

Attachment A – Scope and Specifications

RFx 3000022716

Title: Regional Moves, Adds and Changes (MAC)

1.0 SCOPE

1.1 DESCRIPTION OF EQUIPMENT, SYSTEM, OR SERVICE TO BE PROVIDED

By Statute (La. R.S. 39:141) the State of Louisiana, Office of Technology Services (OTS) shall act as the sole centralized customer for the acquisition, billing and record keeping of all telecommunications systems or telecommunications services provided to the Executive Branch of Louisiana State government which includes all executive departments, certain elected officials, boards and commissions. (<http://www.doa.la.gov/pages/default.aspx>). As such, OTS is soliciting bid responses for furnishing, installing, and repairing communications cable and wire for State-leased and owned facilities in seven State-defined regions as provided in Section 8.3 – State Region Map. Acceptable parts are brand-named specific in certain cases.

The State intends to award one primary and one secondary contract per region.

1.2 NON-EXCLUSIVE CONTRACT

Any resulting Contract shall be non-exclusive and shall not in any way preclude OTS from entering into similar contracts and/or arrangements with other vendors or from acquiring similar, equal or like goods and/or services from other entities or sources.

1.3 GUARANTEE OF QUANTITIES OR CONTRACT USE

Quantities that may be used in this bid document are for informational purposes only. The State does not guarantee that these quantities shall be purchased from the Contract.

2.0 BID RESPONSE PREPARATION/SUBMITTAL INSTRUCTIONS

2.1 DEFINITIONS

ARO – After Receipt of Order

Bid Document – for the purposes of this document, is defined as the document used to solicit bids and means an Invitation to Bid (ITB).

Bid Response – for purposes of this document, is defined as the document submitted by a vendor in response to an ITB.

Bidder – for purposes of this document, is defined as a person who submits a bid in response to an ITB.

Cabling System – A communication cabling installation that is used for the purpose of intrabuilding information distribution by connecting communications devices such as telephones, MFP, FAX machines, modems, and computers allowing the users to communicate with one another. It represents a transmission medium consisting of a number of systems: copper cable for horizontal or station cabling, equipment cabling, and cross/interconnection arrangements.

CAT 6A – means TIA/EIA 568 category 6A (enhanced) compliant

Attachment A – Scope and Specifications

RFx 3000022716

Title: Regional Moves, Adds and Changes (MAC)

CAT 6+ - means TIA/EIA 568 category 6+ compliant

Contract – A legal binding agreement between the State and the awarded Bidder(s).

Contractor – means any person having a Contract with a governmental body.

Critical Cabling Problem – for the purposes of this document, means a problem affecting trunk or backbone cabling causing a large number of users to be without service, or a problem affecting critical circuits such as those found in hospitals or prisons.

Equal/Equivalent – for the purposes of this document, shall be taken in its general sense and shall not mean identical. The specification mentioning a specific brand or model does so for the sole purpose of establishing minimum requirements or level of quality for standards of performance and design required and is no way intended to prohibit the bidding of any manufacturer's item of equal material properties and performance.

ITB – Invitation to Bid.

May/Can – denotes the advisory or permissible action.

MFP – Multi Function Printer

Non-Critical Cabling Problem – for the purposes of this document, is a problem affecting a single run or station causing a small number of users to be without service and not affecting equipment serving critical system functions and/or large number of users.

OSP – means the Office of State Procurement.

OTS – means the Office of Technology Services.

OTS Project Manager– may mean an employee of OTS, or an OTS-designated representative; i.e., an employee of another state agency other than OTS who has been assigned as project manager to a specific project.

Primary Contractor – means the Bidder selected to deliver services solicited in this bid document. Also, sometimes referred herein as the successful Bidder.

Secondary Contractor– means the Bidder selected to serve in a “standby” capacity to facilitate rapid replacement of the primary Contractor in the event of default by the primary Contractor. The secondary Contractor may be utilized to provide diverse backup/disaster recovery services if deemed appropriate by OTS or to address specific coverage requirements not adequately supported by the primary Contractor.

Shall/Will/Must – denotes a mandatory requirement.

Should – denotes a desirable action.

State – the State of Louisiana.

Attachment A – Scope and Specifications

RFx 3000022716

Title: Regional Moves, Adds and Changes (MAC)

2.2 CALENDAR OF EVENTS

Release Bids and Blackout Period Begins:	<u>May 15, 2024</u>
Deadline to Receive Written Inquiries:	<u>May 29, 2024</u>
Deadline to Answer Written Inquiries:	<u>June 12, 2024</u>
Bid Opening Date and Time (Bid Submission Deadline):	<u>June 20, 2024</u> <u>10:00 AM Central Time</u>

NOTE: The State of Louisiana reserves the right to revise this schedule. Revisions before the Bid Submission Deadline, if any, will be formalized by the issuance of an addendum to this bid document. Revisions after the Bid Submission Deadline, if any, will be by written notification to the eligible Bidders.

2.3 ITB INQUIRIES

The State shall not and cannot permit an open-ended inquiry period, as this creates an unwarranted delay in the procurement cycle and operations of our agency customers. The State reasonably expects and requires *responsible and interested Bidders* to conduct their in-depth bid review and submit inquiries in a timely manner.

An inquiry period is hereby firmly set for all interested Bidders to perform a detailed review of the bid documents and to submit any written inquiries relative thereto. *Without exception*, all inquiries MUST be submitted in writing by an authorized representative of the Bidder, clearly cross-referenced to the relevant solicitation section. All inquiries must be received by the Inquiry Deadline date set forth in Section 2.2 Calendar of Events of this ITB. Only those inquiries received by the established deadline shall be considered by the State. Inquiries received after the established deadline shall not be considered.

Inquiries concerning this solicitation shall be delivered to the State's contact person, Krystal Frank, for this solicitation by mail, express courier, e-mail, or hand:

Office of State Procurement
Attention: Krystal Frank
1201 North Third St.
Claiborne Bldg., Suite 2-160
Baton Rouge, LA 70802

E-Mail: Krystal.Frank@la.gov
Phone: (225) 342-4672

Only the person identified above or their designee has the authority to officially respond to the Bidder's questions on behalf of the State, including during the Blackout Period. Any communications from any other individuals are prohibited and not binding to the State.

A copy of all such inquiries should also be delivered to:

Office of Technology Services
Attention: Tristan Babin

Attachment A – Scope and Specifications
RFx 3000022716 Title: Regional Moves, Adds and Changes (MAC)

1201 North Third St
Claiborne Bldg. Ste. 2-200
Baton Rouge, LA 70802

E-Mail: Tristan.Babin2@la.gov

An addendum will be issued and posted at the Office of State Procurement LaPAC website, to address all inquiries received and any other changes or clarifications to the solicitation. Thereafter, all ITB documents, including but not limited to the specifications, terms, conditions, plans, etc., will stand as written and/or amended by any addendum. No negotiations, decisions, or actions shall be executed by any Bidder as a result of any oral discussions with any State employee or State consultant. It is the Bidder's responsibility to check the LaPAC website frequently for any possible addenda that may be issued. The Office of State Procurement is not responsible for a Bidder's failure to download any addenda documents required to complete an Invitation to Bid.

Any person aggrieved in connection with the solicitation or the specifications contained therein, has the right to protest in accordance with La. R.S. 39:1671. Such protest shall be made in writing to the Director of State Procurement at least two days prior to the deadline for submitting bids.

NOTE: LaPAC is the State's online electronic bid posting and notification system resident on State Procurement's website <https://www.doa.la.gov/doa/osp/>. In that LaPAC provides an immediate e-mail notification to subscribing Bidders that a solicitation and any subsequent addenda have been let and posted, notice and receipt thereof is considered formally given as of their respective dates of posting.

To receive email notification Bidders must register in the LaGov portal. Registration is intuitive at the following link:

https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?quest_user=self_reg

Help scripts are available on the Office of State Procurement (OSP) website under Vendor Resources at the following link:

<https://www.doa.la.gov/doa/osp/vendor-resources/>.

2.4 BLACKOUT PERIOD

The Blackout Period is a specified period of time during a competitive sealed procurement process in which any Proposer, Bidder or their Agent or Representative is prohibited from communicating with any State employee or Contractor of the State involved in any step in the procurement process about the affected procurement. The Blackout Period applies not only to State employees, but also to any Contractor of the State. "Involvement" in the procurement process includes but may not be limited to project management, design, development, implementation, procurement management, development of specifications, and evaluation of proposals for a particular procurement. All solicitations for competitive sealed procurements will identify a designated contact person, as per Section 2.3 of this ITB. All communications to and from potential proposers, Bidders, vendors and/or their representatives during the Blackout Period must be in accordance with this solicitation's defined method of communication with the designated contact person. The Blackout Period

Attachment A – Scope and Specifications

RFx 3000022716

Title: Regional Moves, Adds and Changes (MAC)

will begin upon posting of the solicitation. The Blackout Period will end when the Contract is awarded.

In those instances in which a prospective Bidder is also an incumbent Contractor, the State and the incumbent Contractor may contact each other with respect to the existing Contract only. Under no circumstances may the State and the incumbent Contractor and/or its representative(s) discuss the blacked-out procurement.

Any Bidder, Proposer, or State Contractor who violates the Blackout Period may be liable to the State in damages and/or subject to any other remedy allowed by law. Further, failure to comply with these requirements may result in the proposal's disqualification.

Any costs associated with cancellation or termination will be the responsibility of the proposer or Bidder.

Notwithstanding the foregoing, the Blackout Period shall not apply to:

1. A protest to a solicitation submitted pursuant to La. R.S. 39:1671;
2. Duly noticed site visits and/or conferences for Bidders or Proposers;
3. Oral presentations during the evaluation process; or
4. Communications regarding a particular solicitation between any person and staff of the procuring agency provided the communication is limited strictly to matters of procedure. Procedural matters include deadlines for decisions or submission of proposals and the proper means of communicating regarding the procurement, but shall not include any substantive matter related to the particular procurement or requirements of the ITB.

2.5 NUMBER OF COPIES SUBMITTED

For online submission:

Each Bidder shall submit one signed, searchable original response in .pdf format. The signed, searchable original technical response should be provided as one file and the financial response shall be submitted as a separate Excel file.

For hard copy submission:

Each Bidder shall submit:

- One signed original response.
- One "searchable" electronic copy of the bid response on two separate USB flash drives. The searchable electronic copy should be provided as one file.
- The financial response shall be submitted as a separate Excel file on the two separate USB flash drives.

Attachment A – Scope and Specifications

RFx 3000022716

Title: Regional Moves, Adds and Changes (MAC)

Each Bidder should submit the following:

- Three additional copies of the bid response.

2.6 DELIVERY OF BID RESPONSES

This bid document is available in electronic form at the Office of State Procurement's LaPAC website: <https://wwwcfprd.doa.louisiana.gov/osp/lapac/pubMain.cfm>.

It is available in PDF format or in printed form by submitting a written request to the ITB Coordinator with the Office of State Procurement. Contact information for this ITB Coordinator is provided in Section 2.3 of this ITB. This document is **NOT** available electronically in WORD format.

It is the Bidder's responsibility to check the Office of State Procurement LaPAC website frequently for any possible addenda that may be issued. The Office of State Procurement is not responsible for a Bidder's failure to download any addenda documents required to submit a response to this ITB.

Bidders are hereby advised that the Office of State Procurement must receive the proposal at its physical location by the date and time specified in Section 2.2 Calendar of Events, of this ITB.

Bid responses may be mailed or delivered by hand or courier service to the Office of State Procurement at:

Office of State Procurement
1201 North Third Street
Claiborne Building, Suite 2-160
Baton Rouge, LA 70802

Important - - Clearly mark outside of envelope, box or package with the following information and format:

- **Bid Document Name:** Regional Moves, Adds and Changes (MAC)
- **File Number:** 92931, **Solicitation Number:** 3000022716
- **Bid Opening Date and Time:** June 20, 2024 at 10:00 AM Central Time

Bidders should be aware of security requirements for the Claiborne building and allow time to be photographed and presented with a temporary identification badge.

The Bidder is solely responsible for ensuring that its courier service provider makes inside deliveries to the Office of State Procurement physical location. The Office of State Procurement is not responsible for any delays caused by the Bidder's chosen means of proposal delivery. The Bidder is solely responsible for the timely delivery of its bid response. Failure to meet the bid opening date and time shall result in rejection of the bid response.

OR

Attachment A – Scope and Specifications
RFx 3000022716 Title: Regional Moves, Adds and Changes (MAC)

Bids may be submitted online by accessing the link on page one of the Invitation to Bid.

NOTE: Bidders who choose to respond to this ITB online via the vendor portal are encouraged to not submit a written bid response as well.

Bidders are hereby advised that due to the nature of the internet, the State of Louisiana cannot guarantee that access to the LaGov or LaPAC websites will be uninterrupted or that e-mails or other electronic transmissions will be sent to you or received by us. The Office of State Procurement is not responsible for any delays caused by the Bidder's choice to submit their bid response online. The Bidder is solely responsible for the timely delivery of its bid response. Failure to meet the bid opening date and time shall result in rejection of the bid response.

All bid responses shall be received by the Office of State Procurement **no later than the date and time shown in Section 2.2, Calendar of Events.**

NOTE: FAX, EMAIL OR ANY OTHER ELECTRONIC SUBMISSIONS ARE NOT ACCEPTABLE.

2.7 JOINT BID RESPONSES

A joint bid response (two or more Bidders quoting jointly on one bid response) may be submitted, and each participating Bidder shall sign the joint bid response. If the Contract is awarded to joint Bidders, there shall be one Contract issued to the joint Bidders. Each joint Contractor shall agree to take necessary action to ensure that all the obligations of the Contract are met. Specifically, in the event the State determines that one or more of the joint Contractors has not met the obligations under the Contract, the other joint Contractor shall take necessary actions to ensure that the obligations of the Contract are met at no additional cost to the State and with the understanding that if a replacement Contractor is utilized, the replacement Contractor shall comply with all terms and conditions of the bid document and Contract. Further, in the event the State requires a performance guarantee, the joint Bidders shall submit a single performance guarantee issued in the names of all joint Bidders. In the event any of the joint Contractors do not meet the performance requirements, the State shall have the option to make claim up to the limit of the guarantee. The joint Contractors shall also designate, in writing, one Contractor that shall function as the single point of contact concerning all matters relating to the Contract. The State assumes no responsibility or obligation for the division of orders or purchases among the joint Contractors. If submitting a joint bid response, the Bidder should complete the form in Section 7.2.1 (Joint Bid Response).

2.8 BID OPENING

Bid responses shall be opened publicly at the Office of State Procurement's physical location identified in Section 2.6 at the date and time indicated in the Calendar of Events, Section 2.2 and only names of the Bidders submitting bid responses shall be identified aloud.

Attachment A – Scope and Specifications

RFx 3000022716

Title: Regional Moves, Adds and Changes (MAC)

2.9 SIGNATURE AUTHORITY

The Bidder should indicate in Section 7.2.2 (Signature Authority) which of the following applies to the signer of this bid. Evidence of signature authority shall be provided upon the State's request.

1. The signer of the bid is either a corporate officer who is listed on the most current annual report on file with the Secretary of State or a member of a partnership or partnership in commendam as reflected in the most current partnership records on file with the Secretary of State. A copy of the annual report or partnership record must be submitted to the Office of State Procurement before Contract award.
2. The signer of the bid is a representative of the Bidder authorized to submit the bid as evidenced by documents such as corporate resolution, certification as to corporate principal, etc. If this applies a copy of the resolution, certification, or other supportive documents should be attached to Section 7.2.2 (Signature Authority).
3. The Bidder has filed with the Secretary of State an affidavit or resolution or other acknowledged/authentic document indicating that the signer is authorized to submit bids for public contracts. A copy of the applicable document must be submitted to the Office of State Procurement before Contract award.
4. The signer of the bid has been designated by the Bidder as authorized to submit bids on the Bidder's vendor registration on file with the Office of State Procurement.

2.10 BID RESPONSE VALIDITY

All bid responses shall be considered valid for acceptance until such time an award is made, unless the Bidder provides for a different time period within their bid response. However, the State reserves the right to reject a bid response if the Bidder's acceptance period is unacceptable and the Bidder is unwilling to extend the validity of its bid response.

2.11 PRIME CONTRACTOR RESPONSIBILITIES

The selected Contractor shall be required to assume responsibility for all items and services offered in their bid response whether or not it produces or provides them. The State shall consider the selected Contractor to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the Contract.

2.12 USE OF SUBCONTRACTORS

Each Contractor shall serve as the single Prime Contractor for all work performed pursuant to their contract. The Prime Contractor shall be responsible for all deliverables referenced in this ITB. This general requirement notwithstanding, Bidders may enter into subcontractor arrangements. Bidders may submit a bid in response to this ITB, which identifies subcontract(s) with others, provided that the Prime Contractor acknowledges total responsibility for the entire Contract.

If it becomes necessary for the Prime Contractor to use subcontractors, the State urges the Prime Contractor to use Louisiana vendors, including small and emerging businesses, a small entrepreneurship or a veteran or service-connected disabled veteran-owned small

Attachment A – Scope and Specifications

RFx 3000022716

Title: Regional Moves, Adds and Changes (MAC)

entrepreneurship, if practical. In all events any subcontractor used by the prime Contractor should be identified to the State Project Manager.

Information required of the Prime Contractor under the terms of this ITB, is also required for each subcontractor and the subcontractors must agree to be bound by the terms of the Contract (See Section 3.1.1 Bidder Qualifications). The Prime Contractor shall assume total responsibility for compliance.

3.0 ITB REQUIREMENTS

3.1 BIDDER REQUIREMENTS

A. COMPLIANCE WITH CIVIL RIGHTS LAWS

By submitting and signing this solicitation, the Bidder agrees to abide by the requirements of the following as applicable: Title VI and Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments Act of 1972, the Age Discrimination Act of 1975, the Fair Housing Act of 1968, as amended, and Bidder agrees to abide by the requirements of the Americans with Disabilities Act of 1990. Bidder agrees not to discriminate in its employment practices, and shall render services under any Contract entered into as a result of this solicitation, without regard to race, color, religion, sex, sexual orientation, national origin, veteran status, political affiliation, disabilities, or age in any matter relating to employment. Any act of discrimination committed by Bidder, or failure to comply with these statutory obligations when applicable, shall be grounds for termination of any Contract entered into as a result of this solicitation.

B. BIDDER'S CERTIFICATION OF NO FEDERAL SUSPENSION OR DEBARMENT

By signing and submitting any bid for \$25,000 or more, the Bidder certifies that their company, any subcontractors, or principals are not suspended or debarred by the General Services Administration (GSA) in accordance with the requirements in OMB Circular A-133 and is not on the List of Parties Excluded from Federal Procurement or Nonprocurement Programs promulgated in accordance with E.O.s 12549 and 12689, "Debarment and Suspension" as set forth in 24 CFR part 24.

B.1 CONTINUING OBLIGATION

If the Bidder's bid response results in a Contract, the Contractor has a continuing obligation to disclose any suspensions or debarment by any government entity, including but not limited to the General Services Administration (GSA). Failure to disclose may constitute grounds for suspension and/or termination of the Contract and debarment from future contracts.

A list of parties who have been suspended or debarred can be viewed via the internet at <https://www.sam.gov>

Attachment A – Scope and Specifications

RFx 3000022716

Title: Regional Moves, Adds and Changes (MAC)

C. RIGHT TO PROHIBIT AWARDS OR PROCUREMENT

Issuance of this ITB in no way constitutes a commitment by the State to award a Contract. The State reserves the right to accept or reject any or all bids submitted or to cancel this ITB if it is in the best interest of the State to do so. Further, the State reserves the right to cancel or decline to enter into a Contract with the successful Bidder at any time after the award is made and before the Contract receives final approval from the Division of Administration, Office of State Procurement.

