids arising from any opportunity.

BID REJECTION OR PARTIAL ACCEPTANCE - The City reserves the right to accept or reject any or all bids or parts thereof. The City further reserves the right to waive technicalities and formalities in bids, as well as to accept in whole or in part such bids where it is deemed advisable in protection of the best interests of the City.

CONFLICT OF INTEREST - Contractor represents, warrants, and covenants that no relationship exists or will exist during the Contract period between the Contractor and the City that is a conflict of interest. No employee, officer or agent of the Contractor shall participate in the selection or in the award if a conflict of interest, real or apparent, exists. The provisions of Iowa Code ch. 68B shall apply to the Contract. If a conflict of interest is proven to the City, the City may terminate the Contract, and Contractor shall be liable for any excess costs to the City as a result of the conflict of interest. The Contractor shall establish safeguards to prevent employees, consultants, or members of governing bodies from using their positions for purposes that are, or give the appearance of being, motivated by the desire for private gain for themselves or others with whom they have family, business, or other ties. The Contractor shall report any potential, real, or apparent conflict of interest to the City.

DISPUTES - Should any disputes arise with respect to the Contract; the Parties agree to act immediately to resolve such disputes. Time is of the essence in the resolution of disputes. The Contractor agrees that, the existence of a dispute notwithstanding, it will continue without delay to carry out all of its responsibilities under the Contract that are not affected by the dispute and the City shall continue to make payment for all work properly performed. Should the Contractor fail to continue to perform its responsibilities regarding all non-disputed work, without delay, any additional costs incurred by the City or the Contractor as a result of such failure to proceed shall be borne by the Contractor. The unintentional delayed payment by the City to the Contractor of one or more invoices not in dispute in accordance with the terms of the Contract will not be cause for Contractor to stop or delay Work.

FOB POINT AND FREIGHT/DELIVERY CHARGES – The FOB point, in terms of loss or damage, as well as where title to the goods is passed, shall be FOB-Destination. Freight/delivery charges are to be included in the quoted price of the goods, rather than as a separate line item.

FORCE MAJEURE - Force majeure shall be any of the following events: acts of God or the public enemy; compliance with any order, rule, regulation, decree, or request of any governmental authority or agency or person purporting to act therefore; acts of war, public disorder, rebellion, terrorism, or sabotage; floods, hurricanes, or other storms; strikes or labor disputes; or any other cause, whether or not of the class or kind specifically named or referred to herein, not within the reasonable control of the Party affected. A delay in or failure of performance of either Party shall not constitute a default hereunder nor be the basis for, or give rise to, any claim for damages, if and to the extent such delay or failure is caused by force majeure. The Party who is prevented from performing by force majeure shall be obligated, within a period not to exceed fourteen (14) days after the occurrence or detection of any such event, to give notice to the other Party setting forth in reasonable detail the nature thereof and the anticipated extent of the delay, and shall remedy such cause as soon as reasonably possible, as mutually agreed between the Parties.

INDEMNIFICATION - The Contractor shall, and hereby agrees to, protect, defend, indemnify and hold harmless the City of Cedar Rapids, its officers and employees from any and all claims, settlements, judgments, and damages of every kind and nature made, to include all costs associated with the investigation and defense of any claim, rendered or incurred by or on behalf of the City, its officers, and employees, that may arise, occur, or grow out of any errors, omissions, or acts, done by the Contractor, its employees, or any independent Contractors working under the direction of either the Contractor in the performance of the Contract.

LAWS AND REGULATIONS - The Contract shall be governed, interpreted and enforced in accordance with all applicable federal, State of Iowa, and local laws, ordinances, licenses and regulations of a governmental body having jurisdiction and shall apply to the Contract throughout, as the case may be. The Contractor certifies that in performing the Contract they will comply with all applicable provisions of the federal, state, and local laws, regulations, rules, and orders.

METHOD OF AWARDING - The City reserves the right to make awards based on the entire bid or on an item by item basis. However if Contractor's bid is based on an "all or none" condition, the City may consider their bid non-responsive and reject the entire bid.

NO GIFT STANDARD - The City of Cedar Rapids is committed to upholding the highest ethical standards in all of its business practices. This standard recognizes the need to avoid even the perception of improper gifts or favors to employees. Therefore, all suppliers have been asked to abide by the City's "No Gift" standard. The "No Gift" standard also applies to all offers of discounts or free items at any place of business targeted toward a City employee and not available to the general public, regardless of the value.

NON-COLLUSION STATEMENT – Neither the Contractor, nor anyone in the employment of the Contractor, has employed any person to solicit or procure the Contract nor will the Contractor make any payment or agreement for payment of any compensation in connection with the Contract. There is no contract, agreement or arrangement, either oral or written, expressed or implied, contemplating any division of compensation for Work rendered under the Contract or participation therein, directly or indirectly, by any other person, firm or corporation, except as documented in the Contract. Neither the Contractor, nor anyone in the employment of the Contractor, has either directly or indirectly entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive procurement in connection with the Contract.

NON-DISCRIMINATION AND EQUAL OPPORTUNITY - All Contractors that engage in contracts with the City of Cedar Rapids, Iowa agree as follows: The Contractor will not discriminate against any employee or applicant for employment because of race, sex, color, creed, ancestry, national origin, marital status, families with children, religion, age, disability, sexual orientation, gender identity, genetic information, status with regard to public assistance, status as a veteran or any classification protected by federal, state, or local law, (Protected Classes) except where age and sex are essential bona fide occupational requirements, or where disability is a bona fide occupational disqualification. Such action shall include, but not be limited to the following: (a) Employment, (b) Upgrading, (c) Demotion or transfer, (d) Recruitment and advertising, (e) Layoff or termination, (f) Rate of pay or other forms of compensation, and (g) Selection for training, including apprenticeship. The Contractor further assures that managers and employees comply with both the spirit and intent of federal, state, and local legislation, government regulation, and executive orders in providing affirmative action as well as equal opportunity without regard to the protected classes, as stated above. The Contractor will include, or incorporate by reference, the provisions of the nondiscrimination clause in every contract or subcontract unless exempt by the rules, regulations or orders of the City's Affirmative Action Program and will provide in every contract or subcontract that said provision will be binding upon each Contractor.

REGULATORY AGENCY COMPLIANCE - Compliance with laws and regulations set forth by regulatory agencies is required. These agencies include, but are not limited to, OSHA – Occupational Safety & Health Agency, EPA – Environmental Protection Agency, ICC – Interstate Commerce Commission, DNR – Department of Natural Resources, and DOT – Department of Transportation. The City of Cedar Rapids expects that Contractors will offer expertise on conformance of regulations applying to the products they sell and the work they perform.

RIGHT TO PROTEST - Anyone wishing to file a protest concerning (1) the specifications, (2) the bid procedure or (3) the award of the contract must do so in writing in accordance with the City's Protest Procedure which is posted on the City's website at http://cedar-rapids.org/government/departments/purchasing/Documents/Protest%20Procedure_14.pdf

SAFETY DATA SHEETS - The Hazard Communication Standard (HCS) requires chemical manufacturers, distributors, and importers to ensure that each container of hazardous chemicals leaving the workplace is labeled, tagged, or marked and to provide Safety Data Sheets (SDS) to communicate the hazards of hazardous chemical products. It is the chemical supplier's responsibility to determine which products are covered and to provide SDS with the initial shipment. It is also the chemical supplier's responsibility to provide any updated or revised SDS, as they become available for any products sold and delivered to the City of Cedar Rapids. City of Cedar Rapids employees shall not accept a shipment of any chemical that does not have a SDS attached or currently on file.

SUBCONTRACTING – The Work relating to this Project, or any portion thereof, may not be subcontracted without written approval from the City. All approved Subcontractors shall be listed in the resulting contract or in a written amendment to the contract.

SPECIFICATIONS - Unless otherwise stated, every item provided in response to this Request for Bid shall be new, unused, and of current model under standard production by the manufacturer. Items shall be furnished complete with standard equipment and accessories as listed in the manufacturer's printed literature. Remanufactured, used, demonstrator models or refurbished items will not be accepted.

SUSPENSIONS AND DEBARMENT - The Contractor hereby certifies, pursuant to 48 CFR Part 9, that neither it nor its principles are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in the Contract by any federal agency. The Contractor further certifies that it is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any contracts with the City of Cedar Rapids or the State of Iowa.

TAXES - The City of Cedar Rapids is exempt from sales tax and certain other use taxes. Any charges for taxes from which the City is exempt will be deducted from invoices before payment is made. The Cedar Rapids Tax ID number is 42-6004336.

TERMINATION OF CONTRACT FOR CONVENIENCE - The City may terminate the Contract at any time by giving written notice to the Contractor of such termination and specifying the effective date thereof, at least thirty (30) calendar days before the effective date of

such termination. In that event, all finished or unfinished Work, reports, materials(s) prepared or furnished by the Contractor under the Contract shall, at the option of the City, become its property. If the Contract is terminated by the City as provided herein, the Contractor shall be paid for all Work which has been authorized, provided, and approved up to the effective date of termination. The City will not be subject to any termination fees from the Contractor.

TERMINATION FOR CAUSE AND DEFAULT - If through any cause, the Contractor shall fail to fulfill in a timely and proper manner its obligations or if the Contractor shall violate any of the terms or conditions of the Contract, the City shall thereupon have the right to terminate the Contract by giving written notice to the Contractor of such termination and specifying the effective date of termination. In that event, and as of the time notice is given by the City, all completed Work, reports, and delivered materials shall, at the option of the City, become its property, and the Contractor shall be entitled to receive compensation for any satisfactory Work completed. Notwithstanding the above, the Contractor shall not be relieved of liability to the City for damage sustained by the City by virtue of breach of the Contract by the Contractor and the City may withhold any payments to the Contractor for the purpose of set off until such time as the exact amount of damages due the City are determined.

WARRANTIES - GOODS

The Contractor warrants that all articles, materials and goods shall be consistent with manufacturer’s specifications and will be free from defects. Without limitation of any rights which the City may have by reason of any breach of warranty, goods which are not as warranted may be returned at Contractor’s expense within thirty (30) days after delivery, for either credit or replacement, as the City may direct without additional charge to the City.

WARRANTIES – WORK - The Contractor shall perform Work for the City pertaining to the Project as set forth in the Contract.

Contractor represents that the Work and all of its components shall be free of defects; shall be performed in a manner consistent with other Contractors in a similar industry and application; and shall conform to the requirements of the Contract.

Contractor shall be responsible for the quality, technical accuracy, completeness and coordination of all Work performed under the Contract. Contractor shall, promptly and without charge, provide all corrective Work necessary as a result of Contractor’s acts, errors, or omissions with respect to the quality and accuracy of the Work.

Contractor shall be responsible for any and all damages to property or persons as a result of Contractor’s acts, errors, or omissions, and for any losses or costs to repair or remedy any Work undertaken by City based upon the Work as a result of any such acts, errors, or omissions.

Contractor’s obligations shall exist without regard to, and shall not be construed to be waived by, the availability or unavailability of any insurance, either of City or Contractor.

WARRANTIES – INTELLECTUAL PROPERTY - Contractor represents and warrants that all the materials, goods and work produced, or provided to the City pursuant to the terms of the Contract shall be wholly original with the Contractor or that the Contractor has secured all applicable interests, rights, licenses, permits or other intellectual property rights in such materials, goods and work. The Contractor represents and warrants that the materials, goods and work, and the City’s use of same, and the exercise by the City of the rights granted by the Contract shall not infringe upon any other work or violate the rights of publicity or privacy of, or constitute a libel or slander against, any person, firm, or corporation. Contractor further represents and warrants that the materials and works do not infringe upon the copyright, trademark, trade name, trade dress patent, statutory, common law or any other rights of any person, firm or corporation or other entity. The Contractor represents and warrants that it is the owner of or otherwise has the right to use and distribute the goods and work contemplated by the Contract.

----- End of Attachment A -----

ATTACHMENT B – INSURANCE REQUIREMENTS

Section I – Basic Insurance Requirements

Contractor, at its own expense, shall procure and maintain during the life of this Contract, the following insurance so as to cover all risk which shall arise directly or indirectly from Contractor's obligations and activities.

General Liability Insurance Contractor shall carry the most recently approved ISO Commercial General Liability Insurance policy, or its equivalent, written on an occurrence-basis, with limits not less than \$1,000,000 per occurrence/ \$2,000,000 general aggregate for Bodily Injury and Property Damage, including the following coverages:

- Premises and Operations Coverage
- Contractual Liability
- Products and Completed Operations Coverage
- Broad Form Property Damage Liability
- Personal Injury Liability

Automobile Liability Insurance with a combined single limit of at least \$1,000,000 per occurrence for bodily injury and property damage. Coverage shall include all owned, hired, and non-owned motor vehicles used in the performance of this contract by the Contractor or its employees.

Workers Compensation and Employers Liability Insurance meeting the requirements of the Iowa Workers Compensation Statutes. The coverage limits shall include \$500,000 each accident for Bodily Injury by Accident, \$500,000 each employee for Bodily Injury by Disease, and \$500,000 policy limit for Bodily Injury by Disease.

THREE (3) ENDORSEMENTS REQUIRED:

1. Additional Insured Endorsement:

Except for Workers' Compensation and Professional Liability, the policies shall include the City Additional Insured Endorsement of: The City of Cedar Rapids, Iowa, including all its elected and appointed officials, all its employees and volunteers, all its boards, commissions and/or authorities and their board members, employees, and volunteers, are included as additional insureds with respect to liability arising out of the Insured's work and/or Services performed for the City of Cedar Rapids, Iowa. This coverage shall be primary to the additional insureds, and not contributing with any other insurance or similar protection available to the additional insureds, whether available coverage be primary, contributing, or excess.

2. Non-Waiver of Governmental Immunities Endorsement (Iowa):

a. **Non-waiver of Government Immunity** The insurance carrier expressly agrees and states that the purchase of this policy and the including of the City of Cedar Rapids, Iowa as an Additional Insured does not waive any of the defenses of governmental immunity available to the City of Cedar Rapids, Iowa under Code of Iowa Section 670.4 as it now exists and as it may be amended from time to time.

b. **Claims Coverage** The insurance carrier further agrees that this policy of insurance shall cover only those claims not subject to the defense of governmental immunity under the Code of Iowa Section 670.4 as it now exists and as may be amended from time to time.

c. **Assertion of Government Immunity** The City of Cedar Rapids, Iowa shall be responsible for asserting any defense of governmental immunity, and may do so at any time and shall do so upon the timely written request of the insurance carrier. Nothing contained in this endorsement shall prevent the carrier from asserting the defense of governmental immunity on behalf of the City of Cedar Rapids, Iowa.

d. **Non-Denial of Coverage** The insurance carrier shall not deny coverage under this policy and the insurance carrier shall not deny any of the rights and benefits accruing to the City of Cedar Rapids, Iowa under this policy for reasons of governmental immunity unless and until a court of competent jurisdiction has ruled in favor of the defense(s) of governmental immunity asserted by the City of Cedar Rapids, Iowa.

e. **No Other Change in Policy** The insurance carrier and the City of Cedar Rapids, Iowa agree that the above preservation of governmental immunities shall not otherwise change or alter the coverage available under the policy.

3. Cancellation and Material Changes Endorsement

Thirty (30) days Advance Written Notice of Cancellation, Non-Renewal, Reduction in insurance coverage and/or limits and ten (10) days written notice of non-payment of premium shall be sent to:

City of Cedar Rapids
Finance Department – Purchasing Services Division

101 First Street SE
Cedar Rapids IA 52401

(Please note that the City does accept a signed letter on the agent’s letterhead, from the insured’s insurance agent, confirming that the agent will provide notice as indicated above.)