In accordance with the provisions of La. R.S. 39:2192, in awarding contracts after August 15, 2010, any public entity is authorized to reject a bid from, or not award the Contract to, a business in which any individual with an ownership interest of 5% or more, has been convicted of, or has entered a plea of guilty or nolo contendere to any state felony or equivalent federal felony crime committed in the solicitation or execution of a contract or bid awarded under the laws governing public contracts under the provisions of Chapter 10 of Title 38 of the Louisiana Revised Statutes of 1950 or the Louisiana Procurement Code under the provisions of Chapter 17 of Title 39.

In accordance with the Louisiana law, all corporations (see La. R.S. 12:262.1) and limited liability companies (see La. R.S. 12:1308.2) must be registered and in good standing with the Louisiana Secretary of State in order to hold a purchase order and/or a contract with the State.

3.1.1 BIDDER QUALIFICATIONS

The State requires that all technicians assigned to work on State projects be fully qualified, having adequate industry standard training and a minimum of three years experience in providing complex wire and cable services.

The bidder shall provide documentation to demonstrate their ability to provide the services necessary for proper performance of the contract and to accomplish the work assigned to them including installing and maintaining the materials and equipment.

In order for OTS to determine qualifications, the bidder shall supply with the bid response all industry credentials and certificates of training for the employees who will work on State projects. The Contractor's technicians shall hold the appropriate BICSI credentials or factory training certifications, or both for the telecommunications wiring system and hardware bid. Qualifications should include but not be limited to EIA/TIA & BICSI wiring standards, NFPA-70, OSHA, NEC, fire stopping, general installation practices and test equipment utilization.

The State reserves the right to request and receive proof of training at any time during the term of the contract. The State reserves the right to remove any employee from a state project if the employee is deemed by the State to have inadequate training and experience to perform the task to which the Contactor's employee is assigned.

The bidder should provide the information in Section. 7.2.3 (Bidder's Qualifications)

Attachment A – Scope and Specifications

RFx 3000022716

Title: Regional Moves, Adds and Changes (MAC)

3.1.2 BIDDER PARTICIPATION

Qualified political subdivisions of the State, quasi-state agencies and external procurement units may be permitted to purchase from Contracts made by the Office of State

Procurement. If selling directly to these entities, it is the Contractor's responsibility to ensure that the entities are qualified. A list of qualified entities is provided at the following link: <https://www.doa.la.gov/doa/osp/agency-resources/osp-purchasing/approved-quasi-units/>.

The Bidder should indicate those entities it chooses to permit to purchase from the Contract on the form in Section 7.2.5 (Bidder Participation).

3.2 TECHNICAL REQUIREMENTS

3.2.1 GENERAL REQUIREMENTS

For the purposes of this ITB, the State consists of seven regions. (See Appendix 8.3 State Region Map and Appendix 8.4 State Region – Parish List)

The following requirements and specifications are mandatory and define the minimum acceptable physical and performance requirements of the material, installation/labor, and services to be provided by the Contractor.

The Contractor shall be the sole point of contact for all orders/repairs communications. The Contractor shall designate one of their employees as point of contact for all orders/repairs communications.

All cable and materials installed under the contract shall be new. Cable, equipment, and hardware from other orders/repairs, damaged cable, defective cable that does not meet the specifications herein, or used cable shall not be accepted and shall be immediately removed and replaced with complaint materials at no cost to the State.

All cabling shall be installed to maximize the safety, maintainability, and performance effectiveness of maintenance personnel and minimize the demands upon skills, training, and manpower.

Terminations shall be placed and supported with convenient accessibility so as to maximize the efficiency and ease with which they can be maintained.

All cables in equipment rooms (ERs) shall be provided with a 10 foot long maintenance slack to facilitate future modifications.

For all materials and labor installed from the contract as a result of this ITB, the Contractor and all subcontractors shall have installation crews working on State orders/repairs during normal business hours. For the purpose of the contract, OTS considers normal business hours as 8:00 AM to 5:00 PM, CT, Monday through Friday. If a Contractor chooses to work outside of normal business hours, the Contractor shall obtain the agency's and OTS's approvals prior to commencing this work. If not specifically requested by the State, and the

Attachment A – Scope and Specifications

RFx 3000022716

Title: Regional Moves, Adds and Changes (MAC)

Contractor chooses to work outside of normal business hours, this work shall be done at no extra cost to the State.

3.2.1.1 ACCEPTABLE PRODUCTS

Acceptable products are identified in Section 3.2.4. Only products designated by OTS as acceptable shall be considered for award. The bidder may submit a request for OTS to consider other products for addition to the OTS-designated “acceptable” listing. This request shall be submitted in writing, during the inquiry period specified in Section 2.2, accompanied by manufacturer’s technical literature labeled with the appropriate line item(s). OTS shall reply to such requests in response to vendor inquiries and any products deemed “acceptable” by OTS shall be added to this bid document in the form of an addendum.

Exceptions may be requested by the State as deemed in the best interest of the State.

3.2.1.2 BRAND NAME

Brand Name specific items are identified in sections 3.2.4.1.1, 3.2.4.1.2, 3.2.4.1.8, 3.2.4.1.11, 3.2.4.1.13, 3.2.4.1.14.. Only the specific brand names and part numbers listed for these products shall be acceptable.

The products for these items shall support existing State-owned installations and have physical and electrical properties that may not be functional with other brands. OTS has therefore designated them as Brand name Specific to provide for a standard infrastructure and ensure interoperability between multiple vendors.

Requests for substitutions due to manufacturer discontinuance after award shall be addressed in accordance with Section 6.2.9, Contract Modifications. All other requests shall be denied.

At any time during the term of the contract it is determined that the Contractor installed alternate product for those that have been designated as Brand Name Specific without prior written approval of the State, the Contractor shall bear all costs (materials and labor) to replace the non-acceptable product.

3.2.2 APPLICABLE DOCUMENTS

Current issues of the following specifications, standards, code requirements, Telecommunication Rooms (TRs) and Technical Service Bulletins (TSBs) of all applicable standards shall apply to the products and work specified herein:

1. ANSI/NECA/BICSI-568 – Standard for Installing Commercial Building Telecommunications Cabling
2. ANSI/TIA/EIA Standards
 - a. ANSI/TIA/EIA-568D – Commercial Building Telecommunications Cabling Standard, Part 1: General Requirements
 - b. ANSI/TIA/EIA-568D – Commercial Building Telecommunications Cabling Standard, Part 2: Balanced Twisted Pair Cabling Components

Attachment A – Scope and Specifications

RFx 3000022716

Title: Regional Moves, Adds and Changes (MAC)

- c. ANSI/TIA/EIA-569 – Commercial Building Standard for Telecommunications Pathways and Spaces
- d. ANSI/TIA/EIA-606 – The Administration Standard for the Telecommunications Infrastructure of Commercial Buildings
- e. ANSI/TIA/EIA-607 – Commercial Building Grounding and Bonding Requirements for Telecommunications
3. Building Industry Consulting Services International (BICSI)
 - a. Telecommunications Distribution Methods Manual
 - b. Customer Owned Outside Plant Design Manual
4. AT&T Installation Standards
5. FCC Part 68
6. National Electrical Code (NEC) & NFPA 70
7. State and Local Codes
8. Occupational Safety and Health Act (OSHA)
9. Underwriter’s Laboratories (UL)
10. Americans with Disabilities Act (ADA)
11. Unit Descriptions referenced herein
12. State of Louisiana Guideline Requirements, Specifications, and Wiring Diagrams

In the event of ambiguities among the above documents, the more stringent shall prevail according to OTS project management interpretation.

3.2.3 GENERAL INSTALLATION SPECIFICATIONS

3.2.3.1 WIRE & CABLE TERMINATION

Cable terminations shall be installed under the Run units and the Multi-pair Cable Unit and consist of the resources required to install a C4 or C5 module(s) (for voice), terminate all pairs of the cable, mark, label, and test ordered quantities (each) 4-pair or multi-pair cables to IDC type terminals and mark each pair/terminal for identification, as required at the order/repair sites and indicated in the drawing standards and/or specifications herein applying to these units. (See drawing EIA/TIA in Appendix 8.6)

All terminations shall be done with the proper tool(s) designed for the specific type of termination to ensure good quality connections with the lowest possible attenuation loss.

All terminations shall be first-time connections and made-up on new, unused 110 type connecting blocks and/or patch panels unless otherwise authorized in writing by OTS.

All 4-pair terminations (voice and data) and all associated cabling shall be made-up, marked, and tested to Category 6A or Category 6+ compliance/performance rating as defined by the ANSI/TIA/EIA-568C.2 and TSB-40 Building Wiring Standard.

All multi-pair terminations (greater than 4-pair) shall be tested to a minimum Category 3 compliance/performance rating as defined by the ANSI/TIA/EIA Building Wiring Standards.

All terminations and associated wiring shall also be tested according to the applicable parts. (See Section 3.3.3.7, Test Requirements)

Attachment A – Scope and Specifications

RFx 3000022716

Title: Regional Moves, Adds and Changes (MAC)

Voice and data wiring terminations shall be made-up in accordance with various standards as applicable on a per order/repair basis. The default standard pinout shall be TIA/EIA

568B unless otherwise specified by OTS. These standards include, but are not limited to, the following:

1. TIA - T568A
2. TIA - T568B
3. USCO – 4-pair

3.2.3.2 110 MODULES

Each cable run and multi-pair cable installation shall include the 4- or 5-pair termination block modules (C4 or C5), as applicable. The 110 type cross-connect block with stand-off legs and colored termination designation strips with clear covers are not included as a part of this unit. The approved manufacturer is Prysmian, and the part numbers are as follows: C4 is P/N 110CB4PR10, and the C5 is P/N 110CB5PR10.

3.2.3.3 OUTLET BOXES

Outlet boxes shall be installed under the Run units and consist of the resources required to furnish/install ordered quantities (each) of recessed outlet boxes, as required at order/repair sites and indicated in the drawing standards and/or specifications herein applying to these units.

Recessed boxes shall be metallic with dimensions of 2.5" W x 4" H x 2" D for single-gang boxes nominal as manufactured by Steel City, Appleton, Raco, or equal, approved in writing by OTS. Faceplate mounting brackets may be used in place of recessed box in sheet rock walls but not in firewall.

Boxes shall be galvanized, coated, flat rolled sheet-steel, UL Listed, wiring junction, outlet, or pull boxes, as required, with mounting holes and conduit knockouts. Metallic boxes shall also be provided with corrosion-resistant covers and grounding screws for fastening surface and device type faceplates. Box accessories shall be provided as necessary for each installation including box support mounting ears and brackets, wallboard hangers, and box extension rings as required at no additional cost to the State.

Boxes shall be fastened securely in or to the applied surfaces using appropriate anchors, brackets/clamps, and/or screws, as necessary.

When boxes are installed recessed in unobstructed wall cavities, in which cables can be pulled through without conduit, and there are no codes or other requirements disallowing this installation procedure at any given order/repair site, box knockout openings shall be bushed/grommeted and pulls provided through boxes with a nominal six inch minimum, and 12 inch maximum, working cable stub length.

When outlet boxes are installed in a firewall, the outlet box shall be wrapped in a UL fire rated system in compliance with the NEX, NFPA-70 and Life Safety Codes. The firestop

Attachment A – Scope and Specifications

RFx 3000022716

Title: Regional Moves, Adds and Changes (MAC)

unit shall be used to order the firestop material and installation. Acceptable manufacturer is STI – P/N: SSP4S or equal, approved in writing by OTS.

All firestop systems shall be installed as per the manufacturer's instructions and in accordance with NFPA-70, UL, and Life Safety Codes. The firestop system shall be installed by installers who have been manufacturer-trained in their firestop systems. A copy of the UL firestop system shall be given to the building owner and to OTS on each order/repair.

Cables pulled through box knockout openings via conduit/raceways shall also be provided with bushings/grommets and nominal six inch minimum, and 12 inch maximum working stub length.

Outlet faceplate mounting brackets shall be of all plastic design with serrated interlocking mechanism for securing in place. Brackets shall be installed firmly, square with walls, and such that the edges of the bracket completely covers the cut-out.

Unless approved otherwise in writing by OTS, mounting heights of boxes shall be 18 inches above finished floors (AFF) to centerline of boxes for wall mounted, desk-type installations; 48 inches AFF to centerline of boxes for wall mounted, wall-phone type installations; and at the wireway base level for modular furniture type installations.

In general, all outlet box installations shall comply with the applicable requirements of the Americans with Disabilities Act (ADA).

3.2.3.4 WORK AREA COMMUNICATIONS OUTLETS

The work area communications outlets shall be Voice/Data/Data Jacks and shall be identified, labeled, and terminated to inside cable and then mounted in an outlet box or cubicle furniture with appropriate faceplates. Wall faceplates shall be office white in color.

All station cable pairs shall be terminated on the jack per TIA/EIA 568 specifications unless otherwise specified by OTS. No exposed cable shall be permitted.

The faceplates shall be labeled with identification numbers consistent with existing labeling scheme. All labeling shall be either typed or printed via mechanical means; hand written labels shall not be acceptable (See Section 3.2.3.12, Labeling). The numbers shall reflect the room numbers in which they are installed. For rooms with multiple jacks, the faceplates shall be alphanumerically numbered sequentially. All ID numbers shall also appear on the MDF/IDF terminal block terminations and patch panel ports.

The faceplates shall also be labeled according to function: VOICE, DATA Primary, and DATA Secondary. Some applications may require further functional distinctions such as color coded jack/connector inserts-office white for voice, blue for primary data, and orange for secondary data. If for any reason a second voice line should be needed, the jack shall be gold. The OTS approved manufacturer is Prysmian. (See drawings EIA/TIA and T-FPL in Appendix 8.6)

Attachment A – Scope and Specifications

RFx 3000022716

Title: Regional Moves, Adds and Changes (MAC)

3.2.3.5 STATION CABLING

A typical run of new station voice/data/data cabling shall consist of three 4-pair, 24 AWG station cables. All new station cables shall meet or exceed Category 6A or 6+ compliance

of the TIA/EIA Associated Standard 568C.2. The station cabling shall be terminated and run from a 110 block (C4) or patch panel to each station jack location. Each cable run shall be an average of 200 feet, but no longer than 312 feet, from the equipment closet. No splices shall be permitted on any cable run. All cables shall be securely fastened to the appropriate median, and run to fishable walls or cubicle furniture locations.

Digital Voice horizontal wiring shall consist of unshielded twisted pair cable, as applicable, placed in concealing pathways, unless designated otherwise by OTS, from workstations to MDF/IDF. All cable pairs shall be terminated at the jacks at the workstation end and on 110 type cross-connect blocks (C4), as applicable, on a backboard(s) or patch panel(s) mounted on wall or on racks at the MDF/IDF end, as applicable.

Data horizontal wiring shall consist of unshielded, twisted pair cable(s), as applicable, placed in concealing pathways, unless designated otherwise by OTS, from workstations to MDF/IDF. All cable conductors shall be terminated on jacks at the workstation end and on 110 type cross-connect blocks (C4) on a backboard(s), and/or patch panel(s) mounted on a rack at the MDF/IDF end, as applicable.

The colors of the Category 6A or Category 6+ cable shall be: white for Voice and blue for Data primary. If a second voice or data drop is added, the color of the cable shall be grey. Horizontal wiring installed within buildings shall comply with the current requirements of NEC Article 800 for fire/smoke-resistant cables preventing the spread of fire and smoke inter/intrafloor – CMR for general purpose, non-plenum, riser applications and CMP for plenum and/or riser applications. (See drawing EIA/TIA in Appendix 8.6)

3.2.3.6 HORIZONTAL WIRING CONNECTIONS IN EQUIPMENT ROOMS

Connecting blocks, connectors, and/or patch panels shall be provided to terminate every pair of UTP cable in equipment rooms, as required. All blocks and panels shall be indelibly and legibly marked as required to indicate the designated panel/field identifications, cable numbers, office/room number, and pair numbers connected as per TIA/EIA. All labeling shall be either typed or printed via mechanical means; hand written labels shall not be acceptable (See Section 3.2.3.12, Labeling).

The cabling into the equipment rooms should be installed horizontally and perpendicular to building lines and should be neatly dressed in equipment rooms through “D” rings and bundled with Velcro straps to their termination points.

3.2.3.7 STATION BLOCKS

Station connecting 110 block(s) shall be provided as required to terminate every pair of station cable. Station connecting blocks shall be terminated, labeled (See Section 3.2.3.12, Labeling), and securely mounted. All station cable pairs shall be terminated on the connecting block per TIA/EIA 568 specifications unless otherwise specified by OTS, or

Attachment A – Scope and Specifications

RFx 3000022716

Title: Regional Moves, Adds and Changes (MAC)

the type of connecting block leaves spare spaces. This unit shall consist of the terminal block, mounting bracket, cover, labels, and jumper trough. The cross-connect blocks shall be UL Listed and rated as a minimum Category 6, as defined by ANSI/TIA/EIA 568 Building Wiring Standards (and shall be referred to throughout this document supply as a 110 block).

The maximum of 24 4-pair cables shall be installed on a 110 block. The approved manufacturer is Prysmian.

3.2.3.8 PATCH PANELS

Station connecting patch panels shall be provided as required to terminate every pair of station cable. Station connecting patch panels shall be terminated, labeled, and securely mounted in a relay rack. All station cable pairs shall be terminated on the patch panel per TIA/EIA 568 specifications unless otherwise specified by OTS. This unit shall consist of the material and labor to mount the patch panel and the “D” Ring Horizontal Wire Management in the relay rack.

The initial installation and future installation in any multi-story building shall always be a 48-port patch panel. The smaller patch panel (24-port) is approved by OTS but shall only be used when adding to an existing 48-port patch panel installation when growth is not expected to be very large or when being used for small State agencies. OTS will determine if a 24-port patch panel or a 48-port patch panel will be required.

3.2.3.9 CROSS-CONNECT JUMPERS

A cross-connect jumper is defined as 24 AWG twisted-pair wire, United Laboratories (UL) listed, routed properly between interconnecting blocks. It shall be provided and terminated at the necessary lengths to provide continuity between the LEC/CPE interface point and the interconnecting block of the station equipment side, and cross-connected at all necessary riser points between the two ends.

3.2.3.10 MAIN CROSS-CONNECT/INTERMEDIATE CROSS-CONNECT/HORIZONTAL CROSS-CONNECT

Equipment rooms which have entrance facilities shall be the building’s main cross-connect field location. Equipment rooms and telecommunications closets without an entrance facility shall be where the Intermediate and/or the horizontal cross-connect fields are located.

Main cross-connects shall be fed via telco incoming service wiring and/or interbuilding backbone wiring.

Intermediate cross-connects shall be fed via inter/intrabuilding backbone wiring distributed from building main cross-connects.

Work areas shall be fed via horizontal wiring distributed from building horizontal cross-connects intermediate cross-connects, and/or main cross-connects, as required.

Attachment A – Scope and Specifications

RFx 3000022716

Title: Regional Moves, Adds and Changes (MAC)

Wiring pairs shall be terminated and all necessary cross-connects at each backboard(s) and/or frame/rack(s) with 110 type hardware, as applicable. (See Appendix 8.6.3 for drawing labeled #T-3.2).

3.2.3.11 BACKBOARDS

Telephone backboards shall be arranged according to industry standards unless otherwise specified by OTS. All plywood backboards shall be painted (all sides) with a zero flame spread, fire retardant paint. Routine utilization and preparation of existing backboard(s) shall be at no additional cost to the State. Preparation of an existing backboard(s) shall not include painting or stripping the board of all existing blocks, hardware, or equipment.

The backboard shall be securely fastened to the mounting surface by the appropriate fastener required.

Telephone and other communications equipment backboards shall be arranged according to layouts as determined by OTS. All plywood backboards furnished and installed by this contract shall be painted (front, back, and sides) with two coats of a white fire-retardant zero flame spread paint in compliance with the State Fire Marshal's requirements. (See Appendix 8.6.4 for drawing labeled #T-3.1).