Section II – Conditions of Contract

The Contractor is required to purchase and maintain insurance coverage to protect the Contractor and City of Cedar Rapids throughout the duration of this Contract as enumerated above in the minimum limits above written and the requirement shall be a part of the Contract. Failure on the part of the Contractor to maintain this insurance in full effect will be treated as a failure on the part of the Contractor to comply with these requirements and be considered sufficient cause to suspend the work, withhold payment(s), and/or be disqualified in the future.

The insurance policies shall be issued by insurers authorized to do business in the State of Iowa and currently having an A.M. Best Rating of “B+” or better. All policies shall be occurrence form. If Professional Liability coverage is written on a claims made policy form, the certificate of insurance must clearly state coverage is claims made and coverage must remain in effect for at least two years after final payment with the Contractor continuing to furnish the CITY certificates of insurance.

The Contractor shall be responsible for deductibles and self-insured retentions in the Contractor’s insurance policies.

The Contractor is required to give the City notice of any change in coverage, specifically, any reduction in coverage and cancellation of coverage no less than thirty (30) days prior to the effective date of any non-renewal or cancellation of any policies required by the Contract.

The City intends to be an Additional Insured with coverage being primary and not contributing with any other insurance or similar protection available to the City whether any other coverage is primary, contributing or excess.

In the case of any work sublet, the Contractor shall require subcontractors and independent contractors working under the direction of either the Contractor or a subcontractor to carry and maintain the same workers compensation and liability insurance required of the Contractor.

Section III – Contract Approval

A Certificate of Insurance is required evidencing all required insurance coverage as provided above with any required endorsements attached so as to evidence their inclusion in the coverage. The Certificate of Insurance is due before the Contract can be approved. The following format is required:

List Cabling Services for IT Infrastructure, RFB #1015-071, as the Scope of Work the certificate covers in the Description of Operations section.

The following address must appear in the Certificate Holder section:

City of Cedar Rapids
Finance Department – Purchasing Services Division
101 First Street SE
Cedar Rapids IA 52401

The Producer’s contact person’s name, phone number and e-mail address is required.

Endorsements, as required in Section I, shall be included with the Certificate of Insurance to evidence that the policy has been endorsed.

Certificates may be sent by e-mail (r.johnson2@cedar-rapids.org), fax (888-815-3659), mail or delivery to the attention of Rebecca Johnson.

----- End of Attachment B -----

ATTACHMENT C
BID SUBMITTAL FORMS

For

CABLING SERVICES FOR IT INFRASTRUCTURE
RFB #1015-071

| FORM NAME | Page |
|---|-------------|
| General Company Information Form..... | 22 |
| Certification Regarding Ability to Obtain Required Insurance..... | 23 |
| Bid Pricing Submittal Form..... | 24 |
| Signature Page Form..... | 25 |
| Buy Local Packet (submit only if applicable)..... | 26 |

GENERAL COMPANY INFORMATION FORM

Company Name _____

Company Address _____

General Description of the Company: _____

Type of Organization (franchise, corporation, partnership, etc.) _____

Number of years in business: _____

References

List three (3) customers who are current or have been served by your company within the last three (3) years with projects of similar scopes. (Name of firm, address, contact person, phone number)

Reference #1 - Name: _____

Address: _____

Contact Person & Phone: _____

Date & Description of Job: _____

Contract Value: _____

Reference #2 - Name: _____

Address: _____

Contact Person & Phone: _____

Date & Description of Job: _____

Contract Value: _____

Reference #3 - Name: _____

Address: _____

Contact Person & Phone: _____

Date & Description of Job: _____

Contract Value: _____

Personnel

Name and title of person overseeing the City account: _____

Office Phone: _____ Mobile: _____ Email: _____

Names, titles and years of experience of persons expected to service the City account:

Safety Record

Has your company received an OSHA violation in the past five (5) years? Yes No

If yes, please attach copies of the citations and an explanation of how they have been resolved.

CERTIFICATION REGARDING ABILITY TO OBTAIN REQUIRED INSURANCE

**CERTIFICATION BY BIDDER'S INSURANCE AGENT/BROKER REGARDING BIDDER'S ABILITY TO OBTAIN
REQUIRED INSURANCE COVERAGE AND ENDORSEMENTS**

I hereby certify that my client, as identified below, will be able to meet all of the insurance requirements of Attachment B, has been advised of any additional costs associated with doing so, and has agreed to obtain such coverage and endorsements if selected as the successful bidder of the RFB to which my client has responded:

Project Name and Number: _____

Legal Name of Bidder: _____

Name/Address of Insurance Agency:

Phone: _____ Fax: _____

Email: _____

Name of Agent/Broker (Print): _____

Signature of Agent/Broker: _____

Date of Signature: _____

BID PRICING SUBMITTAL FORM

The Contractor shall, at its sole cost and expense, provide, perform and complete in the manner described and specified in this Request for Bid all necessary work, labor, services, transportation, equipment, apparatus, information, data, freight and other items necessary to accomplish the Project as defined below, in accordance with the Scope of Work as described in Section 4.0. The Work will also include procuring and furnishing all approvals and authorizations, permits, and certificates and policies of insurance as specified herein necessary to complete the Project.

Hourly Rates for Cabling Services:

| | | Fiber Optic Cable | Copper Cable |
|--|--------------------------------|-------------------|--------------|
| Standard Hourly Rates (all-inclusive) | Installer I: | \$ | \$ |
| | Installer II: | \$ | \$ |
| | BICSI Certified Technician I: | \$ | \$ |
| | BICSI Certified Technician II: | \$ | \$ |
| Overtime Rates (all-inclusive) | Installer I: | \$ | \$ |
| | Installer II: | \$ | \$ |
| | BICSI Certified Technician I: | \$ | \$ |
| | BICSI Certified Technician II: | \$ | \$ |

List days/hours for standard hourly rate (M-F 6am-6pm is preferred): _____

List days/hours for overtime hourly rate: _____

Lead time to begin work following receipt of signed work order: _____ business days

How many BICSI certified technicians do you have on staff? _____

Which certifications do they hold (i.e. OSP, NTS, ITS)? _____

Will a BICSI certified technician be assigned to every job? Yes No

If no, explain how projects will be supervised: _____

Is your company certified to offer manufacturer installation warranties? Yes No

If yes, list manufacturers: _____

Can you provide certification documentation for all runs and terminations upon request? Yes No

If yes, include sample with bid submittal.

Warranty Information: _____

Name of Company: _____

Authorized Signature: _____

Date: _____

SIGNATURE PAGE FORM

The undersigned, having examined these documents and having full knowledge of the condition under which the Work described herein must be performed, hereby proposes fulfillment of the obligations contained herein in accordance with all insurance documents, instructions, terms, conditions, and specifications set forth; and that all required Work be furnished and that all incidental costs be paid in strict conformity with these documents, for the stated prices as payment in full.

Submitting Firm: _____

Address: _____

City: _____ County: _____ State: _____ Zip: _____

Authorized Representative (print): _____ Title: _____

Authorized Signature: _____

Date: _____ E-mail: _____

Phone # () _____ Fax # () _____

Federal ID Number _____

Iowa Department of Labor Registration Number, if applicable _____

The State of Iowa requires that all individual contractors and businesses performing "construction" work within Iowa be registered with the Division of Labor and renew that registration annually. More information about this law can be found at <http://www.iowaworkforce.org/labor/contractor.htm>

FIRM PRICING

Offered pricing shall remain firm for a minimum of sixty (60) days after the due date of this solicitation unless indicated otherwise. Accepted pricing shall remain firm for the duration of the contract.

ADDENDA {It is the Bidder's responsibility to check for issuance of any addenda}

The above-signed hereby acknowledges receipt of the following addenda:

Addenda Number: _____ Date: _____ Addenda Number: _____ Date: _____

Addenda Number: _____ Date: _____ Addenda Number: _____ Date: _____

PAYMENT METHOD

Do you accept a credit card for payment of purchases? Yes No

QUICK PAY DISCOUNT

If you provide a discount for quick payment, please state the discount and terms: _____ % _____ days

Does this discount apply to payments made by MasterCard? Yes No

PROPOSED SUBCONTRACTORS (Reference General Terms and Conditions, section titled *Subcontracting*).