3.2.3.12 LABELING

Each connecting block, patch panel, shall be labeled with printed labels to indicate the designated cable numbers feeding, pair numbers or phone numbers connected. All labeling shall be either typed or printed via mechanical means; hand written labels shall not be acceptable. Labels shall stay consistent with the existing labeling scheme unique to each building. The jacks shall be labeled on the faceplates. Jack numbers shall reflect the room/cable numbers in which they are installed with the same cable number as identified on the connecting block or patch panel. For rooms with multiple jacks, the jacks shall be sub-numbered (and/or lettered) sequentially and this number included in the terminal block number. (See Appendix 8.6.2 for drawing labeled #T-FPL).

3.2.3.13 CABLING PATHWAY

All cable placed in accessible ceilings shall be supported from the building's structural members such as beams, joists, rafters, etc., such that the weight of the cable does not bear on ceiling panels and grid, electrical conduit, sprinkler lines, or HVAC ducts as per NEC 300-11A, 725-7, 800-6. All cables shall be neatly bundled and installed with their own support straps and hangers at five foot intervals, maximum. Cable runs shall follow the building's structural lines and be parallel and perpendicular to beams, joists, rafters, etc.

All cable installed indoors shall be placed on appropriate pathway(s) such as "J" hooks, cable tray, conduit, duct, supported from/to building structures, so that the cables may be installed into wall cavities and/or modular cubicle furniture with installation units, as applicable. (See Appendix 8.6.5 for drawing labeled #T-4.1).

All cable runs not encased in metallic conduit or other raceways shall be placed at a safe distance from lighting ballasts, power transformers, electrical motors, radio equipment,

Attachment A – Scope and Specifications

RFx 3000022716

Title: Regional Moves, Adds and Changes (MAC)

etc., such that EMI, RFI, or other forms of interference shall not cause signal/communication or other functional problems with the user's connected equipment.

In addition, Category 6A and 6+ UTP cable shall be placed in accordance with the ANSI/TIA/EIA-568 Commercial Building Telecommunications Wiring Standards (with supplements) to ensure Category performance. Avoiding buckles and kinks, not exceeding a minimum bending radius, avoiding tight strapping/bundling, maintaining individual pair twist rates throughout the terminations, ensuring cable and conductor insulations are not stripped back from terminations exceeding "568" limits, etc. are just a few of these placement standard specifications.

Horizontal cabling installed within buildings shall comply with the current requirements of the NEC Article 800 for fire/smoke-resistant cables preventing the spread of fire and smoke inter/intrafloor-CMR for general purpose, non-plenum, riser applications and CMP for plenum and/or riser applications.

3.2.3.14 FIRESTOP

When required, new firestop systems shall be installed as per the manufacturer's instructions and in accordance with NFPA-70, UL, and Life Safety Codes. The firestop systems shall be installed by installers who have been manufacturer-trained in their firestop systems. A copy of the UL firestop system shall be given to the building owner and to OTS on each order/repair. (See Appendix 8.6.6 for drawing labeled #T-2.1).

3.2.4 INSTALLATION UNITS

3.2.4.1 INSTALLED UNITS

3.2.4.1.1 CATEGORY 6+ CABLE RUN – (Lines 1-16)

The following items are BRAND NAME SPECIFIC. Alternates shall not be accepted:

<u>Description</u>	<u>Prysmian No.</u>	<u>Hubbell No.</u>
CAT 6+ 4-pair Plenum	71319xx	C6RPB
CAT 6A 4-pair Plenum	715183x	C6ASPDSxx

Materials in this section shall support existing State-owned installations. The brand names and part numbers specified for Category 6+ cables have been determined to: perform at a level above the requirements specified for Category 6 cable in the ANSI/TIA/EIA-568C.2-1 standard; perform at or above those in existing State owned installations terminated on Prysmian-warranted State owned installations.

This unit shall consist of the resources required to furnish and install ordered quantities of end-to-end Category 6+ or 6A cable runs as required at order/repair sites and indicated in the drawing standards and/or specifications herein applying to these units. The first unit should typically include all travel, setup, tear down and cleanup time/labor for the site. Each additional unit shall **not** include travel, setup, teardown, and cleanup time/labor.

Attachment A – Scope and Specifications

RFx 3000022716

Title: Regional Moves, Adds and Changes (MAC)

A typical NEW run installation in the Baton Rouge downtown complex is a duplex run (1 Cat 6+ or a 6A for Voice and 2 Cat 6+ or a 6A for Data.) The State shall have line items for

a single run and a duplex run, but the standard shall be a duplex for a new location. Cable colors shall be:

- Blue – data primary
- White – data secondary or voice

The jack colors shall be:

- Blue – data primary
- Orange – data secondary

If a third drop is added, the cable shall be grey and the jack shall be grey.

Another variance is whether the install is recessed in the wall or is installed in cubicle furniture. If the drop is to be installed in cubicle furniture, the Contractor should check the Buildings in the Baton Rouge Metro Area chart (See Appendix 8.5) for the different styles of cubicle furniture in each building to get the correct cubicle furniture faceplates. If the new install is to be used for a Wireless Access Point, the following parts shall be installed: a single Category 6+ or 6A cable, which shall be terminated in a Simplex Biscuit box above the ceiling with a Category 6+ or 6A jack at the Wire Access Point end. A few inches of cable and the biscuit box shall dangle from the ceiling so it can be found for others to install the Wireless Access Unit. In the equipment room, a Category 6+ or 6A jack shall be terminated and installed in the next empty port of the blank ancillary network access patch panel in the bottom of the relay rack. The drop for the wireless access point shall be installed using the Single Cat-6+ or 6A new Run in Wall – Plenum unit, (Line Item 1 of Section 7.1, Pricing Pages).

The cable run shall include (the manufacturer and P/N are included in the description): These are BRAND NAME SPECIFIC. Alternates shall not be accepted.

- Cable (CAT 6+ or 6A) – material and labor to install on average 200 foot length of cable; cable colors shall be: blue for data – primary and white for data – secondary or voice. The OTS-approved cable manufacturer has been previously identified in this section.
- Recessed cut in the outlet box – material and labor to install.
- Jack inserts – material and labor to insert CAT 6+ or 6A jack in faceplate. The OTS approved manufacturer is Hubbell, CAT 6+ HXJ6XX. For WAP installations, a second jack shall be provided in the IDF closet at the blank ancillary patch panel.
- Jack colors shall be: blue for data – primary and orange for data – secondary (or voice). The OTS-approved manufacturer is Prysmian.
- Faceplate – material and labor to install a wall faceplate (office white). This OTS approved manufacturer is Hubbell; P/N IFP14OW or cubicle faceplate. The OTS approved manufacturer is Hubbell; P/N FP4BK, FPBBK, FMPIB04. For WAP installations, the faceplate shall be a biscuit style box Hubbell P/N ISM2xx. For the type of cubicle furniture in each building of the

Attachment A – Scope and Specifications

RFx 3000022716

Title: Regional Moves, Adds and Changes (MAC)

Baton Rouge Metro, see Appendix 8.5, Building in the Baton Rouge Metro Area.

- Terminations – all cable pairs at both ends (jacks and patch panels or blocks) included with the voice drop termination shall be the C4 module for the 110 block; C4 Module – the OTS approved manufacturer is Hubbell, P/N is 110CB4 PR10.
- Cross-Connect – material and labor for all necessary cross-connects for a voice run
- Test – all jacks to patch panel or block (Permanent Link Test). One copy should be printed and sent to OTS.
- Label – shall use identification numbers consistent with existing labeling scheme for each jack, block, patch panel, and NT1 location in each different building.
- Documentation – Final Itemization, Test Results, Labeling Scheme, and As Built Drawing(s).

The cable run shall be terminated in the equipment room as described earlier on existing blocks or patch panels if available at the order/repair site. All individual components of this unit shall conform to the specifications of the individual component units specified elsewhere in Section 3.2.3 (General Installation Specifications) and 3.2.4 (Installation Units).

New cable pulled in existing conduit shall be installed using pull rope/string/wire already in the conduit. Orders/repairs in which existing conduit is discovered to be devoid of any kind of existing pull line shall be retrofitted with a new pull line.

Identification and marking each installed cable shall be provided at each end/termination location, labeled as per TIA/EIA specifications and OTS's standards.

All cable shall be installed using pulling-grips with tension measuring devices, as required, and bending radii and pulling tensions (in adherence to referenced standards), not to exceed manufacturer's recommendations.

Cable shall also be installed with a nominal 10 foot long maintenance loop at each end and at any pull location(s) in between such as equipment rooms and telecommunications closets.

Copper cables used inside buildings shall be listed with Underwriters Laboratories (UL) and "marked"/tested for the following applications:

- Horizontal Plenum – "Type CMP-(UL)" / NFPA 262-1985 (UL 910).

Note: No substitutions allowed in this environment.

3.2.4.1.2 CROSS-CONNECT – (Line 17)

The following item is BRAND NAME SPECIFIC. Alternates shall not be accepted:

Attachment A – Scope and Specifications

RFx 3000022716

Title: Regional Moves, Adds and Changes (MAC)

<u>Description</u>	<u>Manufacturer</u>	<u>Part No.</u>
1-pair Cross-Connect Wire	Prysmian	2113054

This unit shall consist of the resources required to furnish and install 10 foot average lengths of ordered quantities (each), as applicable, of cross-connect jumper wire as required at order/repair sites and as indicated in order notes.

Cross-connect wire shall be UL Listed, nominal 24 AWG, UTP, solid annealed copper, jumper/hook-up type wire suitable for connecting 110 terminal blocks (not included as part of this unit), as applicable, on a backboard frame or relay rack (not included as part of this unit), as required.

Each conductor shall be individually insulated with PVC and color coded to distinguish each conductor and pair.

Pair twist integrity shall be maintained during installation from connection to connection.

Jumper lengths shall be on average of 10 feet and installed with sufficient slack to allow for possible transfer swingovers.

Jumpers shall be loosely bundled and routed through distribution hardware such as 110 backboard wire management (not included as part of this unit).

All conductor terminations shall be made with appropriate tools so that quality connections are made. Made-up terminations shall not be remade without first clipping off the old connected wire tip.

The Contractor shall identify and cross-connect from the existing Rj21 interface to the existing station 110 block. The Contractor shall not be responsible for correcting existing cable, jack, and block troubles as part of this unit. ISDN lines shall require additional cross-connects from the power distribution unit to the station block.

3.2.4.1.3 SURFACE MOUNT OUTLET BOX – (Line 18)

<u>Description</u>	<u>Manufacturer</u>	<u>Part No.</u>
Surface Mount SG	Prysmian	PT12SBA
Surface Mount SG	Panduit	PDB12LP

Outlet box installed units shall consist of the resources required to furnish/install ordered quantities (each) of surface mounted outlet boxes as required at project sites (only the Capital Annex Building or non-Capital Park Buildings) and indicated in the drawing T-FPL in Appendix 8.6.2. Before requesting this item to be added to the service order/trouble ticket, the Contractor shall contact OTS. OTS shall contact the Office of State Buildings to check for an alternate path.

Surface mount boxes shall be made of the same material and manufacturer as the surface raceway to which it is attached. Proposers should refer to the Surface Raceway specifications in Section 3.2.4.1.4. Surface mount boxes shall also be coupled to surface

Attachment A – Scope and Specifications

RFx 3000022716

Title: Regional Moves, Adds and Changes (MAC)

raceway. Unless approved otherwise in writing by the OTS Project Manager, mounting heights of boxes shall be 18 inches above finished floors (AFF) to centerline of boxes for wall mounted, desk type installations; 48 inches AFF to centerline of boxes for wall

mounted, wall-phone type installations; and at the wireway base level for modular furniture type installations.

Cables pulled through box knockout openings via conduit/raceways shall also be provided with bushings/grommets and six inch, minimum, and 12 inch, maximum, working stub length, nominal.

In general, all outlet box installations shall comply with the applicable requirements of the Americans with Disabilities Act (ADA). In the event of ambiguity or conflict, ADA requirements shall prevail.

3.2.4.1.4 SURFACE RACEWAY – (Lines 19-21)

<u>Description</u>	<u>Prysmian Part No.</u>	<u>Panduit Part No.</u>
¾"	PT1BC7	LD3xxy
1.5"	PL1BC7	LD103xxy
4"	PB2B5	T70Bxxy + T70Cxxy + T70Dxxy

This unit shall consist of the resources required to furnish and install ordered lengths (each) of various types of surface mounted raceway, as required at project site (only the Capital Annex Building and non-Capital Park Buildings) and indicated in the drawing standards and/or specifications herein applying to these units. Before requesting this item be added to the service order/trouble ticket, the Contractor shall contact OTS. OTS shall contact the Office of State Buildings to check for an alternate path.

Raceway shall be wall surface mounted, constructed of high-impact, fire-resistant, UL listed, rigid natural PVC type compounds. Raceway finish shall be matted and have natural colors as listed: ivory and white. A stick of raceway shall be seven feet long, nominal, and referred to as each in Section 7.1 (Pricing Pages).

Raceway shall be secured to the surface every five feet, nominal, with anchor-type fasteners appropriate for the type of surface construction being mounted. All fasteners shall be made-up tight with extra fasteners provided at corners, turns, and terminations so that end-to-end runs are snug to the mounting surface without twists, warps, or movement.

Raceway shall be installed parallel and perpendicular to surrounding architectural lines.

Raceway four inches in width, nominal, shall have a snap in/out barriers rendering a flexibility of one, two, or three channels, as required.

Raceway shall be equipped with snap-on/off covers. The following accessories shall be provided as a part of this unit in order to provide a complete, enclosed and functional raceway system at no additional costs to the State:

Attachment A – Scope and Specifications

RFx 3000022716

Title: Regional Moves, Adds and Changes (MAC)

1. Couplings or joint covers
2. Elbows (flat, internal and/or external)
3. Panel connectors
4. Tee covers

5. In-line device boxes
6. End caps
7. Reducers
8. Drop ceiling adapters

3.2.4.1.5 DROP POLE – (Lines 22-23)

<u>Description</u>	<u>Manufacturer</u>	<u>Part No.</u>
10 foot Drop Pole	Hubbell	HBLPPOAx and ATB
15 foot Drop Pole	Hubbell	HBLPPO15Ax and ATB

This unit shall consist of the resources required to furnish and install drop poles. Drop poles shall be floor standing, vertical raceways constructed of extruded aluminum with satin anodized finish or painted steel and UL Listing. Poles shall be 2" x 2", nominal, with rounded edges and black plastic or rubber covered base.

Other features and requirements:

- Poles shall have two channels for separate power and communications capabilities
- Poles shall be equipped with a replacement cover with two communication outlet openings; one bushed opening for cable breakout; one opening for a duplex power outlet
- Poles shall be equipped with an adjustable T-bar for mounting in the middle of ceiling panels, as part of this unit

Poles shall be installed plumb, with sides parallel to walls or partitions, and shall be stationary.

Before requesting this item to be added to the service order/trouble ticket, the Contractor shall contact OTS. OTS shall contact the Office of State Buildings to check for an alternate path.

3.2.4.1.6 CORE, SLEEVE, AND FIRE STOP SYSTEM – (Lines 24-26)

<u>Description</u>	<u>Manufacturer</u>	<u>Part No.</u>
1" galvanized nipple	Blackburn	N3xBB
2" galvanized nipple	Blackburn	N6xBB
4" galvanized nipple	Blackburn	N9xBB
1" plastic bushing	Steel City	BU-503
2" plastic bushing	Steel City	BU-506
4" plastic bushing	Steel City	BU-510
1" locknut	Steel City	LN-103

Attachment A – Scope and Specifications

RFx 3000022716

Title: Regional Moves, Adds and Changes (MAC)

2" locknut	Steel City	LN-106
4" locknut	Steel City	LN-110
Firestop Caulk	STI	SSS100
Firestop Mineral Wool	STI	SSAMW

This unit shall consist of the resources required to furnish and install ordered thickness (per inch) of bore and core type drills through pathway ceilings, floors, partitions, walls, etc., sleeve and firestop seal systems as applicable and as required at order/repair sites and indicated in the drawing standards and/or specifications herein applying to these units.

Penetration conduit/nipples, Rigid Galvanized Steel (RGS) Sleeve, Plastic Bushing, RGS locknut and firestop seal systems are included in this unit. When required, these components shall be RGS metal sleeves and bushings of inside diameter and length as required by the State Fire Marshal.

All firestop systems shall be installed as per the manufacturers' instructions and in accordance with NFPA-70, UL and Life Safety Codes. The firestop systems shall be installed by installers who have been manufacturer-trained in their firestop systems. A copy of the UL firestop system shall be given to the building owner and to OTS on each order/repair.

Penetration seals are included in this unit. Seal materials and methods shall be as required by the State Fire Marshal in accordance with the type of UL fire rated system(s) that apply at any order/repair site.

Penetrations shall be either bore-drilled or core-drilled holes, as required. Bust/pokethrough with hand tools shall not be used to penetrate and shall not be accepted or approved for payment unless specifically authorized in advance and in writing by OTS. All penetration work shall be neat and all debris shall be cleaned-up upon completion by the Contractor. (See Appendix 8.6.6 for drawing labeled #T-2.1).

Firewall penetrations shall not be left open during extended construction periods. Firestop pillows shall be used to seal penetrations on a temporary basis at no cost to the State.

3.2.4.1.7 FLEXIBLE METAL CONDUIT – (Lines 27-29)

Description	Manufacturer
Liquid Tight Flexible Metal Conduit	AllFlex, AFC, Electri-Flex
Single Gang Box and Metal Faceplate	Leviton No. 83004
Double Gang Box and Metal Faceplate	Leviton No. 83026

This unit shall consist of the resources required to furnish and install "liquid tight" type flexible metal conduit for indoor use. It shall be formed from continuous length, spirally wound, interlocked, zinc-coated strip metal with weather proof plastic outer sheath.

Terminal fittings shall be supplied on each end, along with a recessed outlet box, and a blank metal faceplate at the wall end; all shall be included as a part of this unit. The 1 inch and the 1½ inch flexible conduit shall use single gang outlet box and faceplates and the 2 inch flexible conduit shall use a double gang outlet box and faceplate as a part of this unit. The flex conduit and fittings shall comply with UL 1.

Attachment A – Scope and Specifications

RFx 3000022716

Title: Regional Moves, Adds and Changes (MAC)

This unit is typically installed to protect station cable between a wall and the cubicle furniture cable track.

Conduit and conduit fittings shall be mated to the metal faceplate by drilling a hole in the center of the faceplate. All sharp edges shall be filed off.

Pull string shall be installed in all empty and filled conduit newly installed by the Contractor as part of this unit.

3.2.4.1.8 110 CROSS-CONNECT BLOCK – (Line 30)

The following item is BRAND NAME SPECIFIC. Alternates shall not be accepted:

Description	Manufacturer	Part No.
110-block	Hubbell	110BLK100FTK5
110 plastic jumper trough	Hubbell	110TRA
110 labels	Hubbell	XPL11010(x)
110 label cover	Hubbell	XPH11010

This unit shall consist of the resources required to furnish and install a 110 cross-connect block with stand-off legs, jumper trough, and colored label strips with clear label covers, consisting of the ordered quantities (each) as required at order/repair sites and indicated in the drawing standards and/or specifications herein applying to these units.

110 type cross-connect blocks shall be constructed of molded, fire-retardant plastic with plated quick clips. Quick clips shall be IDC type capable of terminating un-skinned, plastic insulated, solid or stranded copper conductors from 26 to 22 AWG, as well as skinned, solid or stranded copper conductors from 20 to 19 AWG.

Each 110 type cross-connect block shall accommodate 4- or 5-pair connector modules (not a part of this unit), Cross-connect blocks shall be UL Listed and rated as a minimum Category 6A as defined by the ANSI/TIA/EIA-568 Building Wiring Standards.

All connecting blocks shall be securely mounted directly on backboards (not included as part of this unit) or relay racks (not included as part of this unit), as required. When the 110 block is being installed on the backboard, the block shall be installed on the stand-off legs.

When the block is being installed on a relay rack, the legs are not needed.

The wire management used in conjunction with the 110 cross-connect blocks shall be the 110A2 type jumper trough. (See Appendix 8.6.3 for drawing labeled #T-3.2).

3.2.4.1.9 TELEPHONE BACKBOARD (X' x 4' x .75") – (Lines 31-32)

Description	Manufacturer
A/C- grade Interior/Exterior Plywood	Georgia Pacific, Louisiana Pacific, and Weyer Hauser

Attachment A – Scope and Specifications

RFx 3000022716

Title: Regional Moves, Adds and Changes (MAC)

This unit shall consist of the resources required to furnish and install ordered quantities (each) of fire rated plywood backboards, and accessories as applicable, and as required at order/repair sites and indicated in the drawing standards and/or specifications herein applying to these units.

Plywood backboards shall be 8' L x 4' W x 3/4" D or 4' L x 4' W x 3/4" D A/C grade interior/exterior plywood, as applicable, such that smooth A grade side is exposed for

hardware and equipment mounting. All plywood sheets used for backboards shall be painted (all sides) with two coats of a fire retardant (zero flame spread) paint, as required. Fire rated backboards may be provided by either using pre-treated or field painted backboards which meet State Fire Marshal requirements. Field painted backboards shall be entirely painted (all sides) with a light colored fire-retardant paint. The color shall be approved in advanced by OTS.

The following shall be mounted on each sheet of plywood as a part of this unit:

- Metal D-rings (quantity and size as needed) mounted as needed near the side and/or bottom edges of the backboard at 12 inch intervals around the perimeter of the backboard.
- All screws, washers, anchor bolts, and mounting hardware of sufficient quantity and size to adequately support the backboard and any blocks, cables and equipment to be fastened thereon.

All backboards shall be mounted for convenient access by technicians; 54 inches AFF to board centerline, unless required otherwise by OTS; and 2 feet and 4 feet minimum clearance from the adjacent and opposite walls, respectively.

All backboards shall be securely fastened to walls/racks with a minimum of four fasteners for 4' x 4' backboards and six fasteners for 8' x 4' backboards. Fasteners shall be evenly spaced around backboard surface edges. Appropriate fasteners for the type of structure shall be used, for example, screws and expansion anchors for brick/masonry walls, wood screws for wood/stud walls, machine screws with washers and nuts for metal mounts, etc. Wood backboard fastener holes shall be countersunk so that fastener heads do not protrude above board surfaces. (See Appendix 8.6.4 for drawing labeled #T-3.1).

The fire retardant paint shall be Benjamin Moore or PPG, fire retardant latex paint or equal, approved in writing by OTS.

3.2.4.1.10 RELAY RACK – (Line 33)

Description	Manufacturer	Part No.
Rack, free standing	Chatsworth	55053-703
Rack, free standing	Prysmian	HPW84RR19
Vertical organizer	Homaco	VO-84-T3FTE / VO-84-T3CME
Ground wire #6	Green Southwire	THHN-6-STR-GRN
Ground lug	Square D	PK9GTACP

Attachment A – Scope and Specifications

RFx 3000022716

Title: Regional Moves, Adds and Changes (MAC)

This unit shall consist of the resources required to furnish and install the ordered quantities (each) of 19 inch free standing relay racks, vertical finger duct wire management and proper bonding and grounding as required at order/repair sites and as indicated in the drawing standards and/or specifications herein applying to these units.

Free standing relay racks shall be 19"W x 84"H, nominal, aluminum, and dual sided TIA/EIA hole spacing. The rack shall be installed using factory recommended anchor bolts to secure the rack to any type of floor and be equipped with grounding lugs used to common bond the racks to the grounding system, as applicable. Exact bolting locations for racks shall be designated by OTS.

Vertical organizer type of wire management panels shall be suitable for vertical rack mounting, featuring metal rungs with cover for routing cables/cords. Panels shall be installed on each of relay rack for front access.

Ground wire, lug kits, and common bonding to a ground source at order/repair sites shall be installed as indicated in the drawing standards and/or specifications in Section 3.2.2. Ground wire shall consist of #6 AWG stranded copper grounding conductor with green PVC/PE type insulation placed between each bar to a source(s) or terminal points and shall be used if conductors are provided with markers at all access points identifying the conductors as telecommunications grounds. Each ground kit shall consist of a copper-based nine-hole ground lug to be mounted near the bottom edge of a backboard. The kit shall include nine, nominal, binding post type terminals each of which can connect a #6 AWG copper grounding conductor and the necessary threaded fasteners to securely mount the ground lug to backboard.

Grounding conductor pathways shall not be diagonal to existing structural members. These conductors shall be pulled in some type of raceway (not included as part of this unit) for mechanical protection when necessary.

Connections at bus bars and relay racks shall be made with mechanical binding hole / compression type connectors. Connections at cables shall be made with proper shield grounding kits (included). Connections at the source(s) shall be made with proper ground clamps. Clamps normally used for conduit, hoses, etc., shall not be acceptable. All grounding systems installed shall be common bonded to building power service entry grounding sources via #6 AWG copper ground conductors with green PVC/PE type insulation. All connections shall be made-up tight and all components installed to render an effective grounding system as per TIA/EIA 607-B. (See Appendix 8.6.4 and 8.6.3 for drawings labeled #T-3.1 and T-3.2).

3.2.4.1.11 COMMUNICATIONS JACK AND FACEPLATE REPLACEMENT – (Line 34-35)

The following items are BRAND NAME SPECIFIC. Alternates shall not be accepted.

<u>Description</u>	<u>Hubbell Part No.</u>
CAT 6A jack outlet	HXJ6Axx
Cat 6+ jack outlet	HXJ6xx
Blank insert (each)	SFBx
Faceplate, 1-port modular, plastic	IFP11xx

Attachment A – Scope and Specifications

RFx 3000022716

Title: Regional Moves, Adds and Changes (MAC)

Faceplate, 2-port modular, plastic	IFP12xx
Faceplate, 4-port modular, plastic	IFP14xx
Faceplate 2-port modular, furniture	FP2xx
Faceplate, 4-port modular furniture, quad	FP4xx
Faceplate, 4-port modular furniture, linear	FP4Bxx

Communications Jack and Faceplate Replacement unit shall consist of the resources required to furnish and replace ordered quantities of voice, data, and/or LAN jack(s) and

faceplate(s) in various types of configurations, as required at project sites and as indicated in the drawing standards and/or specifications provided herein applying to these units. This unit shall also include the labeling, testing, and documentation for each jack(s) and faceplate(s) replaced to certify that each jack meets its applicable standards as applied throughout this document.

Each wall or cubicle replacement shall consist of various user-configurable port faceplates and varying combinations and colors of jack inserts. The faceplate ports shall be equipped with one or more of the following jacks: voice, and/or data/LAN, as applicable.

Voice and data/LAN jack(s) shall be 8P8C (8-Position 8-Conductor) modular having Category 6A or 6+ compliance/performance rating as defined by the ANSI/TIA/EIA-568C.2 Building Wire Standard.

Standard colors for jack configuration shall be office white for voice, blue for primary data/LAN, orange for secondary data/LA, and gold or brown for an additional voice port, as required and as applicable. The faceplate shall be office white in color and it shall be UL Listed and constructed of high-impact, fire-resistant plastic. In locations where an existing color and/or sequential labeling scheme exist, it shall continue to be followed unless otherwise instructed by the OTS Project Manager. The OTS-approved manufacturer is Prysmian. (See Appendix 8.6.1 and 8.6.2 for drawings EIA/TIA and T-FPL)

Voice and data/LAN jack wiring (connections/terminations) shall be made-up in accordance with various standards as applicable on a per project basis. These standards include, but are not limited to the following:

- TIA, T568A
- TIA, T568B
- USCO, 4-pair

All contacts/pins shall be high quality grade ensuring good voice and data connections.

Faceplate ports shall have function ID marks – “VOICE”, “DATA”, AND/OR “LAN” (or telephone and/or computer icons). They shall be securely mounted with appropriate fasteners such that the faceplates are aligned with surrounding architectural lines and are stationary. Mounted faceplates shall fully cover the outlet boxes, knockout, and/or surface area openings.

Attachment A – Scope and Specifications

RFx 3000022716

Title: Regional Moves, Adds and Changes (MAC)

3.2.4.1.12 FACEPLATE – (Line 36)

<u>Description</u>	<u>Manufacturer</u>	<u>Part No.</u>
Blank faceplate	Leviton	88014

This unit shall consist of the resources required to furnish and install an ordered quantity of blank faceplates as required at order/repair sites.

This item shall be used to cover outlet boxes which have been abandoned by a move and shall be office white in color.

Faceplates shall be equipped with the necessary accessories for mounting screws, washers, etc.

Faceplates shall be securely mounted with appropriate fasteners such that faceplates are aligned with surrounding architectural lines and are stationary. Mounted faceplates shall fully cover outlet box, knockout, and/or surface area openings. (See Appendix 8.6.2 for drawing labeled #T-FPL).

3.2.4.1.13 PATCH PANEL – (Lines 37-40)

The following is BRAND NAME SPECIFIC. Alternates shall not be accepted.

<u>Description</u>	<u>Manufacturer</u>	<u>Part No.</u>
Patch panel, CAT 6+, 24-PORT	Hubbell	HP624
Patch panel, CAT 6+, 48-port	Hubbell	HP648
Patch panel, CAT 6A, 24-port	Hubbell	HP6A24
Patch panel, CAT 6A, 48-port	Hubbell	HP6A48
Horizontal Management D ring	Leviton	49253-BCM
Horizontal Management D ring	Hubbell	C219ME3N

This unit shall consist of the resources required to furnish and install an ordered quantity (each) of 24- or 48-port patch panels, and furnish and install horizontal wire management panels, as required at each order/repair site and indicated in the drawing standards and/or specifications herein applying to these units. The wire management required as part of this unit shall be “D” ring type horizontal wire management panel for dressing up UTP patch cords with each patch panel required at the order/repair site. When a modular patch panel is ordered and installed, the Contractor shall also supply and install the wire management panels. The wire management panel shall be a two rack space “D” ring type horizontal wire management panel, suitable for rack mounting under the patch panels.

The initial installation and future installation in any multi-story building shall always be a 48-port patch panel. The smaller patch panel (24-port) is approved by OTS but shall only be used when adding to existing 48-port patch panel installation when growth is not expected to be very large or when being used for small State agencies. OTS will determine if a 24-port patch panel or 48-port patch panel will be required.

Attachment A – Scope and Specifications

RFx 3000022716

Title: Regional Moves, Adds and Changes (MAC)

Modular patch panels shall be 24- or 48-port panels with 8P8C jacks on the front side, 110 style on the back and shall have a rating of Category 6A or Category 6+ compliance/performance. Modular patch panels shall be capable of rack mounting. Modular patch panel ports shall be compatible with 8-pin modular RJ-45 plugs. All contacts/pins shall be high quality grade ensuring good data connections.

Voice and data jack wiring (connections/terminations (not included as part of this unit)) shall be made-up in accordance with various standards as applicable on a per order/repair basis.

These standards are as follows:

- TIA, T568A
- TIA, T568B (OTS standard, unless otherwise notified)

The “D” ring type horizontal wire management panel shall be installed below the patch panel as required at the order/repair sites. For CAT 6A and CAT 6+ 24- or 48-port patch panel installation, use a 2-rack space “D” ring type horizontal wire management panel.

3.2.4.1.14 ANCILLARY NETWORK ACCESS PATCH PANEL – (Line 41)

The following is BRAND NAME SPECIFIC. Alternates shall not be accepted.

<u>Description</u>	<u>Hubbell Part No.</u>
Unloaded multimedia jack panel	HPJ24

This unit shall consist of the resources required to furnish and install an ordered quantity (each) of a 24-port unloaded multimedia jack panel as required at each order/repair site. This panel shall be installed on the lowest rack unit space available.

The jacks to populate this panel (not included as part of this unit) shall be made up in accordance with the various standards as applicable on a per order/repair basis. The standards are as follows:

- TIA, T568A
- TIA, T668B (OTS standard, unless otherwise notified)

3.2.4.2 RE-USED UNITS

3.2.4.2.1 FIRESTOP SYSTEM REUSE – (Line 42)

<u>Description</u>	<u>Manufacturer</u>	<u>Part No.</u>
Firestop caulk	STI	SSS100
Firestop mineral wool	STI	SSAMW

This unit shall consist of the resources to re-seal each existing penetration or sleeve, with firestop system as applicable, which had to be re-entered to run a new cable at an order/repair site.

All firestop systems shall be installed as per manufacturers’ instructions and in accordance with NFPA-70, UL and Life Safety Codes. The firestop systems shall be installed by

Attachment A – Scope and Specifications

RFx 3000022716

Title: Regional Moves, Adds and Changes (MAC)

installers who have been manufacturer-trained in their firestop systems. A copy of the UL firestop system shall be given to the building owner and to OTS on each order/repair.

Seal materials and methods shall be as required by the State Fire Marshal in accordance with the type of UL fire rated system(s) that apply at any order/repair site.

Firewall penetrations shall not be left open during extended construction periods. Firestop pillows shall be used on seal penetrations on a temporary basis at no cost to the State. (See Appendix 8.6.6 for drawing labeled #T-2.1).

3.2.4.2.2 SINGLE LINE REUSED UNITS – (Lines 43-44)

Acceptable brand names and part numbers for the materials under these units are listed under the specific item units described in Sections 3.2.4.1.2 and 3.2.4.1.8.

This unit shall consist of existing reusing cable for a single line application and shall utilize the existing interconnect block and/or patch panel and include all necessary cross-connects, 4-pair cable(s), and/or jack(s) to extend single line or digital service. If not properly terminated, it shall be the Contractor's responsibility to label, test, and terminate all pairs of a reused 4-pair cable(s) to an existing 110 type block. The first unit should include all travel, setup, tear down, and cleanup time/labor for the site. Each additional unit shall not include travel, setup, tear down, or cleanup time/labor.

Splitting pairs from existing jacks or cables shall not be permitted.

The Contractor shall exercise extreme caution when installing a re-used unit with existing ISDN lines. The Contractor shall be financially responsible for restoring service to existing ISDN lines which were disconnected during installation for the reuse unit.

3.2.4.2.3 STATION CABLE CUBICLE REMOVAL UNIT – (Line 45)

This unit shall consist of the resources required to remove all cables, jacks, and faceplate from a cubicle. This unit shall include, but not limited to, labeling all cables, un-terminate the jacks (do not cut the cables), remove the cables and faceplates from the cubicle splines, then remove them from the power pole or vertical raceway or wall, and leave them neatly coiled and labeled in the ceiling. The jacks, faceplate, and flex conduit that are removed shall be left in the IDF closet for later use. This unit shall be used on a per faceplate basis. Each faceplate may have from one to four cables and jacks associated with it. If the room or space will be used as an office, a blank faceplate shall be installed on the wall where the cables exited the wall.

3.2.4.2.4 STATION CABLE CUBICLE REINSTALL UNIT – (Line 46)

This unit shall consist of the resources required to reinstall all cables, jacks and faceplate from a ceiling space, back into a cubicle. This unit shall include, but not limited to, identifying all cables, remove them from the ceiling space, fish the cables down a wall, raceway or power pole, install the cables in the cubicle spline, re-label the faceplate, and test all cables to EIA/TIA standards. This unit shall be used on a per faceplate basis. Each faceplate may have from one to four cables and jacks associated with it. Jacks and faceplates should be

Attachment A – Scope and Specifications

RFx 3000022716

Title: Regional Moves, Adds and Changes (MAC)

available in the nearest IDF closet. This unit shall include all cross-connects to extend dial tone from the LEC Denmark to the station jack.

3.2.4.3 MISCELLANEOUS SERVICE UNITS

3.2.4.3.1 STATION CABLE REMOVAL UNIT – (Line 47)

This unit shall consist of the resources required to remove unused or abandoned communications cable, end to end, from ceiling space, wall and equipment room. This unit shall be utilized on a per location/faceplate basis. Each location or faceplate may contain from one to four 4-pair station cables. Length of the station cable may vary with an average

length of 150 feet and the maximum length of 300 feet. Proper disposal of removed cable is included in this unit as well as the installation of a blank faceplate to cover the empty outlet box in the wall.

3.2.4.3.2 TROUBLE DETERMINATION AND REPAIR, FIRST HOUR – (Line 48)

This unit shall consist of the resources required to compensate the Contractor for travel and the first hour for a highly-qualified and experienced technician/repairman once onsite at the State facility. The Contractor shall be compensated for a minimum of one hour per site visit. The time shall begin when the Contractor reaches the site. The technician shall be equipped with all the tools and test equipment necessary to troubleshoot communications cabling systems (Voice and Data UTP cables).

3.2.4.3.3 TROUBLE DETERMINATION AND REPAIR, EACH ADDITIONAL QUARTER-HOUR – (Line 49)

This unit shall consist of the resources to compensate the Contractor for each additional quarter-hour for a highly-qualified and experienced technician/repairman once onsite at the State facility. The technician shall be equipped with all the tools and test equipment necessary to trouble shoot communications cabling systems (Voice and Data cables). All additional trouble determination quarter-hours shall be approved in advanced by OTS.

3.2.4.3.4 TROUBLE DETERMINATION AND REPAIR, AFTER HOURS, FIRST HOUR – (Line 50)

This unit shall consist of the resources to compensate the Contractor for travel and the first hour of afterhours (between 5 PM and 8 AM, CT) and weekend time for a highly-qualified and experienced technician/repairman once onsite at the State facility. The Contractor shall be compensated for a minimum of one hour. The time shall begin when the Contractor reaches the site. The technician shall be equipped with all the tools and test equipment necessary to trouble shoot communications cabling systems (Voice and Data UTP cables).

3.2.4.3.5 TROUBLE DETERMINATION AND REPAIR, AFTER HOURS, EACH ADDITIONAL QUARTER-HOUR – (Line 51)

This unit shall consist of the resources to compensate the Contractor for each additional quarter-hour of afterhours and weekends for a highly-qualified and experienced technician/repairman once onsite at the State facility. The technician shall be equipped with all the tools and test equipment necessary to trouble shoot communications cabling systems

Attachment A – Scope and Specifications

RFx 3000022716

Title: Regional Moves, Adds and Changes (MAC)

(Voice and Data UTP cables). All trouble determination quarter-hours shall be approved in advanced by OTS.

3.2.4.3.6 RE-LABELING UNIT – (Line 52)

This unit shall consist of the resources required to re-label a jack, 100 block, and patch panel. This unit may require the station cable to be toned and located in the IDF/MDF and the station end for labeling.

3.2.4.3.7 PREMISE VISIT – (Line 53)

This unit shall consist of the resources to compensate the Contractor for an order which is scheduled by both the Contractor and the agency, but work cannot be performed once the Contractor is onsite. This unit shall be a one-time fee. The Contractor shall submit a written request explaining in detail the exact nature of the request and the reason it is needed. OTS reserves the right to approve or disapprove the request.

3.2.4.3.8 EXPEDITE UNIT – (Line 54)

This unit shall be used ONLY with OTS authorization. This shall be a “one-time” (per service order or trouble ticket) fee to dispatch and expedite work on an order/repair within the time-frame stated in Section 3.3.3.5.1 (Routine Installation/Repairs).

3.2.4.4 MISCELLANEOUS LABOR

3.2.4.4.1 ADDITIONAL LABOR – (Line 55)

This unit shall consist of the resources to provide ¼ hour of labor time. This unit shall be used in conjunction with a Service Order/Trouble Ticket whereby the Contractor may ask to perform work due to unforeseen difficulty while working the units on the Service Order/Trouble Ticket. The Contractor’s request shall define in detail the exact nature of the additional labor units being requested and the reason the labor is needed. OTS reserves the right to approve or disapprove before the additional labor units are performed.