If awarded this project, do you plan to use any subcontractors? Yes No If yes, list information below.

| Subcontractor Company Name | Address | IA Contractor Registration # |
|----------------------------|---------|------------------------------|
| | | |
| | | |
| | | |

We choose not to bid at this time. We would like to be considered for future solicitations.

BUY LOCAL PACKET

The Cedar Rapids City Council adopted the Buy Local Purchasing Policy through City Council Resolution No. 1239-10-10.

1. Who is local?

- a. Businesses located within Linn County, Iowa who have paid Linn County property taxes on a plant, office or store occupied by the business for the past year; or
- b. Businesses located within Linn County, Iowa who have paid rent for the past year to a landlord or owner who has paid Linn County property taxes for the past year on the plant, office or store occupied by the business.

2. How do I apply for local preference status?

- a. Complete a "Local Business Certificate". (See page 3 of this packet)
- b. Mail the notarized, completed certificate to:
City of Cedar Rapids – Purchasing Division
101 First Street SE
Cedar Rapids, IA 52401

3. After I return the notarized certificate, how do I know if my business is on the list?

A list of certified businesses can be viewed on the City's website:

www.cedar-rapids.org/government/departments/purchasing

Please allow up to 10 days for processing of the certificate before the business is listed.

4. Will the local preference policy be applied to all purchases for goods and services?

No, the following types of purchases are excluded:

- a. Purchases subject to the competitive laws of the State of Iowa
- b. Purchases subject to federal, state or county grant stipulations
- c. Purchases from the State of Iowa or other national contracts
- d. Sole source purchases

5. Do you have questions or feedback about the Buy Local Program?

Please send questions via email to buylocal@cedar-rapids.org

6. If I work out of my home, and my home is in Linn County, am I eligible to become a certified local business?

In order to qualify as local business your business must pay commercial property taxes related to the business being certified as local business. Residential property taxes paid for a home business do not qualify for the buy local certification.

7. How does the Buy Local Program work?

Preference shall be applied to acceptable quotes, bids and proposals greater than \$1,000 from businesses within Linn County, Iowa who have submitted a notarized "Local Business Certificate".

Example A: Preference shall be given in the procurement of goods and/or services by bid or quote when a local Contractor's bid or quote exceeds the acceptable low bid by no more than:

10% for bids less than \$25,000

5% for bids equal to or greater than \$25,000 but less than \$200,000

1% for bids equal to or greater than \$200,000

| Bid Tabulation for a 20' Enclosed Trailer | | | |
|---|--------------|----------------|---------------|
| | Contractor A | Contractor B | Contractor C |
| | Marion, IA | Des Moines, IA | Davenport, IA |
| BID PRICE | \$ 15,147.99 | \$ 14,770.55 | \$ 18,250.00 |

- This bid is less than \$25,000 so the preference is 10%
- Contractor B submitted the lowest bid of \$14,770.55
- Contractor B is not a local business
- Contractor A submitted the next lowest bid of \$15,147.99
- Contractor A is a certified local business
- $\$15,147.99 - \$14,770.55 = \$377.44 / 14,770.55 = 2.56\%$
- The difference between the two bids is 2.56% which is within 10% so the local preference applies
- The bid is awarded to the local Contractor A for \$15,147.99

Example B: Preference shall be given in the procurement of goods and/or services by Request for Proposal (RFP) by awarding additional points to the evaluation scores of proposals received from certified local businesses as follows:

10% of all available points for proposals less than \$25,000

5% of all available points for proposals equal to or greater than \$25,000 but less than \$200,000

1% of all available points for proposals equal to or greater than \$200,000

| Proposal Summary | | | |
|-----------------------------|---------------|------------------|--------------|
| | Contractor A | Contractor B | Contractor C |
| | Iowa City, IA | Cedar Rapids, IA | Hiawatha, IA |
| Points | 976.7 | 723 | 636.8 |
| Points for Local Preference | 0 | 50 | 50 |
| TOTAL POINTS | 976.7 | 773 | 686.8 |

- This proposal is greater than \$25,000 but less than \$200,000 so the preference is 5%
- The total available points are 1,000 (5% of 1,000 points = 50 points)
- The proposal received from Contractor A was given 976.7 points by the evaluation team
- Contractor B and Contractor C each received 50 additional points per the local preference policy
- After the additional points were applied, Contractor A remained the highest ranked proposal
- Local preference did not change the award in this case



STATEMENT OF POLICY

CITY OF CEDAR RAPIDS LOCAL BUSINESS CERTIFICATE

Pursuant to Cedar Rapids City Council Resolution 1239-10-10, in conducting the procurement of goods and/or services by competitive solicitation, the City of Cedar Rapids shall give preference to a responsive bid or proposal from a business located within the limits of Linn County, Iowa over an acceptable bid or proposal submitted by a business located outside of Linn County.

Preference shall be given in conducting procurement of goods and/or services by bid or quote when a local bidder's bid or quote exceeds the acceptable low bid by no more than:

- 10% for bids less than \$25,000
- 5% for bids equal to or greater than \$25,000 but less than \$200,000
- 1% for bids equal to or greater than \$200,000

Preference shall be given in conducting procurement of goods and/or services by request for proposal by awarding additional points to each proposal where the business is located in Linn County as follows:

- 10% of all available points for proposals less than \$25,000
- 5% of all available points for proposals equal to or greater than \$25,000 and less than \$200,000
- 1% of all available points for proposals equal to or greater than \$200,000

The local preference is not applicable to goods and services purchased with the assistance of federal, state or county grants or funds, or pursuant to the competitive laws of the State of Iowa.

WRITTEN STATEMENT REQUESTING LOCAL BUSINESS STATUS

I, _____, am an authorized representative of _____ (name of business) and on behalf of the business request that it be deemed to be a local business for purposes of the City of Cedar Rapids "Buy Local" program. Answering yes to question 1 **and** either question 2 or 3 listed below will qualify the business as a local business. In support of this request I certify the following information as being true and correct:

| | | |
|--|--|---|
| Name of Business Here →→→ | | |
| (1) Is your business located within the limits of Linn County, Iowa? | <input type="checkbox"/> Yes <input type="checkbox"/> No | No. of Years: _____ |
| (2) Did your business pay Linn County property taxes on a plant, office or store occupied by the business for the past year? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Street address of property: _____ Is this your home residence? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, see page 1, #6 |
| (3) Did your business pay rent for the past year to a landlord or owner who has paid Linn County property taxes for the past year on a plant, office or store occupied by your business? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Street address of property: _____ Is this your home residence? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, see page 1, #6 |

I understand that misrepresentation of any facts in connection with this request may be cause for removal from the certified local business list. I also agree the business is required to notify the City in writing should it cease to qualify as a local business.

| | | |
|-----------------|------------------|--------------|
| Signature _____ | Title _____ | Date _____ |
| Address _____ | City/State _____ | Zip _____ |
| Phone _____ | Email _____ | County _____ |

Subscribed and sworn to this _____ day of _____, 20____ before the undersigned Notary Public.

NOTARY PUBLIC, STATE OF IOWA

To confirm your status, check the certified local business list which is posted on the City's website:

www.cedar-rapids.org/government/departments/purchasing.

Questions about the Buy Local program may be emailed to buylocal@cedar-rapids.org.

Mail the notarized, completed certificate to →→→ City of Cedar Rapids
Finance Department – Purchasing Services Division
101 First Street SE
Cedar Rapids, IA 52401

Internal Use Only:

Contractor ID: _____ Contractor Location ID: _____ Updated by: _____

ATTACHMENT D – CITY OF CEDAR RAPIDS INFRASTRUCTURE CABLING STANDARDS

1.0 Overview

This document provides standards, requirements and recommended documents that provide all aspects of planning, designing, installing, testing, and administrating of cabling system technology for the City of Cedar Rapids.

2.0 Purpose

The purpose of this document is to set a standard for structured cabling including data, voice, video conferencing and security in facilities for the City of Cedar Rapids.

3.0 Scope

The scope of this document will include the installations, extensions and modifications of existing structured cabling within City facilities.