3.3 EQUIPMENT/SERVICE PROVISION REQUIREMENTS

3.3.1 DELIVERY

Equipment delivered to installation/repair sites by a carrier shall be received by the Contractor and stored in an area/space that is secure.

The Contractor shall deliver and install all items on the purchase order FOB-Agency, no later than the intervals specified in Section 3.3.3.5.1 (Routine Installation/Repairs).

3.3.3 INSTALLATION

Attachment A – Scope and Specifications

RFx 3000022716

Title: Regional Moves, Adds and Changes (MAC)

3.3.3.1 MINIMUM SERVICE PERIOD

There shall be a minimum service period of no more than 30 consecutive calendar days. After the minimum service period expires, the State may terminate service without further obligation.

3.3.3.2 SCHEDULING

The Contractor shall assign a Contract Manager (a single point of contact) to the contract. It shall then be the Contract Manager's responsibility to coordinate and schedule all work with the Agency's site contact issuing the order to assure that all necessary prior work has been completed and the agency is ready for this work to be started. Coordination can be done via email or telephone call. The Contractor should follow up via email, and include the

OTS Project Manager so that if a change order or a premise visit is needed there is proper documentation of need and authorization. The Contract Manager shall contact the Agency point of contact upon completion of work to make sure the work was completed satisfactorily.

All critical communication shall be conducted via email between the Contractor's Contract Manager and the OTS Project Manager for all orders.

3.3.3.3 PRE-INSTALLATION MEETING

The Contractor's lead technician shall meet with the building manager prior to starting work on ALL installations/repairs in order to acknowledge the technician's presence in the building along with getting information particular to each building and agency space.

Attendees shall include the Contractor's installation supervisors (including any subcontractors) who are to be used.

3.3.3.4 PRE-SURVEY

It is the Contractor's responsibility to understand the nature, character, and location of each worksite; the work to be performed, general and local conditions; the character, quality and quantity of the materials to be used; and the type and quantity of equipment and facilities needed, preliminary to and during the execution of the work and all other matters which may in any way affect the work to be performed under the contract.

At no cost to the State, the Contractor shall meet with the building manager prior to starting work on any and all installations/repairs in order to determine the presence of asbestos and/or locations of firewalls and smoke partitions. The building manager shall provide the Contractor with information regarding the presence and location of asbestos, if applicable. The Contractor shall determine the number and size of firestop units required per installation/repair and report this information to OTS.

3.3.3.5 INSTALLATION INTERVAL

Attachment A – Scope and Specifications

RFx 3000022716

Title: Regional Moves, Adds and Changes (MAC)

3.3.3.5.1 ROUTINE INSTALLATIONS/REPAIRS

The Contractor shall assume every installation/repair is “routine” in degree of difficulty. If, for any given installation/repair, the Contractor should foresee that the installation/repair is not “routine” after making a site visit, they shall notify OTS prior to beginning installation/repair. OTS may provide the Contractor with a change order or OTS may elect to cancel the installation/repair and handle it in some other manner. A unit of work can be a new cable run, a reused run, patch panel or backboard, or any item of work for the contract.

The Contractor shall complete installation intervals within the time limits defined below:

One to five units of work	3 working days ARO
Six to ten units of work	5 working days ARO
Eleven to fifteen units of work	8 working days ARO

Time frame for orders over 15 units shall be negotiated by OTS and the Contractor.

Routine repair intervals shall be completed by the Contractor within two business days after receipt of a trouble ticket.

All installation/repairs shall be due according to the due date received from OTS. If the due date is less than the time limits outlined above, an expedite unit may be added to the installation/repair.

3.3.3.5.2 EXPEDITE INSTALLATIONS/REPAIRS

On occasion, an emergency situation arises. On these occasions, OTS may issue a verbal expedite service order or trouble ticket. The Contractor shall provide an installation/repair expedite fee that may be charged per installation/repair whenever the State indicates to the Contractor that an installation/repair shall be acted upon more expeditiously than the standard time intervals required by the State.

As a minimum, an expedited order shall mean when the installation/repair is received by the Contractor at or before noon, a technician shall be dispatched before close of business on the same day; or when the order is received by the Contractor after noon on one day, a technician shall be dispatched to arrive before noon the next business day.

The technician shall be dispatched in a stocked installation vehicle so that once on site an inspection of the site can be made and they can determine what parts are necessary for the installation or repair to be made. After reporting this information to OTS and after receiving confirmation to proceed, the Contractor shall begin installation or repairs immediately. The written confirming installation/repair order shall then be sent to the Contractor.

3.3.3.6 SITE RESTORATION

The Contractor shall be responsible for restoring the worksite to its original condition.

Cutting and patching for all work in the installation/repair shall be the responsibility of the Contractor. The Contractor shall make neat and substantial joints between existing and new

Attachment A – Scope and Specifications

RFx 3000022716

Title: Regional Moves, Adds and Changes (MAC)

work, including patching, painting, finishing, etc. Patching shall be done to match existing construction as nearly as possible. All work shall be left in a complete and finished condition, including existing surfaces affected by work in the contract.

The Contractor shall not permit debris to accumulate in the building or on the ground in the vicinity of the building. The Contractor shall establish and maintain a regular daily routine for removing trash and debris and hauling it away from the premises.

3.3.3.7 TEST REQUIREMENTS

3.3.3.7.1 GENERAL

Testing shall be required on all cables installed and re-used from the contract. All testing shall be performed by technicians who are certified to perform the required test(s).

All UTP voice and data station cables and associated connection hardware shall be tested to certify the performance category of the permanent link as installed. All Category 6A or 6+ station cables shall be tested in accordance with procedures laid out in TIA/EIA 568 for the

permanent link. Any cable that fails testing shall be reported along with the procedures used to rectify the failure (i.e., replaced cable, reterminated the jack, etc.). The Contractor shall utilize, as a minimum, a TIA/EIA 568 Category III complaint cable tested. Printed results for each UTP Category 6A, or 6+ 4-pair cable shall be submitted as a part of the Contractor's as-built installation/repair documentation records. In addition to the above information, the documentation shall include a pass/fail indication for the specified cable, the test date, the serial number, software version of the scanner used, and a copy of the calibration certificate of the scanner. Necessary application for reading the results shall be provided by the Contractor.

If the Contractor requires additional information concerning the testing requirements, they shall refer to TIA/EIA 568. This document can be found in the TIA/EIA Telecommunications Building Wiring Standards.

ISDN tests shall be done by a "TPA 550A" test set, Harris TS 250, or equal, approved by OTS in writing at no additional cost to the State.

All cabling and associated equipment/hardware provided from the contract as a result of this ITB shall be tested and documented by the Contractor at no expense to the user-Agency. Occasionally, "special" tests may be ordered that exceed "standard" tests as specified herein. OTS may request copies of the technician's test training certificates prior to testing on certain orders/repairs.

The Contractor shall allow the OTS Service/Support Manager to perform some testing before the installation/repair completion and/or prescribe (within limits of normal tests as outlined below) the testing methods, procedures, and inspections associated with such activities.

At the request of OTS, testing may be required to be performed in the presence of OTS. Advance notification shall be given to the Contractor by the OTS Service/Support Manager

Attachment A – Scope and Specifications

RFx 3000022716

Title: Regional Moves, Adds and Changes (MAC)

when this is required. The Contractor shall coordinate the test schedule through the OTS Service/Support Manager.

The Contractor shall record on the test-results documentation, the nature of the defect for each conductor or pair found to be defective, as well as any other characteristic or tests not meeting specifications in Section 3.2.2 (Applicable Documents).

In order for any paired cable to be considered for acceptance, the number of defective pairs shall be limited to a maximum of 1% of the total number of pairs per cable and a maximum of one pair per 25-pair binder group.

Any cable exceeding the above limits, as well as other limits specified below, shall not be accepted.

The Contractor shall, at no expense to the user-agency, perform standard testing as specified herein and certify all installed cable/hardware/passive-equipment, ensuring that all active electronic equipment (including that installed by others) function normally.

Substandard materials, work, and/or tests shall not be accepted.

3.3.3.7.2 CAT 6a and CAT 6+ TESTING

Each Cat 6a and Cat 6+ cable run (including patch panel, CAT 6a and CAT 6+ cable, jack, and permanent link) shall be tested as per TIA/EIA 568. The Contractor shall utilize, as a minimum, a TIA/EIA 568 compliant cable tester. Printed results for each UTP CAT 6a and CAT 6+ 4-pair cable shall be submitted as a part of the Contractor's as-built installation/repair documentation records. In addition to the above information, the documentation shall include a pass/fail indication for the specified cable, the test date, the serial number, software version of the scanner used, and a copy of the calibration certificate of the scanner. Necessary applications for reading the results shall be provided by the Contractor. If the Contractor requires additional information concerning the testing requirements, they should refer to TIA/EIA 568. This document can be found in the TIA/EIA Telecommunications Building Wiring Standards.

3.3.3.8 EXECUTION OF WORK

The Contractor shall provide a sufficient number of personnel, including all subcontractors, who possess the vital experience and skills necessary to perform the contracted work and shall not arbitrarily remove skilled and experienced personnel from any State project during the term of the contract and any renewals. Contractor personnel changes that adversely impact the work in any manner may be cause for cancellation of the contract for default.

The work shall be executed in a satisfactory and workmanlike manner and at a rate of progress sufficient to ensure completion within the contract period. The Contractor shall provide to the OTS Project Manager the name of a job site superintendent who shall work with the OTS Project Manager to remedy any problems.

Attachment A – Scope and Specifications

RFx 3000022716

Title: Regional Moves, Adds and Changes (MAC)

3.3.4 BATON ROUGE DOWNTOWN BUILDINGS – REGION 2 ONLY

The Contractor shall designate and maintain a specific crew for buildings in downtown Baton Rouge. At the request of OTS, the crew shall work in other areas outside of downtown. This crew shall be expected to work closely with OTS technical services personnel on various projects. The crew chief shall attend meetings and present progress reports to OTS personnel on all projects in the downtown area. The Contractor shall notify OTS of any changes in the staffing of the designated downtown crew. OTS reserves the right to remove any member of this crew from working downtown. A list of downtown buildings and current wiring and cubicle furniture brands can be found in Section 8.5 – Buildings in the Baton Rouge Metro Area. OTS requires that the existing wiring and labeling scheme be duplicated by the Contractor in all downtown buildings unless directed otherwise by OTS. See Appendix 8.5 - Buildings in the Baton Rouge Metro Area.

3.3.5 ACCEPTANCE DATE

The installation acceptance date shall be the date on which all of the following procedures have been successfully completed:

- The Contractor shall notify the OTS Project Manager that all items on the order have been installed, service is functional to the agency, and that the project has been completed on or before the scheduled installation/repair completion date. (See Section 3.3.3.5.1 Routine Installation/Repairs).
- The Contractor shall give OTS the jack/port ID number(s) for the completed order.
- Testing has been completed and test documentation has been reviewed by the Contractor to verify that the test results are not substandard and are in compliance with Section 3.3.3.7 Test Requirements.
- The project has been inspected by the Contractor's quality control staff and there are no remaining incomplete Contractor punch list items.
- All documentation has been delivered to OTS. (See Section 3.4 Documentation Requirements).

3.3.5.1 TESTING

The installation/repair shall not be complete until all required tests have been performed and test passed. Test requirements are detailed in Section 3.3.3.7 (Test Requirements). Test results shall be forwarded to OTS prior to invoicing.

3.3.5.2 INSPECTION AND PUNCH LIST DEVELOPMENT

The Contractor shall notify OTS when the installation/repair has been installed and inspected by the Contractor's own Quality Control staff. OTS shall randomly inspect any installation/repair. Items failing inspection shall be reported in writing by OTS to the Contractor. These items shall be known as the installation/repair "punch list."

Attachment A – Scope and Specifications

RFx 3000022716

Title: Regional Moves, Adds and Changes (MAC)

3.3.5.3 CORRECTION OF PUNCH LIST ITEMS

The OTS Project Manager may compose a punch list containing estimated monetary values based on OTS's cost to have the work completed in a satisfactory manner by a third party. Failure by the Contractor to resolve all punch list items to OTS's satisfaction shall result in the monetary values being deducted from partial or final payment to the Contractor.

The Contractor shall correct all punch list items. After all punch list items have been corrected, the Contractor shall request a second inspection. The installation/repair shall not be considered complete until all items have been corrected.

3.3.5.4 DOCUMENTATION DELIVERY

The Contractor shall provide all installation/repair documentation (i.e., test results, as-built floorplans, etc.) required by OTS in accordance with Section 3.4 (Documentation Requirements). The installation/repair shall not be considered complete until all required documentation has been provided. Then, and only then, may the Contractor send an invoice to OTS for payment.

3.4 DOCUMENTATION REQUIREMENTS

3.4.1 TEST DOCUMENTATION

One copy of test documentation shall be provided to OTS within five business days of completing tests.

3.4.2 DRAWINGS AND RECORDS

On some installations/repairs, a drawing may not be provided by OTS. If OTS does not provide a drawing to the Contractor, then no "as built" shall be required back from the Contractor upon completion of the installation/repair.

On other installations/repairs, a building layout shall be provided to the Contractor with all pull locations and equipment closets marked thereon. Upon completion of installation/repair when a building layout has been provided, the Contractor shall provide one marked up hard copy of the layout as part of the installation/repair documentation, along with the cable test results, at no cost to OTS. The marked up layout shall indicate "as built" installation/repair information and the "as built" position of cable and infrastructure in the building.

4.0 PRICING SPECIFICATIONS

The State is providing Section 7.1 in Excel format. The format of the Excel document provided shall not be changed by the bidder.

The bidder's response shall be disqualified should the bidder make any changes to the Excel document, including item numbers, part numbers, descriptions or units.

Attachment A – Scope and Specifications

RFx 3000022716

Title: Regional Moves, Adds and Changes (MAC)

4.1 PRICING SPECIFIC TO THE ITB

For each region the bidder chooses to bid, they shall provide unit prices per line item for all items listed in Section 7.1 (Pricing Pages).

The bidder shall provide a list of unit prices, installed and warranted for at least one year. “Installed” prices shall include all material/equipment, shipping (FOB Agency), labor, service charges, premise visits, and travel required to deliver and install the working component and to warrant the equipment and labor for one year. Items that are not separately itemized cannot be acquired by the State; i.e., items that are normally “bundled” for marketing purposes cannot be “bundled” in response to this bid document. The bidder should use the forms provided in Section 7.1 (Pricing Pages).

4.1.1 REGULATED CHARGES, TAXES, AND OTHER CHARGES

The State requires a stable and predictable rate structure for the term of the contract. As such, the bidder’s quoted unit rates for goods and services to be provided shall be inclusive of all service charges, applicable taxes, and FCC regulated charges that it intends to recover.

The State is exempt from paying State and local sales and use taxes.

A copy of OTS’s Certificate of Sales/Use Tax Exemption is included herein as Appendix 8.1 to this ITB.

Examples of taxes the State shall not pay are E911 tax, Property Tax Recovery, State Universal Service Fund, State and Local Sales and Use Tax, Intrastate Fee, Utility Usage Tax.

The State requires that the cost of all regulated charges that the bidder intends to recover be included in the unit rates bid. As such, the bidder should consider the possibility that certain regulated charges may increase during the contract term and should bid their unit rates accordingly. The State will not pay any new regulated charges or increases thereof during the contract term, including any contract renewals.

Examples of regulated charges that the bidder may include in their quoted rates include, but are not limited to: Universal Service Fee (USF) and Telecom Relay Service Fee.

The bidder shall not bill and the State shall not pay for any itemized regulated charges.

4.2 MISSING PRICE

All prices shall be quoted in accordance with Section 4.1, Pricing Specific to the ITB. Items are listed separately on forms in Section 7.1 in order for the State to be able to purchase each item separately. Any item left blank, marked N/A or N/C, or marked as zero cost to the State shall be considered to be offered to the State at no charge. If the Contractor agrees in writing before award to provide the item at no cost, it shall be required to supply this item to the State at no cost whenever ordered during the entire term of the Contract and any renewal terms.

Attachment A – Scope and Specifications

RFx 3000022716

Title: Regional Moves, Adds and Changes (MAC)

If it is determined that an item has been manufacturer-discontinued or is otherwise not available, then the item shall be deleted from consideration and not awarded.

4.3 ESCALATION CLAUSE

Unit prices for equipment shall be reviewed annually and adjusted according to the Producers Price Index (PPI), Communications category, and shall be capped at an amount not to exceed 10% per year. The Contractor shall notify the State of proposed price adjustments 90 days before the Contract anniversary date to be effective upon the Contract anniversary date. All price adjustments shall be subject to the approval of the Office of Technology Services and the Office of State Procurement. Increases shall not apply to any orders issued prior to the Contract anniversary date.

5.0 EVALUATION AND AWARD

5.1 GENERAL

5.1.1 NO AWARD

The State reserves the right to cancel or decline to enter into a Contract with the successful bidder at any time after the award is made and before the Contract receives final approval from the Division of Administration, Office of State Procurement.

5.1.2 ADDITIONAL INFORMATION

The State reserves the right to require additional information from bidders and to conduct necessary investigations to determine responsibility of bidders or to determine accuracy of bid response information. The additional information will be requested in the form of a clarification request by the ITB Coordinator. If additional information is requested, the bidder shall furnish it within the State's stipulated deadline. Failure to do so may result in rejection of the bid response.

5.2 CRITERIA

5.2.1 ADMINISTRATIVE AND TECHNICAL COMPLIANCE

All bid responses received as a result of this ITB shall be subject to review for the purposes of selecting a bidder to whom a contract shall be awarded. No information shall be given out concerning the ultimate outcome while consideration of the award is in progress.

The successful bidder(s) shall meet all mandatory administrative and technical requirements.

5.2.2 SPECIFIC CRITERIA (WEIGHTED)

Cost. Cost shall be the sole determining factor and shall carry a weight of 100%.

5.2.3 SIMULTANEOUS REVIEW

Attachment A – Scope and Specifications

RFx 3000022716

Title: Regional Moves, Adds and Changes (MAC)

The functions described in this section may be performed simultaneously or in any order. Once a determination is made that a bid response is non-compliant in any area, that bid response shall be disqualified from further consideration.

5.3 METHODOLOGY

5.3.1 MODEL

Cost shall be calculated by multiplying the unit price for each item by the model quantities for the item to obtain a total item cost. The item cost shall then be added to obtain a total cost. The actual evaluation model shall be submitted to the Office of State Procurement prior to the bid opening. This model shall become part of the file and shall be available to all bidders after the bid opening.

5.4 OTS RECOMMENDATION FOR AWARD

5.4.1 DETERMINATION OF SUCCESSFUL BIDDER

A recommendation for a primary award per region may be made for the lowest priced bidder(s) meeting all mandatory administrative and technical requirements. The next lowest priced bidder(s) who meets all mandatory and technical requirements may be recommended for a secondary award per region.

5.4.2 WRITTEN RECOMMENDATION FOR AWARD

When OTS has completed the evaluation and a successful bidder(s) has been determined, a written recommendation for award shall be forwarded to the Office of State Procurement for review.

5.5 AWARD

Upon review and approval of OTS's recommendation for award, the Office of State Procurement (OSP) will issue a "Notice of Award" to the apparent successful bidder(s).

6.0 CONTRACTUAL TERMS AND CONDITIONS

6.1 GENERAL TERMS AND CONDITIONS

6.1.1 TAXES

Bidders should be aware that any taxes levied upon the selected bidder or their equipment shall be paid in accordance with current tax laws in effect at the time of the purchase by the State. Selected bidders shall pay all other taxes or assessments, however designated, imposed or levied in connection with the Contract and shall be solely responsible for remitting such taxes or assessments to the appropriate taxing or collection agency.