This policy applies to employees, contractors, consultants and any third party performing work at the City of Cedar Rapids.

4.0 Policy

Network cabling is an essential component of maintaining and expanding the City's network infrastructure. Many issues are involved including, but not limited to: adhering to standards and testing the appropriate connections/protocols.

4.1 Unshielded Twisted Pair (UTP) / Shielded Twisted Pair (STP) cable category Telecommunications Industry Association (TIA) / Electronic Industries Alliance (EIA) 568 requirement.

For new buildings, complete rewiring or whole floor refurbishments, Category 6 cable and patch panels should be used (TIA/EIA 568 Category 6).

Buildings with existing horizontal and backbone UTP cables, existing Category 5 can still be used. For additions and extensions where Category 5 cable systems are in use, Category 5 cable and patch panels may be used with Infrastructure Manager approval.

4.2 UTP cable termination scheme shall be T568B.

4.3 Backbone Cabling.

4.3.1 Communications cabling between Building Distributor (BD) and Floor Distributor (FD) shall be installed with a minimum of 50% spare capacity above project requirements to allow for future expansion. The FDs shall NOT be connected in daisy chain configuration but directly cabled to the principal BD.

4.4 Quantity of Telecommunications Outlets (TO).

4.4.1 In office space, 2 per work station.

4.4.2 In other spaces, including storage space, circulation spaces, kitchens, and other rooms, the minimum of telecommunications outlets is two, an additional one outlet per 64 square feet.

4.4.3 The Infrastructure Manager must approve any variation.

4.5 Patch cords will be supplied by the City of Cedar Rapids IT Department.

4.6 Cable color specification.

Blue: Ethernet use infrastructure, internal wall

Red: Internet connectivity

Green: Data Center (server room) interconnectivity

Violet: Keyboard Video Mouse (KVM) console

White: Building Systems Management (BSM)

4.7 Communication Rooms, Cabinets, Racks

- 4.7.1 New Buildings.
 - 4.7.1.1 All major facilities are required to have at least two separate entry points for communications cabling. Each entry point shall have at least one (1) two inch conduit that enters the building with clear access to the building's "service space".
 - 4.7.1.2 All major facilities are required to be connected back to the local fiber network core on two geographically diverse paths. Major buildings will be defined by the Infrastructure Manager.
- 4.7.2 Size of Communication Rooms, Cabinets and Racks
 - 4.7.2.1 It is recommended that the main communications room be no less than 10 feet by 10 feet to allow 3 feet of workspace behind and in front of the communication cabinets. It is recommended that the remote communications room (FD) opens into an air conditioned corridor and be no less than 5 feet deep to allow a 3 feet work space in front of the communication cabinets without obstructing pedestrian flow in the corridor. There should also be at least 3 feet on either side of the communications rack to allow access from the side. The doors to these cabinets should also be allowed to open a full 180 degrees without blocking any other door or access. The size of the communications cabinet/rack shall be a standard 42U, 19 inch unless otherwise specified.
- 4.7.3 Keys for Cabinets and Racks
 - 4.7.3.1 All keys used shall be supplied for all lockable cabinets and racks and will be provided to the Infrastructure Manager.
- 4.7.4 Communication Cabinet Mounting.
 - 4.7.4.1 Wall mount cabinets should only be used where it is not possible to use floor mount units and approved by the Infrastructure Manager.
- 4.7.5 Arrangement Layout of Cabinet/Rack.
 - 4.7.5.1 All configuration and arrangement of communications rack/cabinets shall be approved by the Infrastructure Manager.
- 4.7.6 Cable Management.
 - 4.7.6.1 It is recommended that a 2U cable management should be installed for every two patch panels, ensuring minimum stress on the patch cords.
 - 4.7.6.2 For two cabinets, a vertical cable management system should be used between the two cabinets.
 - 4.7.6.3 Samples of proposed cable management systems shall be supplied to the Infrastructure Manager for approval prior to installation.
- 4.7.7 Vertical Cable Position.
 - 4.7.7.1 Vertical cable within a cabinet shall not protrude into the active equipment area (between mounting rails).
- 4.7.8 Cable Slack.
 - 4.7.8.1 All slack cable shall be stored near the rack.
 - 4.7.8.2 UTP cable: 3 feet slack. Optical fiber cable: 10 feet slack at each end.
 - 4.7.8.3 The slack cable should be left in the ceiling or under the floor. All efforts should be made to keep cable slack out of the rack.
- 4.7.9 Doors.
 - 4.7.9.1 The cabinet doors shall have lockable front and back doors.
 - 4.7.9.2 A minimum of 3 feet clearance for workspace shall be provided in front, rear and sides of cabinets and frames.

4.7.10 Power Outlets.

4.7.10.1 Each cabinet/rack shall be supplied with power by (2) dedicated 20 AMP circuits, unless a larger circuit is required by IT. The rack power strip shall be provided by IT.

4.8 Labeling

4.8.1 Material and Size.

Laminated labeling is to be used at wall outlets, rack/cabinets, patch panel and cable of legible font size.

4.8.2 Telecommunication Outlets (TO).

All UTP wall outlets shall be labeled with the following 3 items.

- (1) The Cabinet-ID, if there is more than one rack per floor.
- (2) Vertical alphabetical letter of patch panel.
- (3) Sequential horizontal port number on patch panel.

Example:

Wiring from cabinet T18-0-FD1, patch panel C, sequential horizontal port number on patch panel 23 and 24.

Outlet to be labeled as below:

T18-0-FD1
C23 C24

4.8.3 Patch panel in the cabinet/rack

All UTP outlets in the cabinet/rack shall be labeled with the following items.

- (1) Sequential Alphabetical letter starting with A at the top, (Note the letters I and O are not used)
- (2) Sequential numbers.

Example: C 24

4.8.4 Patch panel to another patch panel

Each patch panel port shall be labeled the following items of destination.

- (1) Destination Rack number.
- (2) Vertical number of patch panel.
- (3) Sequential horizontal port number on patch panel.

Example:

Rack FD1 to rack FD2

Labeling at patch panel of rack FD1

FD2-C24

Install the destination rack number FD2 on the left side of the patch panel of rack FD1.

If possible the outlets in the patch panel are to be of a different color (preferably red) to the rest of the outlets in the patch panel.

4.8.5 Cabinet/Rack.

Label shall be installed in the middle top at the rack:

Rack – Building number – Floor (0=Gnd) – FD/BD rack sequential numbers

Examples:

Rack: T18-0-FD3, T4-1-BD1

Example:

Cable sequential number F12 to Building T14 (at T3).

T3-F12-T14

If the cable has been spliced, then the destinations must be labeled at either end of patch panel and cable to show the final termination point.

4.8.6 Patch Panel.

Install the sequential alphabetical letter of the patch panel on the left side of the patch panel.

Example:

A

B

C

Splice information shall be labeled at patch panel indicating the cable number and cores spliced.

4.9 Outdoor & Wall Cabling

4.9.1 Underground and wall cabling shall be reticulated in the existing City infrastructure i.e. conduit, hand holes, etc. Contractors shall communicate with the Infrastructure Manager to determine space availability within existing conduits and appropriate routes.

4.9.2 Cables intended for underground use shall be suited for the purpose.

4.9.3 Conduit.

4.9.3.1 Size and Type

External conduits shall be a minimum of 2in diameter with 13.5 SDR.

Internal conduits shall be a minimum of 1in diameter plenum rating unless otherwise specified. Associated fittings shall be of the same material as specified for the conduit. Any conduit outdoors and placed on a building shall be inside ridged steel tube.

4.10 Cable and Conduit Supports

4.10.1 Support System.

Bends, connectors, trays, ladders, brackets, catenary wires and other supports necessary to make a complete cable or conduit support system shall be sized to adequately support the installed cable.

4.10.2 Clearance.

Maintain at least 8in clearance from hot water pipes, 24in clearance from boilers or furnaces and 6in from electrical wiring that is running parallel.

4.11 Administration

4.11.1 Documents.

All communication cabling planning works and requirements shall be fully documented prior to any work commencing. When the work is finished, those documents shall be completed with details required by each specification. The documents are to include test results, cable pathways, space etc. Electronic as well as hard copies of all final documentation and test results must be provided at the completion of the project. Any hard copies shall be presented in a hardbound folder.

4.11.2 Acceptance.

The contractor shall supply test data to the Infrastructure Manager. ONLY PASS test results will be acceptable (No marginal test results will be accepted). The project will NOT be deemed complete until such time as those documents have been accepted by the Infrastructure Manager.

4.12 Contractor/Installer and System Warranty

4.12.1 The contractor must provide a PanGen warranty for components, installation and applications for the installed system. Any variations to the standard and installations at additional sites will be at the discretion of the Infrastructure Manager.

4.12.1.1 Must provide at least 3 qualifying references of jobs performed as Panduit-certified jobs.

4.12.1.2 Must have been certified at least one year prior to this bid.

4.12.1.3 Must have registered BICSI RCDD on staff and supervising all proposed jobs.

4.12.1.4 Installers must be PanGen trained and certified.

4.12.1.5 Must be proposing an end-to-end Panduit (PanGen) Certified Solution and provide the certification at the completion of the job.

5.0 Enforcement

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment. Contractors or third parties will not be permitted on future structured cabling projects for the City of Cedar Rapids.

6.0 Exceptions

The manager of the authorized division in the Information Technology Department (IT), in coordination with the CIO (Chief Information Officer) will determine the exceptions to this policy as per user, device or both and the appropriate submitted Business Case Exception Form (BCE).

7.0 Definitions

| Term | Definition |
|------------------------------------|---|
| BD – Building Distributor. | Main telecommunications equipment room providing data and phone connectivity to floor distributors. |
| FD – Floor Distributor. | Remote telecommunications closet providing data and phone connectivity to workstations. |
| TO – Telecommunications Outlet. | Modular Network Receptacles for data and phone connections. |
| UTP – Unshielded twisted pair. | Four pairs of wires inside a plastic sheathing. |
| STP – Shielded twisted pair. | Four pairs of wires in a shield wrapping to protect the wire from interference. |
| Rack | A 19-inch 2 post standardized frame or enclosure for mounting equipment modules. |
| Cabinet | A 19-inch 4 post with front and back door for mounting equipment. |
| SDR – Standard Dimension Ratio | |
| BCE – Business Case Exception Form | For authorization of non-standard IT items. |

8.0 Related

None

9.0 Revision History

06/01/2011

11/01/2015

ATTACHMENT E – ANTICIPATED LIST OF CABLING MATERIALS

Cabling materials will be provided by the City – Materials list is subject to change

| Description | Part Number |
|---|--------------------|
| Panduit Cat 5E Cables MP588-ends, 7 ft Length | UTPCH7*Y |
| Panduit Cat 5E Cables MP588-ends, 10 ft Length | UTPCH10*Y |
| Panduit Cat 5E Cables MP588-ends, 14 ft Length | UTPCH14*Y |
| Panduit Cat 5E Cables MP588-ends, 20 ft Length | UTPCH20*Y |
| Panduit Cat 6 Cables SP688-C-ends, 1 ft Length | UTPSP1*Y |
| Panduit Cat 6 Cables SP688-C-ends, 3 ft Length | UTPSP3*Y |
| Panduit Cat 6 Cables SP688-C-ends, 5 ft Length | UTPSP5*Y |
| Panduit Cat 6 Cables SP688-C-ends, 7 ft Length | UTPSP7*Y |
| Panduit Cat 6 Cables SP688-C-ends, 10 ft Length | UTPSP10*Y |
| Panduit Cat 6 Cables SP688-C-ends, 14 ft Length | UTPSP14*Y |
| Panduit Cat 6 Cables SP688-C-ends, 15 ft Length | UTPSP15*Y |
| Panduit Cat 6 Cables SP688-C-ends, 25 ft Length | UTPSP25*Y |
| Panduit Cat 6 Cables SP688-C-ends, 50 ft Length | UTPSP50*Y |
| Panduit Cat 6 Cables SP688-C-ends, 100 ft Length | UTPSP100*Y |
| Single Mode 1 Meter Length LC-LC Duplex | F9E10-10M1Y |
| Single Mode 1 Meter Length LC-ST Duplex | F9E2-10M1Y |
| Single Mode 2 Meter Length LC-LC Duplex | F9E10-10M2Y |
| Single Mode 2 Meter Length LC-ST Duplex | F9E2-10M2Y |
| Single Mode 3 Meter Length LC-LC Duplex | F9E10-10M3Y |
| Single Mode 3 Meter Length LC-ST Duplex | F9E2-10M3Y |
| Single Mode 7 Meter Length LC-LC Duplex | F9E10-10M7Y |
| Single Mode 7 Meter Length LC-ST Duplex | F9E2-10M7Y |
| MultiMode 62.5/125 (OM1), 1 Meter Length ST-ST Duplex | F6D2-2M1Y |
| MultiMode 62.5/125 (OM1), 1 Meter Length ST-LC Duplex | F6E2-10M1Y |
| MultiMode 62.5/125 (OM1), 2 Meter Length ST-ST Duplex | F6D2-2M2Y |
| MultiMode 62.5/125 (OM1), 2 Meter Length ST-LC Duplex | F6E2-10M2Y |
| MultiMode 62.5/125 (OM1), 3 Meter Length ST-ST Duplex | F6D2-2M3Y |
| MultiMode 62.5/125 (OM1), 3 Meter Length ST-LC Duplex | F6E2-10M3Y |
| MultiMode 62.5/125 (OM1), 7 Meter Length ST-ST Duplex | F6D2-2M7Y |
| MultiMode 62.5/125 (OM1), 7 Meter Length ST-LC Duplex | F6E2-10M7Y |
| MultiMode 50/125 (OM2), 1 Meter Length ST-ST Duplex | F5D2-2M1Y |
| MultiMode 50/125 (OM2), 1 Meter Length ST-LC Duplex | F5E2-10M1Y |
| MultiMode 50/125 (OM2), 2 Meter Length ST-ST Duplex | F5D2-2M2Y |
| MultiMode 50/125 (OM2), 2 Meter Length ST-LC Duplex | F5E2-10M2Y |
| MultiMode 50/125 (OM2), 3 Meter Length ST-ST Duplex | F5D2-2M3Y |
| MultiMode 50/125 (OM2), 3 Meter Length ST-LC Duplex | F5E2-10M3Y |
| MultiMode 50/125 (OM2), 7 Meter Length ST-ST Duplex | F5D2-2M7Y |
| MultiMode 50/125 (OM2), 7 Meter Length ST-LC Duplex | F5E2-10M7Y |
| Panduit Blue Cable 1000 ft reels, Cat 6 Enhanced Plenum | PUP6004BU-UY |
| Cat 6 Jacks, White | CJ688TGWH |
| Cat 6 UTP Modular Plug, Each | SP688-C |
| Cat 6 UTP Modular Plug, Each | MPT5-8A |
| Cat 5E Jacks, White | CJ5E88TGWH |
| Cat 5E Modular Plug, Each | MP588-C |
| Cat 5E Modular Plug, Each | MPT5-8A |
| DP6 UTP Patch Angled Patch Panels, Each | DPA24688TGY |
| DP6 UTP Patch Angled Patch Panels, Each | DPA48688TGY |
| DP6 UTP Patch Flat Patch Panels, Each | DP24688TGY |