6.1.2 COMPLIANCE WITH LAWS, REGULATIONS, CODES, AND ORDINANCES

The selected bidder shall comply with all applicable provisions of federal and state statutes, laws, and regulations; parish and city codes or ordinances, specifically the National

Attachment A – Scope and Specifications

RFx 3000022716

Title: Regional Moves, Adds and Changes (MAC)

Electrical Code, Part 68 of the Federal Communications Commission's Rules and Regulations, tariffs or the Louisiana Public Service Commission, and all Louisiana laws and regulations regarding procurement including La. R.S. 37:2163. The selected bidder shall be responsible for all licenses, permits, and inspection fees required.

6.1.3 CONTRACTOR RESPONSIBILITIES

The Contractor assumes responsibility for all items and/or services offered in their bid response whether or not the Contractor produces or provides them. Further, the State shall consider the Contractor to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the Contract.

6.1.4 GOVERNING LAW

All activities associated with this ITB and eventual Contract shall be interpreted under Louisiana Law, including but not limited to La. R.S. 39:1551-1736 (Louisiana Procurement Code) and La. R.S. 39:1751-1755 (Telecommunications Procurement Code); purchasing rules and regulations; executive orders; standard terms and conditions; special terms and conditions; and specifications listed in this ITB. Venue of any action brought with regard to all activities associated with this ITB process shall be in the Nineteenth Judicial Court, Parish of East Baton Rouge, State of Louisiana.

6.1.5 BID DOCUMENT AND BID RESPONSE INCORPORATED BY REFERENCE

The provisions of the selected bid response and this ITB with all addenda shall be incorporated by reference in the Contract.

6.1.6 ORDER OF PRECEDENCE

In the event of ambiguity in the specifications, the order of precedence shall be the ITB and then the bid response.

6.1.7 WAIVER CLAUSE

Waiver of any breach of any term or condition of the Contract shall not be deemed a waiver of any prior or subsequent breach. No term or condition of the Contract shall be held to be waived, modified, or deleted except by the written consent of both parties.

6.1.8 SEVERABILITY

If any term or condition of the Contract or the application thereof is held invalid, such invalidity shall not affect other terms, conditions or applications which can be given effect without the invalid term, condition or application; to this end, the terms and conditions of the Contract are declared severable.

6.1.9 HEADINGS AND SECTION REFERENCES

The headings given to the paragraphs herein are inserted only for convenience and are in no way to be construed as part of the Contract or as a limitation of the scope of the particular paragraph to which the heading refers.

Attachment A – Scope and Specifications

RFx 3000022716

Title: Regional Moves, Adds and Changes (MAC)

6.1.10 RIGHT TO AUDIT

The State Legislative auditor, federal auditors and internal auditors of the Division of Administration, or others so designated by the DOA, shall have the option to audit all accounts directly pertaining to the Contract for a period of five years from the date of the last payment made under the Contract or as required by applicable State and Federal law. Records shall be made available during normal working hours for this purpose.

6.1.11 BIDDER'S COOPERATION

Any bidder has the duty to fully cooperate with the State and provide any and all requested information, documentation, etc., to the State when requested. This applies even if an eventual Contract is terminated and/or a lawsuit is filed. Specifically, the Bidder shall not limit or impede the State's right to audit or to withhold State owned documents.

6.2 CONTRACT ADMINISTRATION

6.2.1 CONTRACT TERM

The initial Contract shall be for a 24 month period beginning with the date of award.

6.2.2 RENEWAL TERM

At the option of the State of Louisiana and acceptance by the Contractor, the Contract may be extended for three additional 12 month periods at the same prices, terms and conditions. Total contract time may not exceed 60 months.

6.2.3 ORDERS

Written orders shall be issued by the acquiring State Agency and sent to OTS/Network Services. The Contractor shall not accept orders directly from State Agencies. OTS shall review and approve orders issued by State Agencies from the contract.

Political Subdivisions and Quasi-State Agencies shall submit orders and be billed directly by the Contractor.

6.2.4 CHANGE ORDERS

Modifications to an initial order shall be made in writing by OTS and shall be known as a change order. **Contractors shall not accept change orders directly from agencies.**

6.2.5 INVOICING

State invoices shall reference the written order number and shall be itemized with item numbers, contract numbers, OTS numbers (if applicable), item descriptions, quantities, and prices as indicated on the written order. Invoices which do not comply shall be returned to the Contractor unpaid.

State invoices with incorrect pricing, whole or in part, shall be returned to the Contractor and shall not be paid.

Attachment A – Scope and Specifications

RFx 3000022716

Title: Regional Moves, Adds and Changes (MAC)

The Contractor shall submit invoices for state agencies directly to OTS. OTS shall reconcile and approve State Agency invoices. The Contractor shall not submit an invoice directly to the using State Agency.

6.2.6 PAYMENTS

OTS shall be responsible for payment of invoices for all orders issued and approved by OTS.

6.2.6.1 ELECTRONIC PAYMENTS

In an effort to increase efficiencies and effectiveness as well as be strategic in utilizing technology and resources for the State and Contractor, the State intends to make all payments to Contractors electronically. The LaCarte Procurement Card will be used for purchases of \$5,000 and under, and where feasible, over \$5,000. Contractors will have a choice of receiving electronic payment for all other payments by selecting the Electronic Funds Transfer (EFT). If a Bidder receives an award and does not currently accept the LaCarte card or has not already enrolled in EFT, it will be asked to comply with this request by choosing either the LaCarte Procurement Card and/or EFT.

The **LaCarte** Procurement Card uses a Visa card platform. Contractors receive payment from State Agencies using the card in the same manner as other Visa card purchases. Contractors cannot process payment transactions through the credit card clearinghouse until the purchased products have been shipped or received or the services performed.

For all Statewide and Agency Term Contracts:

- Under the LaCarte program, purchase orders are not necessary. Orders must be placed against the net discounted products of the Contract. All Contract terms and conditions apply to purchases made with LaCarte.
- If a purchase order is not used, the Contractor must keep on file a record of all LaCarte purchases issued against the Contract during the Contract period. The file must contain the particular item number, quantity, line total and order total. Records of these purchases must be provided to the Office of Technology Services on request.

EFT payments are sent from the State's bank directly to the payee's bank each weekday. The only requirement is that the Contractor have an active checking or savings account at a financial institution that can accept Automated Clearing House (ACH) credit files and remittance information electronically. Additional information and an enrollment form is available by contacting the Office of Statewide Reporting and Accounting Policy (OSRAP) at DOA-OSRAP-EFT@la.gov.

To facilitate this payment process, the Contractor will need to complete and return the EFT enrollment form.

The Bidder should check which option it will accept or indicate if it is already enrolled on the form in Section 7.2.4 (Electronic Payments).

Attachment A – Scope and Specifications

RFx 3000022716

Title: Regional Moves, Adds and Changes (MAC)

6.2.6.2 LATE PAYMENTS

Interest due by a State agency for late payments shall be in accordance with La. R.S. 39:1695 at the rates established in La. R.S. 13:4202.

6.2.7 REPORTS

The Contractor shall provide semi-annual usage reports. At a minimum, the reports shall include contract number, contract line number, purchasing agency name, purchase order date, agency purchase order number, invoice number, model number, brand, item description, unit of measure, quantity, and price. The semi-annual usage reports shall be submitted on the 15th day of January and the 15th day of July.

Upon request, the Contractor shall provide additional usage reports.

The Contractor shall provide the additional usage reports within 14 calendar days of request.

A sample of the usage report format is included herein as Appendix 8.2.

6.2.8 TERMINATION

The State of Louisiana has the right to terminate the Contract immediately for any of the following reasons: (a) misrepresentation by the Contractor; (b) Contractor's fraud, collusion, conspiracy or other unlawful means of obtaining any contract with the State of Louisiana; (c) conflict of Contract provisions with constitutional or statutory provisions of State or Federal Law; (d) abusive or belligerent conduct by the Contractor towards an employee or agent of the State; (e) Contractor's intentional violation of the Louisiana Procurement Code (La. R.S.39:1551 et seq.) and its corresponding regulations; or, (f) any listed reason for debarment under La. R.S. 39:1672.

6.2.8.1 TERMINATION FOR CAUSE

The State may terminate the Contract or any orders issued pursuant to the Contract for cause based upon the failure of Contractor to comply with the terms and/or conditions of the Contract or any orders issued pursuant to the Contract provided that the State shall give the Contractor written notice specifying the Contractor's failure. If within 30 days after receipt of such notice, the Contractor shall not have either corrected such failure or, in the case of failure which cannot be corrected in 30 days, begun in good faith to correct said failure and thereafter proceeded diligently to complete such correction, then the State may, at its option, place the Contractor in default and the Contract or any orders issued pursuant to the Contract shall terminate on the date specified in such notice. Failure to perform within the time specified in the bid document or bid response shall constitute a default and may cause cancellation of the Contract or any orders issued pursuant to the Contract. Where the State has determined the Contractor to be in default, the State reserves the right to obtain any or all products or services covered by the Contract or any orders issued pursuant to the Contract on the open market and to charge the Contractor with cost in excess of the Contract price. Until such assessed charges have been paid, no subsequent bid response from the defaulting Contractor shall be considered.

Attachment A – Scope and Specifications

RFx 3000022716

Title: Regional Moves, Adds and Changes (MAC)

The Contractor may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of the State to comply with the terms and conditions of the Contract or any orders issued pursuant to the Contract provided that the Contractor shall give the State written notice specifying the State's failure and a reasonable opportunity for the State to cure the defect.

6.2.8.2 TERMINATION FOR CONVENIENCE

The State may terminate the Contract or any orders issued pursuant to the Contract at any time (1) by giving 30 days written notice to the Contractor of such termination: or (2) by negotiating with the Contractor an effective date. The State shall pay the Contractor for, if applicable: (a) deliverables in progress; (b) the percentage that has been completed satisfactorily; and, (c) for transaction-based services up to date of termination, to the extent work has been performed satisfactorily.

6.2.8.3 TERMINATION FOR NON-APPROPRIATION OF FUNDS

The continuation of the Contract or any orders issued pursuant to the Contract is contingent upon the continuation of an appropriation of funds by the Legislature to fulfill the requirements of the Contract or any orders issued pursuant to the Contract. If the

Legislature fails to appropriate sufficient monies to provide for the continuation of a Contract or any orders issued pursuant to the Contract or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act or Title 39 of the Louisiana Revised Statutes of 1950 to prevent the total appropriations for the year from exceeding revenues for that year or for any other lawful purpose and the effect of such reduction is to provide insufficient monies for the continuation of the Contract or any orders issued pursuant to the Contract, the Contract or any orders issued pursuant to the Contract shall terminate on the last day of the fiscal year for which funds were appropriated.

6.2.9 CONTRACT MODIFICATIONS

Contract modifications may result from technological enhancements, manufacturer discontinuance, or obsolescence. If an item meets or exceeds original specifications and the price is equal to or lower than the original bid price, a Contract modification may be requested in writing by the Contractor to the OTS Contracts Administrator. The Office of Technology Services shall review the request and make a written recommendation to the Office of State Procurement. Revisions/Modifications will become effective only upon approval by the Office of State Procurement.

OTS will not consider contract modifications until the services as required in the ITB are provided to the satisfaction of OTS.

6.2.10 CONTRACT CONTROVERSIES

Contract controversies between the State and Contractor which arise by virtue of the Contract between them shall be handled in accordance with Louisiana Procurement Code specifically La. R.S. 39:1673. This includes without limitation controversies based upon breach of Contract, mistake, misrepresentation, or other cause for Contract modifications or rescission.

Attachment A – Scope and Specifications

RFx 3000022716

Title: Regional Moves, Adds and Changes (MAC)

6.2.11 PROHIBITED PROCUREMENT OF TELECOMMUNICATIONS OR VIDEO SURVEILLANCE EQUIPMENT OR SERVICES

In accordance with La. R.S. 39:1753.1, the following Telecommunications or Video Surveillance Equipment or Services are prohibited from being procured:

- a) Telecommunications Equipment produced by Huawei Technologies Company or ZTE Corporation, or any subsidiary or affiliate of such entities, as described in Section 889(f)(3)(A) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019.
- b) Video Surveillance Equipment or Telecommunications Equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or any subsidiary or affiliate of such entities, as described in Section 889(f)(3)(B) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019.
- c) Telecommunications or Video Surveillance Equipment or Services produced or provided by an entity found to be owned, controlled, or otherwise connected to the government of the People's Republic of China, as described in Section 889(f)(3)(D) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019.
- d) Any product or equipment, regardless of manufacturer, containing as a component any equipment identified by paragraphs a) through c) above. This may include but is not limited to the following:
 - i. Computers or other equipment containing a component which enables any form of network connectivity or telecommunications regardless of whether the equipment is regularly connected to a network.
 - ii. Building automation, environmental controls, access controls, or facility management and monitoring systems.
- e) Voting machines, peripherals, and election systems that are a product, or a component thereof, that is identified as being produced by those entities listed in paragraphs a) through c) above, shall be prohibited telecommunications or video surveillance equipment pursuant to La. R.S. 39:1753.1.
- f) Any services provided using any equipment identified by paragraphs a) through e) above.

Prior to the award of this ITB, the bidder, who has not been rejected as non-responsive or disqualified as non-responsible, shall provide documentation by Affidavit, Appendix 8.7 of this ITB, that the equipment or services to be procured through the contract are not prohibited telecommunications or video surveillance equipment or services as defined above.

Any Contractor found to be in violation of the above shall, at its own expense, replace the prohibited telecommunications or video surveillance equipment or services with nonprohibited equipment or services of at least equal quality and performance.

Failure to comply with the above, shall result in the cancellation of the contract and the Contractor will be subject to debarment or suspension in accordance with La. R.S. 39:1672..

6.2.12 REMEDIES

Attachment A – Scope and Specifications

RFx 3000022716

Title: Regional Moves, Adds and Changes (MAC)

6.2.12.1 WARRANTY/SERVICE GUARANTEE REQUIREMENTS

Warranty shall mean that it is the responsibility of the Contractor to repair or replace defective equipment or parts at no additional cost to the State for one year following the date of shipment. It is the Contractor's responsibility to label the equipment with the shipment date in order for the warranty period to be determined.

Warranty for critical cabling problems, as defined in Section 2.1, Definitions, shall have a response time of 24 hours to be onsite from the time the State reports the problem.

Warranty service for non-critical cabling problems, as defined in Section 2.1, Definitions, shall have a response time of two calendar days to be onsite from the time the State reports the problem.

All material and labor shall include a one year warranty against defects in materials, performance, and workmanship.

6.2.12.2 LIQUIDATED DAMAGES

It is understood and agreed between the State and the Contractor, that time is of the essence and that for each calendar day of delay beyond the installation intervals defined in Section 3.3.3.5.1 after due allowance for such extension or extensions of time that may be consented to by the State, and through a maximum of 60 calendar days, the Contractor shall pay to the State as liquidated damages the sum of .5% of the Contract price. It is

understood between the State and the Contractor that such sum shall be treated as liquidated damages and not as a penalty, and that the State may withhold from the Contractor's compensation such sums as liquidated damages.

6.2.13 ASBESTOS

Should asbestos be encountered during the performance of the Contract, the Contractor shall stop working in the asbestos environment and contact OTS immediately.

6.2.14 ASSIGNMENT

The Contractor shall not assign any interest in the Contract by assignment, transfer, or novation without prior written consent of the State. This provision shall not be construed to prohibit the Contractor from assigning their bank, trust company, or other financial institution any money due or to become due from approved contracts without such prior written consent. Notice of any such assignment or transfer shall be furnished promptly to the State.

6.3 DUTY TO DEFEND, FORCE MAJEURE, INDEMNIFICATION AND LIMITATION OF LIABILITY

6.3.1 DUTY TO DEFEND

The Contractor agrees to investigate, handle, respond to, provide defense for and defend any such claims, demands, suits, or causes of action at its sole expense and agrees to bear

Attachment A – Scope and Specifications

RFx 3000022716

Title: Regional Moves, Adds and Changes (MAC)

all other costs and expenses related to this ITB and/or any resulting Contract, even if the claims, demands, suits, or causes of action are groundless, false or fraudulent.

6.3.2 FORCE MAJEURE

Neither party shall be liable for any delay or failure in performance beyond its control resulting from acts of God or force majeure. The parties shall use reasonable efforts to eliminate or minimize the effect of such events upon performance of their respective duties under the Contract.

6.3.3 INDEMNIFICATION AND LIMITATION OF LIABILITY

The Contractor agrees to protect, indemnify, save, and hold harmless the State of Louisiana, all State Departments, Agencies, Boards and Commissions, its officers, agents, servants, employees, and volunteers, from and against any and all claims, damages, expenses, and liability arising out of injury or death to any person or the damage, loss or destruction of any property which may occur, or in any way grow out of, any act or omission of the Contractor, its agents, servants, and employees, or any and all costs, expenses and/or attorney fees incurred by the Contractor as a result of any claims, demands, suits or causes of action, except those claims, demands, suits, or causes of action arising out of the negligence of the State of Louisiana, all State Departments, Agencies, Boards, Commissions, its officers, agents, servants, employees and volunteers.

The Contractor shall indemnify, and hold harmless the State, **without limitation**, from and against any and all damages, expenses (including reasonable attorneys' fees), claims, judgments, liabilities and costs which may be finally assessed against the State in any action

for infringement of a United States Letter Patent with respect to the Products, Materials, or Services furnished by the Contractor under their bid response and the Contract, or of any copyright trademark, trade secret or intellectual property right, provided that the State shall give the Contractor: (i) prompt written notice of any action, claim or threat of infringement suit, or other suit, (ii) the opportunity to take over, settle or defend such action, claim or suit at the Contractor's sole expense, and (iii) assistance in the defense of any such action at the expense of the Contractor. Where a dispute or claim arises relative to a real or anticipated infringement, the State may require the Contractor, at their sole expense, to submit such information and documentation, including formal patent attorney opinions, as the Commissioner of Administration shall require.

The Contractor shall not be obligated to indemnify that portion of a claim or dispute based upon: (i) the State's unauthorized modification or alteration of a Product, Material, or Service; (ii) the State's use of the Product, Material, or Service in combination with other Products, Materials, or Services not furnished by the Contractor; or (iii) the State's use in other than the specified operating conditions and environment.

In addition to the foregoing, if the use of any item(s) or part(s) thereof shall be enjoined for any reason or if the Contractor believes that it may be enjoined, the Contractor shall have the right, at its own expense and sole discretion as the State's exclusive remedy to take action no later than six months after the issuance of an injunction in the following order of precedence: (i) to procure for the State the right to continue using such item(s) or part(s) thereof, as applicable; (ii) to modify the component so that it becomes non-infringing

Attachment A – Scope and Specifications

RFx 3000022716

Title: Regional Moves, Adds and Changes (MAC)

equipment of at least equal quality and performance; or (iii) to replace said item(s) or part(s) thereof, as applicable, with non-infringing components of at least equal quality and performance, or (iv) if none of the foregoing is commercially reasonable, then provide monetary compensation to the State up to the dollar amount of the Contract. Any injunction that is issued against the State which prevents the State from utilizing the Contractor's product in excess of six months and for which the Contractor has not obtained for the State or provided to the State one of the alternatives set forth in the foregoing sentence is cause for the State to terminate the Contract. In the event of such termination, the State will not be obligated to compensate the Contractor for any costs incurred by the Contractor.

For all other claims against the Contractor where liability is not otherwise set forth in the Contract as being "without limitation," and regardless of the basis on which the claim is made, the Contractor's liability **for direct damages, shall be the greater of \$100,000, the dollar amount of the Contract, or two times the charges for Products, Materials, or Services rendered by the Contractor under the Contract.** Unless otherwise specifically enumerated herein mutually agreed between the parties, neither party shall be liable to the other for special, indirect or consequential damages, including lost data or records (unless the Contractor is required to back-up the data or records as part of the work plan), even if the party has been advised of the possibility of such damages. Neither party shall be liable for lost profits, lost revenue or lost institutional operating savings.

The State may, in addition to other remedies available to them at law or equity and upon notice to the Contractor, retain such monies from amounts due the Contractor, or may proceed against the performance and payment bond, if any, as may be necessary to satisfy any claim for damages, penalties, costs and the like asserted by or against them.

6.4 INSURANCE TYPES AND AMOUNTS

The Contractor shall purchase and maintain for the duration of the Contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the bidder's pricing.

6.4.1 MINIMUM SCOPE AND LIMITS OF INSURANCE

6.4.1.1 WORKERS COMPENSATION

Workers Compensation insurance shall be in compliance with the Workers Compensation law of the State of the Contractor's headquarters. Employers Liability is included with a minimum limit of \$1,000,000 per accident/per disease/per employee. If work is to be performed over water and involves maritime exposure, applicable LHWCA, Jones Act, or other maritime law coverage shall be included. A.M. Best's insurance company rating requirement may be waived for workers compensation coverage only.

6.4.1.2 COMMERCIAL GENERAL LIABILITY

Commercial General Liability insurance, including Personal and Advertising Injury Liability, and Products and Completed Operations, shall have a minimum limit per occurrence of \$1,000,000 and a minimum general aggregate of \$2,000,000. The Insurance Services

Attachment A – Scope and Specifications

RFx 3000022716

Title: Regional Moves, Adds and Changes (MAC)

Office (ISO) Commercial General Liability occurrence coverage form CG 00 01 (current form approved for use in Louisiana), or equivalent, is to be used in the policy. Claims-made form is unacceptable.

6.4.1.3 AUTOMOBILE LIABILITY

Automobile Liability Insurance shall have a minimum combined single limit per occurrence of \$1,000,000. ISO form number CA 00 01 (current form approved for use in Louisiana), or equivalent, is to be used in the policy. This insurance shall include third-party bodily injury and property damage liability for owned, hired and non-owned automobiles.

6.4.1.4 PROFESSIONAL LIABILITY (ERROR & OMISSIONS)

Professional Liability (Error & Omissions) insurance, which covers the professional errors, acts, or omissions of the Contractor, shall have a minimum limit of \$1,000,000. Claims-made coverage is acceptable. The date of the inception of the policy must be no later than the first date of the anticipated work under the Contract. It shall provide coverage for the duration of the Contract and shall have an expiration date no later than 30 days after the anticipated completion of the Contract. The policy shall provide an extended reporting period of not less than 24 months, with full reinstatement of limits, from the expiration date of the policy.

6.4.2 DEDUCTIBLES AND SELF INSURED RETENTIONS

Any deductibles or self-insured retentions must be declared to and accepted by the Agency. The Contractor shall be responsible for all deductibles and self-insured retentions.

6.4.3 OTHER INSURANCE PROVISIONS

The policies are to contain, or be endorsed to contain, the following provisions:

6.4.3.1 COMMERCIAL GENERAL LIABILITY AND AUTOMOBILE LIABILITY COVERAGES

- a. The Agency, its officers, agents, employees and volunteers shall be named as an additional insured as regards negligence by the Contractor. ISO Form CG 20 10 (for ongoing work) and CG 20 37 (for completed work) (current forms approved for use in Louisiana), or equivalent, are to be used when applicable. The coverage shall contain no special limitations on the scope of protection afforded to the Agency.
- b. The Contractor's insurance shall be primary as respects the Agency, its officers, agents, employees and volunteers for any and all losses that occur under the Contract. Any insurance or self-insurance maintained by the Agency shall be excess and non-contributory of the Contractor's insurance.

6.4.3.2 WORKERS COMPENSATION AND EMPLOYERS LIABILITY COVERAGE

To the fullest extent allowed by law, the insurer shall agree to waive all rights of subrogation against the Agency, its officers, agents, employees and volunteers for losses arising from work performed by the Contractor for the Agency.

Attachment A – Scope and Specifications

RFx 3000022716

Title: Regional Moves, Adds and Changes (MAC)

6.4.3.3 ALL COVERAGES

- a. All policies must be endorsed to require 30 days written notice of cancellation to the Agency. 10 day written notice of cancellation is acceptable for non-payment of premium. Notifications shall comply with the standard cancellation provisions in the Contractor's policy. In addition, Contractor is required to notify Agency of policy cancellations or reductions in limit.
- b. The acceptance of the completed work, payment, failure of the Agency to require proof of compliance, or Agency's acceptance of a non-compliant Certificate of Insurance shall not release the Contractor from the obligations of the insurance requirements or indemnification agreement.
- c. The insurance companies issuing the policies shall have no recourse against the Agency for payment of premiums or for assessments under any form of the policies.
- d. Any failure of the Contractor to comply with reporting provisions of the policy shall not affect coverage provided to the Agency, its officers, agents, employees and volunteers.

6.4.4 ACCEPTABILITY OF INSURERS

1. All required insurance shall be provided by a company or companies lawfully authorized to do business in the jurisdiction in which the Project is located. Insurance shall be placed with insurers with an A.M. Best's rating of **A-:VI or higher**. This rating requirement may be waived for workers compensation coverage only.
2. If at any time an insurer issuing any such policy does not meet the minimum A.M. Best rating, the Contractor shall obtain a policy with an insurer that meets the A.M. Best rating and shall submit another Certificate of Insurance within 30 days.

6.4.5 VERIFICATION OF COVERAGE

1. The Contractor shall furnish the Agency with Certificates of insurance reflecting proof of required coverage. The Certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The Certificates are to be received and approved by the Agency before work commences and upon any Contract renewal or insurance policy renewal thereafter.
2. The Certificate Holder shall be listed as follows:

State of Louisiana
Office of Technology Services, its Officers, Agents, Employees, and Volunteers
1201 N. 3rd Street, Claiborne Building, Suite 2-130
Baton Rouge, LA 70802
3. In addition to the Certificates, the Contractor shall submit the declarations page and the cancellation provision for each insurance policy. The Agency reserves the right to request complete certified copies of all required insurance policies at any time.

Attachment A – Scope and Specifications

RFx 3000022716

Title: Regional Moves, Adds and Changes (MAC)

4. Upon failure of the Contractor to furnish, deliver and maintain such insurance, the Contract, at the election of the Agency, may be suspended, discontinued or terminated. Failure of the Contractor to purchase and/or maintain any required insurance shall not relieve the Contractor from any liability or indemnification under the Contract.

6.4.6 SUBCONTRACTORS

The Contractor shall include all subcontractors as insureds under its policies OR shall be responsible for verifying and maintaining the Certificates provided by each subcontractor. Subcontractors shall be subject to all of the requirements stated herein. The Agency reserves the right to request copies of subcontractor's Certificates at any time.

6.4.7 WORKERS COMPENSATION INDEMNITY

In the event the Contractor is not required to provide or elects not to provide workers compensation coverage, the parties hereby agree that the Contractor, its owners, agents and employees will have no cause of action against, and will not assert a claim against, the State of Louisiana, its departments, agencies, agents and employees as an employer, whether pursuant to the Louisiana Workers Compensation Act or otherwise, under any circumstance. The parties also hereby agree that the State of Louisiana, its departments, agencies, agents and employees shall in no circumstance be, or considered as, the employer or statutory employer of the Contractor, its owners, agents and employees. The parties further agree that Contractor is a wholly independent Contractor and is exclusively responsible for its employees, owners, and agents. The Contractor hereby agrees to protect, defend, indemnify and hold the State of Louisiana, its departments, agencies, agents and employees harmless from any such assertion or claim that may arise from the performance of the Contract.

Attachment A – Scope and Specifications

RFx 3000022716

Title: Regional Moves, Adds and Changes (MAC)

7.0 RESPONSE FORMS 7.1 PRICING PAGES

The State is providing Section 7.1 in Excel format. The bidder shall not make any changes to the Excel document including item numbers, item descriptions, etc.

If the bidder makes changes to the Excel document, their bid shall be disqualified.

For each region bid, the bidder shall provide unit prices per line item for all items.

See Section 2.5, Number of Copies Submitted for submission details.

Attachment A – Scope and Specifications

RFx 3000022716

Title: Regional Moves, Adds and Changes (MAC)

- 7.0 RESPONSE FORMS**
- 7.2 OTHER RESPONSE FORMS**
- 7.2.1 JOINT BID RESPONSE (See Section 2.7)**

If this is a joint bid response, complete the following:

Bidder serving as primary contact:

Company _____

Address _____

Company Website _____

Telephone _____ Email _____

Additional Bidder:

Company _____

Address _____

Company Website _____

Telephone _____ Email _____

Additional Bidder:

Company _____

Address _____

Company Website _____

Telephone _____ Email _____

Attachment A – Scope and Specifications

RFx 3000022716

Title: Regional Moves, Adds and Changes (MAC)

- 7.0 RESPONSE FORMS**
- 7.2 OTHER RESPONSE FORMS**
- 7.2.2 SIGNATURE AUTHORITY (See Section 2.9)**

Person authorized to sign this ITB _____
Title _____
Company _____
Address _____

Telephone _____ Email _____
FAX No. _____

The Bidder should indicate which of the following applies to the signer of this bid.

- _____ 1. The signer of the bid is either a corporate officer who is listed on the most current annual report on file with the Secretary of State or a member of a partnership or partnership in commendam as reflected in the most current partnership records on file with the Secretary of State. (A copy of the annual report or partnership record must be submitted to the Office of State Procurement before contract award).
- _____ 2. The signer of the bid is a representative of the Bidder authorized to submit this bid as evidenced by documents such as corporate resolution, certification as to corporate principal, etc. (If this applies a copy of the resolution or certification must be attached).
- _____ 3. The Bidder has filed with the Secretary of State an affidavit or resolution or other acknowledged/authentic document indicating that the signer is authorized to submit bids for public contracts. A copy of the applicable document must be submitted to the Office of State Procurement before Contract award.
- _____ 4. The signer of the bid has been designated by the Bidder as authorized to submit bids on the Bidder’s vendor registration on file with the Office of State Procurement.

If this is a joint bid response, this page should be duplicated and completed for each Bidder.

Attachment A – Scope and Specifications

RFx 3000022716

Title: Regional Moves, Adds and Changes (MAC)

- 7.0 RESPONSE FORMS
- 7.2 OTHER RESPONSE FORMS
- 7.2.3 BIDDER QUALIFICATIONS (See Section 3.1.1)

In order for OTS to determine qualifications, the bidder shall supply with the bid response all industry credentials and certificates of training for the employees who will work on State projects. The Contractor's technicians shall hold the appropriate BICSI credentials or factory training certifications, or both for the telecommunications wiring system and hardware bid. Qualifications should include but not be limited to EIA/TIA BICSI wiring standards, NFPA-70 OSHA, NEC, fire stopping, general installation practices, and test equipment utilization.

Attachment A – Scope and Specifications

RFx 3000022716

Title: Regional Moves, Adds and Changes (MAC)

- 7.0 RESPONSE FORMS**
- 7.2 OTHER RESPONSE FORMS**
- 7.2.4 ELECTRONIC PAYMENT (See Section 6.2.6.1)**

The Bidder should check which option it will accept or indicate if it is already enrolled.

Payment Type	Will Accept	Already Enrolled
LaCarte	_____	_____
EFT (Electronic Funds Transfer)	_____	_____

Printed Name of Individual Authorized

Authorized Signature for payment type chosen

Date

Email address of authorized individual

Phone number of authorized individual

Attachment A – Scope and Specifications

RFx 3000022716

Title: Regional Moves, Adds and Changes (MAC)

- 7.0 **RESPONSE FORMS**
- 7.2 **OTHER RESPONSE FORMS**
- 7.2.5 **BIDDER PARTICIPATION (See Section 3.1.2)**

1. Will the Bidder permit quasi-state agencies and political subdivisions to purchase from a Contract resulting from this bid? Yes No
2. Will the Bidder permit agencies of the United States Government to purchase from a Contract as a result of this bid? Yes No
3. Will the Bidder permit buying organizations (other than the United States Government), not located in this state which, if located in this state, would qualify as a public procurement unit to purchase from a Contract resulting from this bid? Yes No

Attachment A – Scope and Specifications

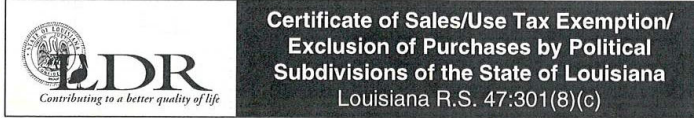
RFx 3000022716

Title: Regional Moves, Adds and Changes (MAC)

8.0
8.1

APPENDIX
TAX EXEMPTION STATUS (See Section 4.1.1)

R-1056 (10/07)



PLEASE PRINT OR TYPE.

Political Subdivision State of Louisiana / Office of Technology Services		Louisiana Dept. of Revenue Registration No. (if applicable) 72-6000720	
Address PO Box 3898			
City Baton Rouge		State LA	ZIP 70821

The above referenced entity does hereby certify that the entity is a public agency of the State of Louisiana with legal status as one of the following:

- State agency, board or commission
- Municipal government or instrumentality thereof
- Public Charter School (R.S. 17:3971-4001)
- Hospital service district
- Public housing authority
- Parish government or instrumentality thereof
- Parish school board or public school
- Law enforcement district
- Waterworks district
- Parish and municipal libraries
- Other _____

Purchases of tangible personal property and taxable services, and/or leases and rentals of tangible personal property by the above referenced political subdivision are totally exempted from the sales tax levied by the State as provided by R.S. 47:301(8)(c). The Louisiana Constitution, Article VI, §44(2) defines a political subdivision as “a parish, municipality, and any other unit of local government, including a school board and a special district, authorized by law to perform governmental functions”.

The authorized person for the political subdivision certifies that the entity meets the criteria for the sales tax exclusion under R.S. 47:301(8)(c), and if sales tax is later found to be due, the entity will be responsible for any tax liabilities.

Signature of Authorized Agent	
Authorized Agent <i>Donyelle Edwards</i>	Title OTS Statewide Director 1
Signature <i>X Donyelle Edwards</i>	Date (mm/dd/yyyy) 1-13-23

Attachment A – Scope and Specifications

RFx 3000022716

Title: Regional Moves, Adds and Changes (MAC)

8.0 APPENDIX
8.2 SAMPLE USAGE REPORT (See Section 6.2.7)

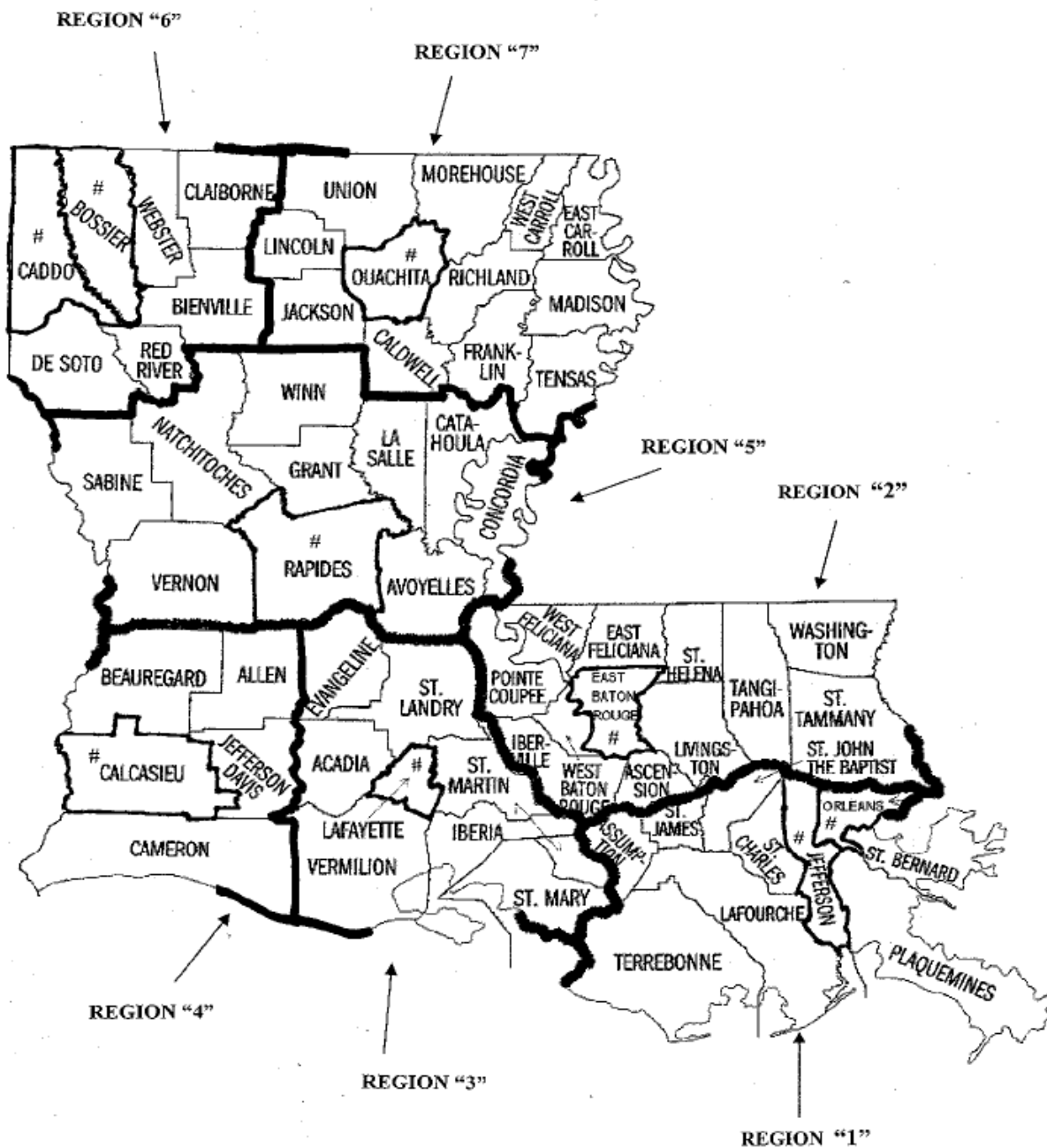
Contract Number:			Usage From and To Date:					Name of Person		
Purchasing Agency	PO Number	Invoice Number	PO Date	Contract Line Number	Brand	Model Number	Item Description	Quantity	MSRP Price	Unit Price
									\$	\$
									\$	\$
									\$	\$
									\$	\$

Attachment A – Scope and Specifications

RFx 3000022716

Title: Regional Moves, Adds and Changes (MAC)

8.0 APPENDIX
8.3 STATE REGION MAP



Attachment A – Scope and Specifications

RFx 3000022716

Title: Regional Moves, Adds and Changes (MAC)

8.0 APPENDIX
8.4 STATE REGION – PARISH LIST

STATE REGIONS BY PARISHES

Region “1” (NO)

Assumption
Jefferson
Lafourche
Orleans
Plaquemines
St. Bernard
St. Charles
St. James
St. John the Baptist
Terrebone

Region “2” (BTR)

Ascension
East Baton Rouge
East Feliciana
Iberville
Livingston
Pointe Coupee
St. Helena
St. Tammany
Tangipahoa
Washington
West Baton Rouge
West Feliciana

Region “3” (LAF & LC)

Acadia
Evangeline
Iberia
Lafayette
St. Landry
St. Martin
St. Mary
Vermilion

Region “4” (LC)

Allen
Beauregard
Calcasieu
Cameron
Jefferson Davis

Region “5” (ALX)

Avoyelles
Catahoula
Concordia
Grant
LaSalle
Natchitoches
Rapides
Sabine
Vernon
Winn

Region “6” (SHREV)

Bienville
Bossier
Caddo
Claiborne
DeSoto
Red River
Webster

Region “7” (MONR)

Caldwell
East Carroll
Franklin
Jackson
Lincoln
Madison
Morehouse
Ouachita
Richland
Tensas
Union
West Carroll

Attachment A – Scope and Specifications

RFx 3000022716

Title: Regional Moves, Adds and Changes (MAC)

8.0 APPENDIX
8.5 BUILDINGS IN THE BATON ROUGE METRO AREA

See Section 3.3.4 Baton Rouge Downton Buildings – **Region 2 Only**.