| Description | Part Number |
|--|----------------|
| DP6 UTP Patch Flat Patch Panels, Each | DP48688TGY |
| Cat 6 Coupler Patch Panel, Each | CP24688BL |
| Cat 5E Coupler Patch Panel, Each | CP245E88BLY |
| Modular Faceplate Angled Patch Panels, Each | CPPLA24WBLY |
| Modular Faceplate Angled Patch Panels, Each | CPPLA48WBLY |
| Modular Faceplate Flat Patch Panels, Each | CPP24WBLY |
| Modular Faceplate Flat Patch Panels, Each | CPP48WBLY |
| Modular Faceplate Flat Patch Panels, Each | CPPL24WBLY |
| Modular Faceplate Flat Patch Panels, Each | CPPL48WBLY |
| Modular Faceplate, White, Each | CFP1WHY |
| Modular Faceplate, White, Each | CFP2WHY |
| Modular Faceplate, White, Each | CFP4WHY |
| Modular Faceplate, White, Each | CFPL2WHY |
| Modular Faceplate, White, Each | CFPL4WHY |
| Modular Faceplate, White, Each | CFPL3WHY |
| Modular Faceplate, White, Each | UICFPRTR4WH |
| Modular Faceplate, White, Each | CMBWH-X |
| Open Access Horizontal Cable Manager, Each | CMPHHF1 |
| Open Access Horizontal Cable Manager, Each | CMPHF2 |
| Open Access Horizontal Cable Manager, Each | CMPHH2 |
| LS8 Labels, Each | C061X030FJC |
| LS8 Labels, Each | C125X030FJC |
| LS8 Labels, Each | C252X030FJC |
| LS8 Labels, Each | S050X150VAC |
| LS8 Labels, Each | S075X150VAC |
| LS8 Labels, Each | S100X150VAC |
| LS8 Labels, Each | T038X000VPC-BK |
| LS8 Labels, Each | T050X000VPC-BK |
| LS8 Labels, Each | T075X000VPC-BK |
| LS8 Labels, Each | T100X000VPC-BK |
| Hook & Loop Tak-Tap Cable Ties, 20 ft roll | TTS-20R0 |
| Hook & Loop Tak-Tap Cable Ties, 35 ft roll | TTS-35R0 |
| Hook & Loop Tak-Tap Cable Ties, 75 ft roll | HLS-75R0 |
| Blue Cable, 100 ft Reel, Cat 5E Riser Blue, BerkTek 5E Hyper Plus | 10032528 |
| Blue Cable, 100 ft Reel, Cat 5E Plenum Blue, BerkTek 5E Hyper Plus | 10032227 |
| Blue Cable, 100 ft Reel, Cat 6 Minimum Riser, General GS6 Cat 6 | 7133800 |
| Blue Cable, 100 ft Reel, Cat 6 Minimum Plenum, General GS6 Cat 6 | 7131840 |
| Blue Cable, 100 ft Reel, Cat 6 Enhanced Plenum, BerkTek Cat 6 Lanmark 1000 | 10032094 |
| Panduit, 3/4" J-Pro wall mount (qty 50) | JP75W-L20 |
| Panduit, 1.31" J-Pro wall mount (qty 50) | JP131W-L20 |
| Panduit, cable support sys (qty 50) | JP2W-L20 |
| Pan-net, J-Pro wall mount (qty 10) | JP4W-X20 |
| Pan-net cable management rack | CMR19X84 |
| Panduit, zone cabling wall mount | PZC12S |
| Panduit, zone cabling wall mount | PZC12P |
| Pan-net panzone wall mount, cabinet | PZC12W |
| Pan-net, pannet vert mgr 6"W, front and rear | PRV6 |
| Pan-net, vert mgr 8" W, front and rear | PRV8 |
| Pan-net, pannet vert mgr 12" W, front and rear | PRV12 |
| Pan-net, dual hinged door 6" " W | PRD6 |
| Pan-net, dual hinged door 8" " W | PRD8 |

| Description | Part Number |
|---|--------------------|
| Pan-net, pannet dual hinged door 1 | PRD12 |
| Pan-net, pannet NR vert mgr 6X | WMPVHC45E |
| Pan-net, pannet PNZN in-ceil enc. | PZICEA |
| Pan-net net-access server cabinet 45RU | CS1 |
| Pan-net cabinet network slack SP | CNSPCA |
| Panduit, pannet network end channel | CNSPE |
| Pan-net, casters-set of 4 | CNCSTR |
| Panduit, adjustable cable support | CSBA |
| Panduit, net-access side panel wi | CNPSPT |
| Pan-net, net-access 2RU front to back bracket for side mounting 19" product | CNFBB |
| Panduit, 4 RU side cabinet bracket | CNFBB4R |
| Pan-net, net-access 4RU front to back bracket for side mounting 19" product | CNFBB5 |
| Panduit, power outlet unit mounting | CVPDUB |
| Panduit Cable Management | CMPHF1 |
| Panduit 1.6mm jacketed cable 62.5/125µm | F5F10-10M2Y |
| Panduit | NACSS |
| Panduit HCM-8 | NMF3 |
| Panduit Quicknet blanks to add into non-used QPP48HDBL | QPPBBL |
| Panduit Vertical power strip 30 A, 208V | QZ1B1L2BN30P1 |
| Panduit blanks (5 pack) | TLBP1S-V |
| Panduit 6A small diameter patch cables – Blue – 1’ | UTP6ASD1BU |
| Panduit 6A small diameter patch cables – Green – 1’ | UTP6ASD1GR |
| Panduit 6A small diameter patch cables – Purple – 3’ | UTP6ASD3VL |
| Panduit 6A small diameter patch cables – Purple – 5’ | UTP6ASD5VL |
| Panduit 6A small diameter patch cables – Purple – 7’ | UTP6ASD7VL |
| Panduit 6A small diameter patch cables – Blue – 3’ | UTP6ASD3BU |
| Panduit 6A small diameter patch cables – Green – 3’ | UTP6ASD3GR |
| Panduit 6A small diameter patch cables – Blue – 5’ | UTP6ASD5BU |
| Panduit 6A small diameter patch cables – Green – 5’ | UTP6ASD5GR |
| Panduit 6A small diameter patch cables – Blue – 7’ | UTP6ASD7BU |
| Panduit 6A small diameter patch cables – Green – 7’ | UTP6ASD7GR |
| 1U 19-IN Frnt only horizontal high-capacity cable mgr w/ cover | PAN-NET NMF1 |
| 2U 19-IN Frnt only horizontal high-capacity cable mgr w/ cover | PAN-NET NMF2 |
| 4U 19-IN Frnt only horizontal high-capacity cable mgr w/ cover | PAN-NET NMF4 |
| Cool boot air sealing fitting for 1x5 cabinet top opening | PAN-NET CTGN1X5 |
| Cool boot air sealing fitting for 3x5 cabinet top opening | PAND CTGN3X5 |
| Cool boot air sealing fitting for 6x6 cabinet top opening | PAND CTGN6X6 |
| Net-Access cabinet top cover & Cable Protection Bezel For 3x5 Cabinet Top Opening | PAND CTCN3X5 |
| Net-access cabinet top cover & cable protection bezel for 6x6 cabinet top opening | PAND CTNBZL6X6 |
| POU brackets for server | PAND SPDUBRK |
| Vertical switched POU | PAND QS1A1M2BM24C1 |
| Power strip vertical | PAND VB0A1M2BM24E1 |
| Vertical power strip | PAND QN1A1C0BA24E1 |
| Vertical power strip, 20A | PAN-NET CMRPSV20TL |
| Tool-less blanking panel 2U cage nut style (5 pack) | PAND TLBP2S-V |
| Tool-less blanking panel 1U tapped (5 pack) | PAND TLBP1R-V |
| Tool-less blanking panel 2U tapped (5 pack) | PAND TLBP2R-V |
| 1U Rack space filler panel | PAN-NET DPFP1 |
| 2U Rack space filler panel | PAN-NET DPFP2 |
| 4U Rack space filler panel | PAN-NET DPFP4 |
| 8U Rack space filler panel | PAN-NET DPFP8 |

| Description | Part Number |
|---|-----------------------|
| Sidewall, 2"H, WYR-GRID | PAN-NET WGSDWL2BL |
| Sidewall, 4"H WYR-GRID | PAN-NET WGSDWL4BL |
| Sidewall, 6"H WYR-GRID | PAN-NET WGSDWL6BL |
| Wall-mount termination bracket | PAN-NET GWWMTB183OBL |
| WYR-GRID Pathway, 24" W X 10'L | PAND WG24BL10 |
| WYR-GRID Pathway, 12" W X 10'L | PAND WG12BL10 |
| WYR-GRID Pathway, 18"W X 10'L | PAN-NET WG18BL10 |
| Bottom waterfall for WYR-GRID | PAND WGBTMWFBL |
| Intersection splice for WYR-GRID | PAND WGINTSPLBL |
| Sidewall waterfall for WYR-GRID | PAND WGSDWWF4BL |
| Splice connector for WYR-GRID 24"-30" | PAND WGSPL243OBL |
| Bracket, trapeze, 24" W for WYR-GRID | PAND WGTB24BL |
| Splice connector for WYR-GRID 12"-18" | PAND WGSPL1218BL |
| Bracket, trapeze, 12" W FOR WRY-GRID | PAND WGTB12BL |
| Bracket, trapeze, 18" W FOR WRY-GRID | PAN-NET WGTB18BL |
| Bracket, wall mount, 12" for WYR-GRID | PAND GWWMTB12BL |
| Wall-mount termination bracket 18"-30" for WYR-GRID | PAN-NET GWWMTB183OBL |
| Net-access s & N-type 42U/45U cabinet finger kit | PAN-NET SN25F |
| GS6000 Enhanced CAT6 PLENUM (CMP) Black PULL-PAC | GENERAL 7131907 |
| PVIQ Environmental Temperature Sensor | PAND PVQ-EST-18 |
| PVIQ Environmental Temp, Humidity, Airflow, Dewpt Sensor | PAND PVQ-ESTAFHD-18 |
| 85"H x 31.5"W x 42"D, 45U S-Style cabinet | PAND S8512BF |
| Net-access cabinet 84"H X 31.5"W X 42"D w/ cage nut rails | PAN-NET N8512BC |
| OM3 2-FIBER Jumper, 1.6MM push pull LC-LC 2M | PAND FX2ERQNSNM002 |
| OM3 2-FIBER Jumper, 1.6MM push pull LC-LC 3M | PAND FX2ERQNSNM003 |
| OM3 2-FIBER Jumper, 1.6MM push pull LC-LC 5M | PAND FX2ERQNSNM005 |
| OM3 2-FIBER Jumper, 1.6MM push pull LC-LC 7M | PAND FX2ERQNSNM007 |
| QuickNet Cable White Cable, White Jacks Cassette Style 26ft | PAN-NET QXPWCWCWXX26 |
| QuickNet Cable White Cable, White Jacks Cassette Style 27ft | PAN-NET QXPWCWCWXX27 |
| QuickNet Cable White Cable, White Jacks Cassette Style 28ft | PAN-NET QXPWCWCWXX28 |
| QuickNet Cable White Cable, White Jacks Cassette Style 29ft | PAN-NET QXPWCWCWXX29 |
| QuickNet Cable White Cable, White Jacks Cassette Style 30ft | PAN-NET QXPWCWCWXX30 |
| QuickNet Cable White Cable, White Jacks Cassette Style 31ft | PAN-NET QXPWCWCWXX31 |
| QuickNet Cable White Cable, White Jacks Cassette Style 20ft | PAN-NET QXPWCWCWXX20 |
| QuickNet Cable White Cable, White Jacks Cassette Style 22ft | PAN-NET QXPWCWCWXX22 |
| QuickNet Cable White Cable, White Jacks Cassette Style 24ft | PAN-NET QXPWCWCWXX24 |
| QuickNet Cable White Cable, White Jacks Cassette Style 25ft | PAN-NET QXPWCWCWXX25 |
| QuickNet MTP Cable 12F Female to Female 10G OM3 7M | PAN-NET FX12D5-5M7Y |
| QuickNet MTP Cable 12F Female to Female 10G OM3 8M | PAN-NET FX12D5-5M8Y |
| QuickNet MTP Cable 12F Female to Female 10G OM3 9M | PAN-NET FX12D5-5M9Y |
| QuickNet MTP Cable 12F Female to Female 10G OM3 10M | PAN-NET FX12D5-5M10Y |
| QuickNet MTP Cable 12F Female to Female 10G OM3 11M | PAN-NET FX12D5-5M11/N |
| Fiber Adapter Panel 10G LC | PAN FAP6WAQDLCZ |
| Fiber Cassette | PAN-NET FCX-12-10Y |
| LC OPTICAM 50UM Connector | PAN-NET FLCSMCXAQY |
| POU Brackets for Switch Cabinet | PAN-NET NVPDUB |
| 12-24 Cage Nut (bag of 100) | PAN-NET CNWS1224-C |
| Quicknet High Density Patch Panel | PAN-NET QPP48HDBL |
| Quicknet Patch Panel Flat | PAN-NET QPP24BL |
| Zero RU Vertical Patch Panel | SN8VPPB |
| General 6000E PLENUM all colors | |

| Description | Part Number |
|--|------------------|
| Power Supply Cord, 1ft, black, IEC320 C13 TO IEC320 C14 | QUIK-1106-001 |
| Power Supply Cord, 1.5ft, black, IEC320 C13 TO IEC320 C14 | QUIK-1895-18IN |
| Power Supply Cord, 2ft, black, IEC320 C13 TO IEC320 C14 | QUIK-5902-002 |
| Power Supply Cord, 3ft, black, IEC320 C13 TO IEC320 C14 | QUIK-9199-003 |
| Power Supply Cord, 1ft, black, IEC320 C13 TO NEMA 5-15P | 24240 |
| Power Supply Cord, 1.5ft, black, IEC320 C13 TO NEMA 5-15P | QUIK-8426-18IN |
| Power Supply Cord, 2ft, black, IEC320 C13 TO NEMA 5-15P | QUIK-9190-002 |
| Power Supply Cord, 3ft, black, IEC320 C13 TO NEMA 5-15P | QUIK-2192-003 |
| Fiber Adapter Patch Panel | PAN-NET CFAPPBL1 |
| Fiber Adapter Patch Panel | PAN-NET CFAPPBL2 |
| Power Supply Cord, 1ft, black, IEC320 C15 TO NEMA 5-15P | QUIK-1991-001 |
| Power Supply Cord, 2ft, black, IEC320 C15 TO NEMA 5-15P | QUIK-1991-002 |
| Power Supply Cord, 3ft, black, IEC320 C15 TO NEMA 5-15P | QUIK-2565-003 |
| Full Length Blanking Shade | PAN-NET FLBSIM-Y |
| POU Bracket (comes in a pair) | PAN-NET R2PPDUB |
| Panduit DPI Printer | TDP 43ME 300 |
| Panduit Printer Ribbon | RMER4BL TDP43ME |
| Panduit Thermal Transfer, pkg qty 2500 | C300X100Y JT |
| Pan-Net OS2 1-Fiber 1.6MM Jacket Patchcord Riser – 1 meter | F91ER1N2NSNM001 |
| Pan-Net OS2 1-Fiber 1.6MM Jacket Patchcord Riser – 2 meter | F91ER1N2NSNM002 |
| Pan-Net OS2 1-Fiber 1.6MM Jacket Patchcord Riser – 3 meter | F91ER1N2NSNM003 |

ATTACHMENT F – SAMPLE WORK ORDER FORM

**WORK ORDER FORM
CABLING SERVICES
PURSUANT TO AN AGREEMENT BETWEEN
THE CITY OF CEDAR RAPIDS
AND **CONTRACTOR****

Date: _____

Work Order Number _____ Purchase Order Number, if applicable _____

Project Title and Address _____

Commencement Date _____ Completion Date _____

Project Description: _____

Scope of Services: _____

NOT TO EXCEED COST ESTIMATE: \$ _____

Bill to: _____

CONTRACTOR agrees to perform the services above and on the attached forms (if applicable) in accordance with the terms and conditions contained and incorporated by reference in the Contract between parties. In the event of a conflict between ambiguity in the terms of the Contract and this work order, the Contract shall control.

Contractor, Authorized Signature: _____ Date: _____

The attached forms (if applicable) are hereby accepted and incorporated herein by the reference and Notice to Proceed is hereby given.

City of Cedar Rapids, Authorized Signature: _____ Date: _____