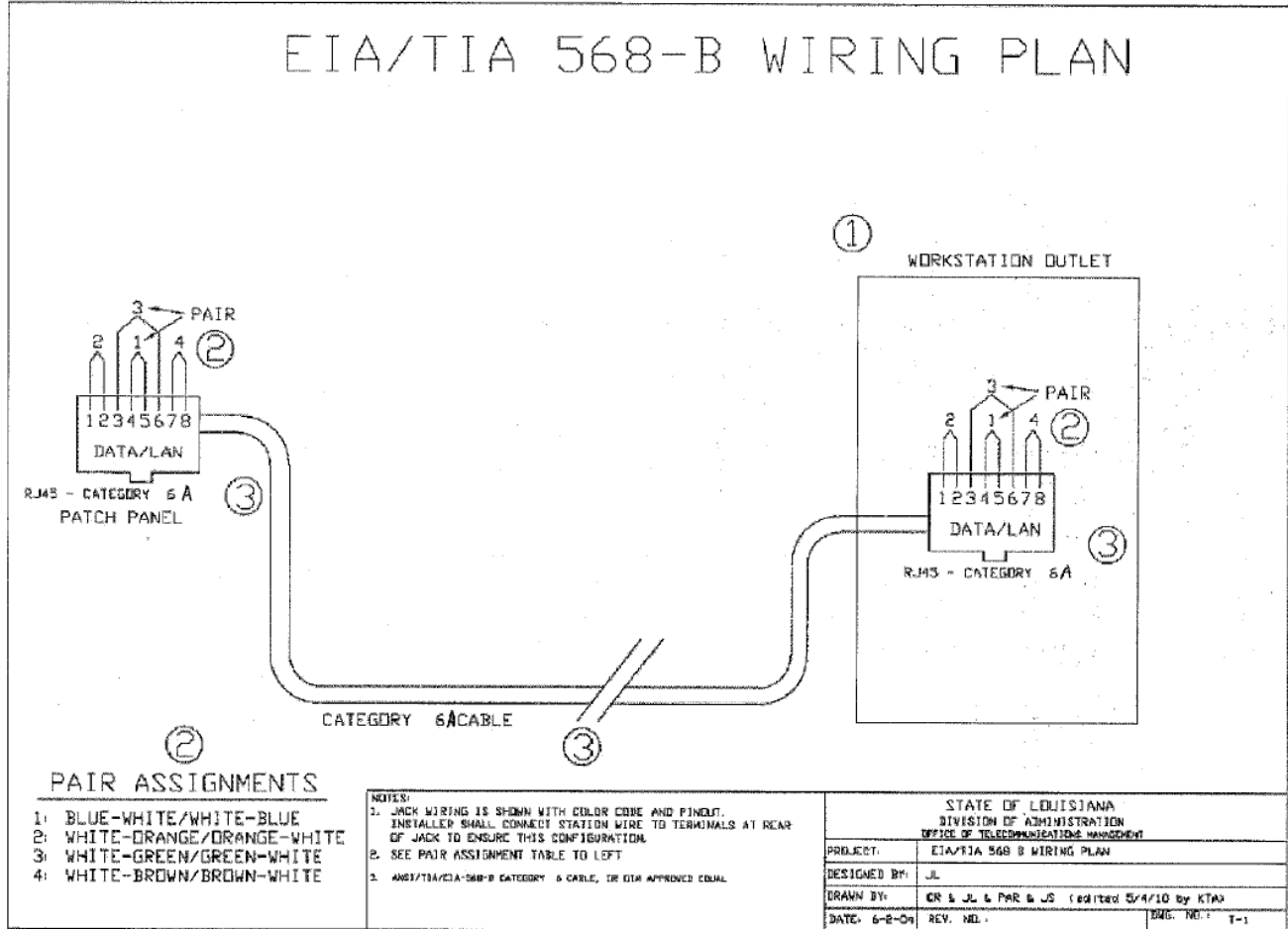
State Building	Modular Furniture	Cable
LaSalle (Revenue & DNR)	SteelCase	Cat-5E & 6
Claiborne (DOA & EDU)	SteelCase	Cat-5E & 6
Galvez (DEQ)	SteelCase	Cat-6
Livingston (Justice)	Haworth	Cat-6
Poydras (Insurance)	Herman Miller	Cat-5E
CPRA Water Campus	All-Steel Concensys	Cat-6
Capitol Annex	Haworth & Herman Miller	Cat-6
ISB	SteelCase	Cat-5E
Bienville (LDH)	Herman Miller	Cat-6
Iberville (DCFS)	Herman Miller	Cat-6
DPS Campus – GOHSEP	Haworth UniGroup Sys.	Cat-5E
DPS Campus – OMF/OMV	SteelCase	Cat-5E
DPS Campus – Headquarters	Haworth UniGroup Sys.	Cat-5E
DPS Campus – Warehouse	Haworth UniGroup Sys.	Cat-5E
DPS Campus – Fire Marshall	Honn	Cat-5E
State Library	Herman Miller	Cat-6
State Buildings	Herman Miller	Cat-5E
State Museum	Knoll	Cat-5E
LSP Security Bldg.	Herman Miller	Cat-5E
Chill Water Plant, South	N/A	Cat-5E
LDH Testing Lab	N/A	Cat-6
DOTD HQ	SteelCase	Cat-6

Attachment A – Scope and Specifications

RFx 3000022716

Title: Regional Moves, Adds and Changes (MAC)

- 8.0 APPENDIX
- 8.6 DRAWINGS
- 8.6.1 EIA/TIA DRAWING



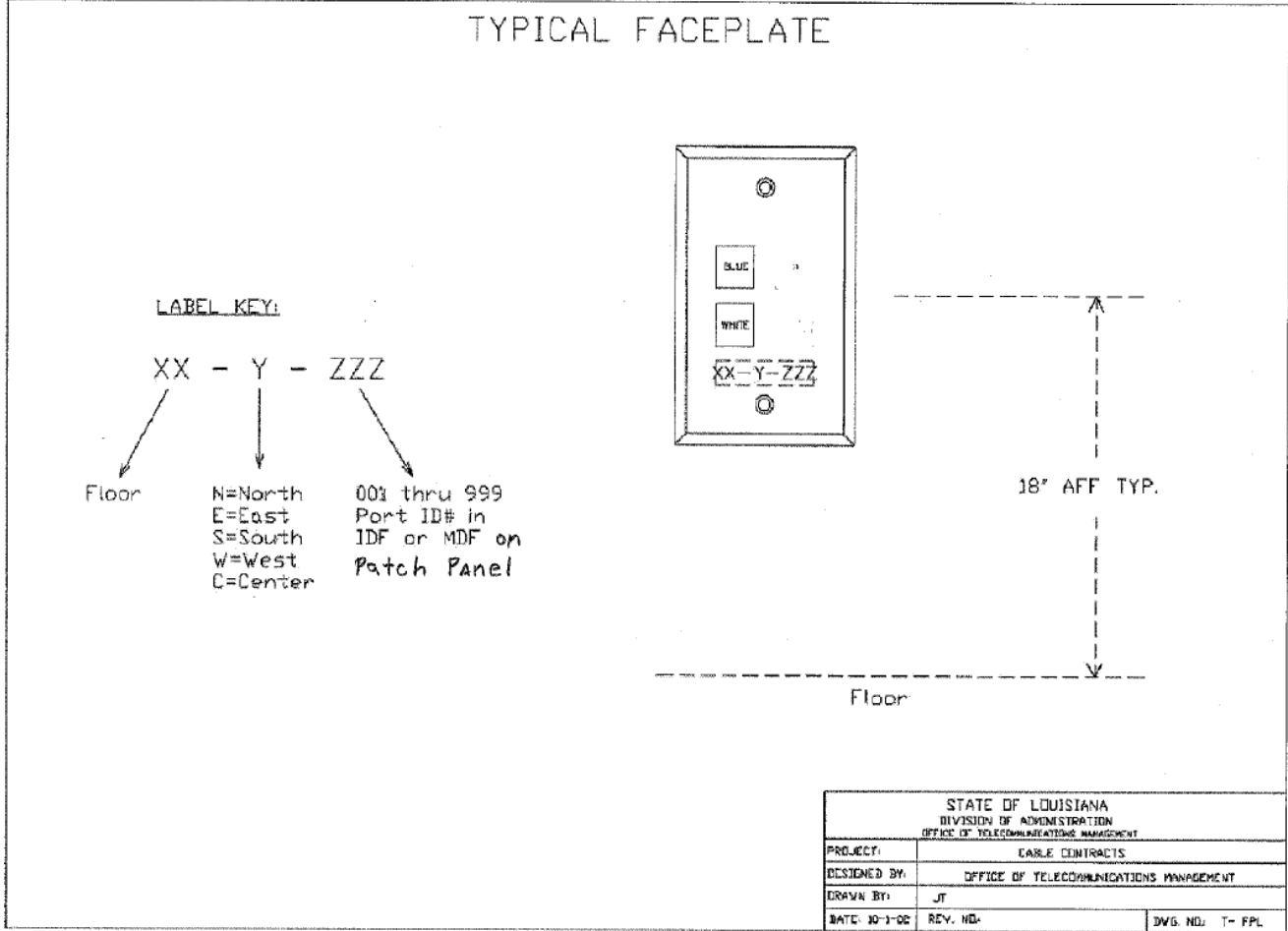
July 2021

Attachment A – Scope and Specifications

RFx 3000022716

Title: Regional Moves, Adds and Changes (MAC)

- 8.0 APPENDIX
- 8.6 DRAWINGS
- 8.6.2 T-FPL DRAWING



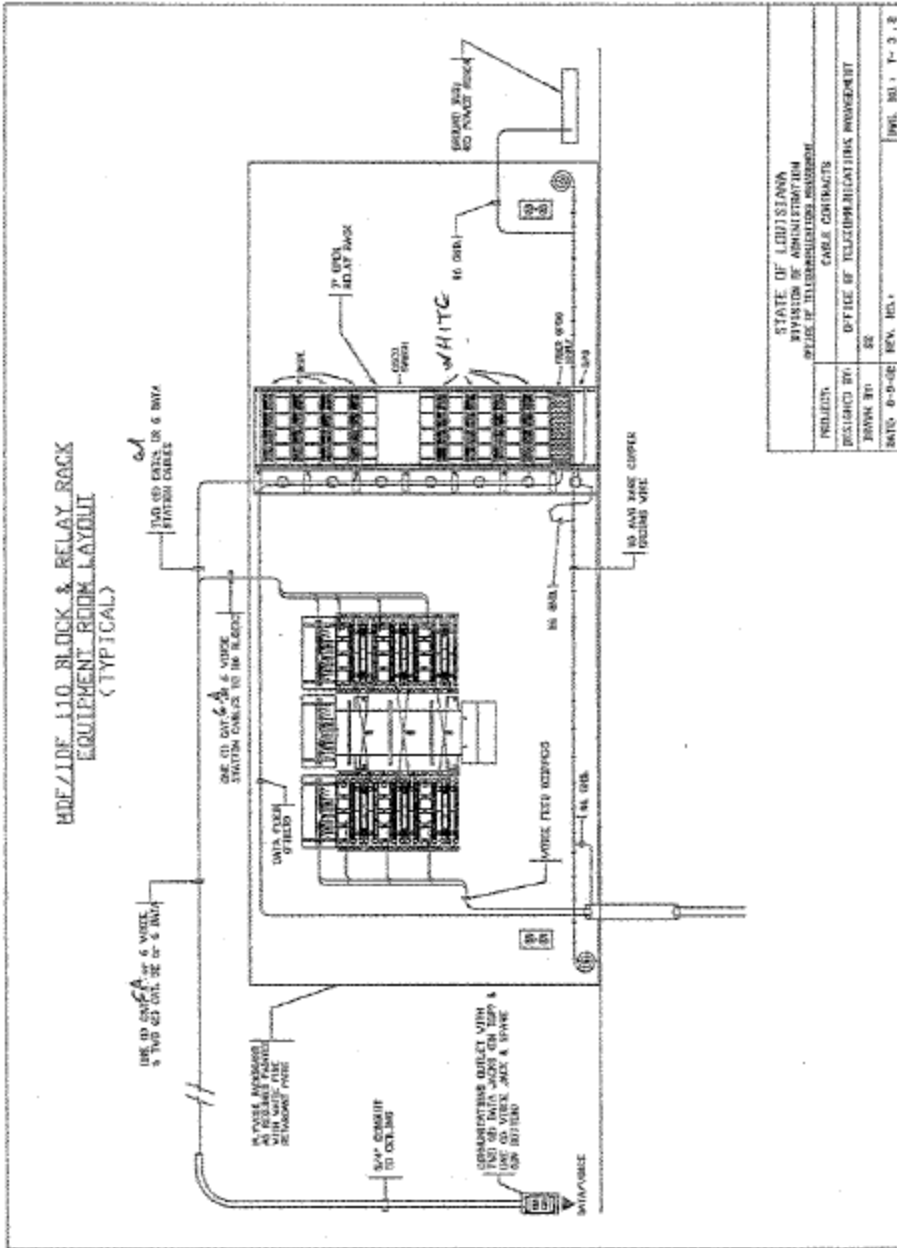
July 2021

Attachment A – Scope and Specifications

RFx 3000022716

Title: Regional Moves, Adds and Changes (MAC)

- 8.0 APPENDIX
- 8.6 DRAWINGS
- 8.6.3 T-3.2 DRAWING

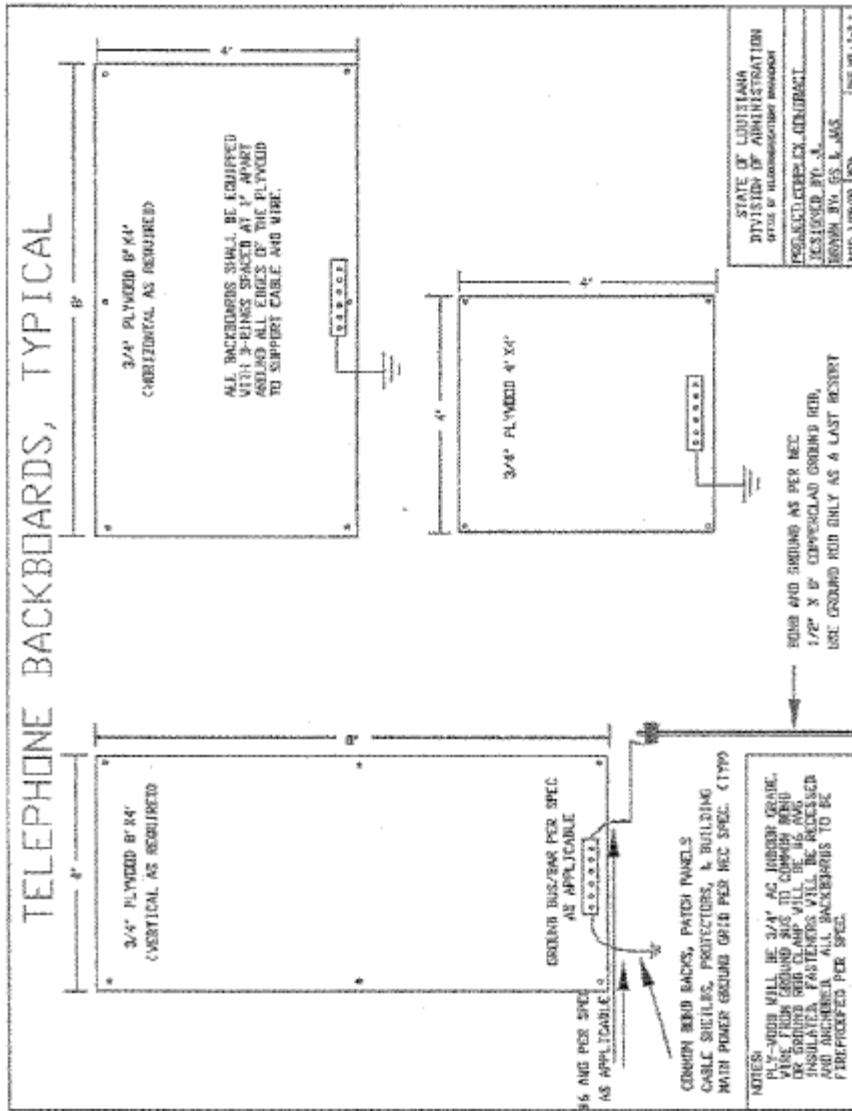


Attachment A – Scope and Specifications

RFx 3000022716

Title: Regional Moves, Adds and Changes (MAC)

- 8.0 APPENDIX
- 8.6 DRAWINGS
- 8.6.4 T-3.1 DRAWING

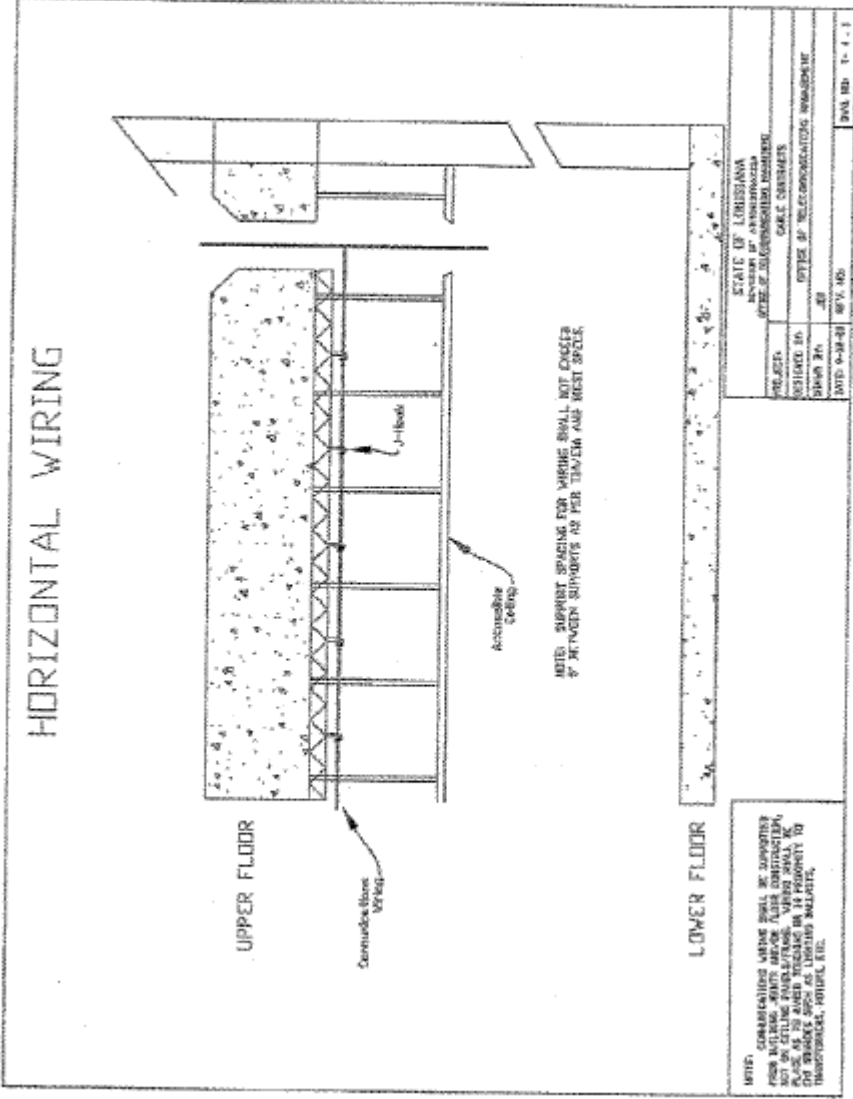


Attachment A – Scope and Specifications

RFx 3000022716

Title: Regional Moves, Adds and Changes (MAC)

- 8.0 APPENDIX
- 8.6 DRAWINGS
- 8.6.5 T-4.1 DRAWING

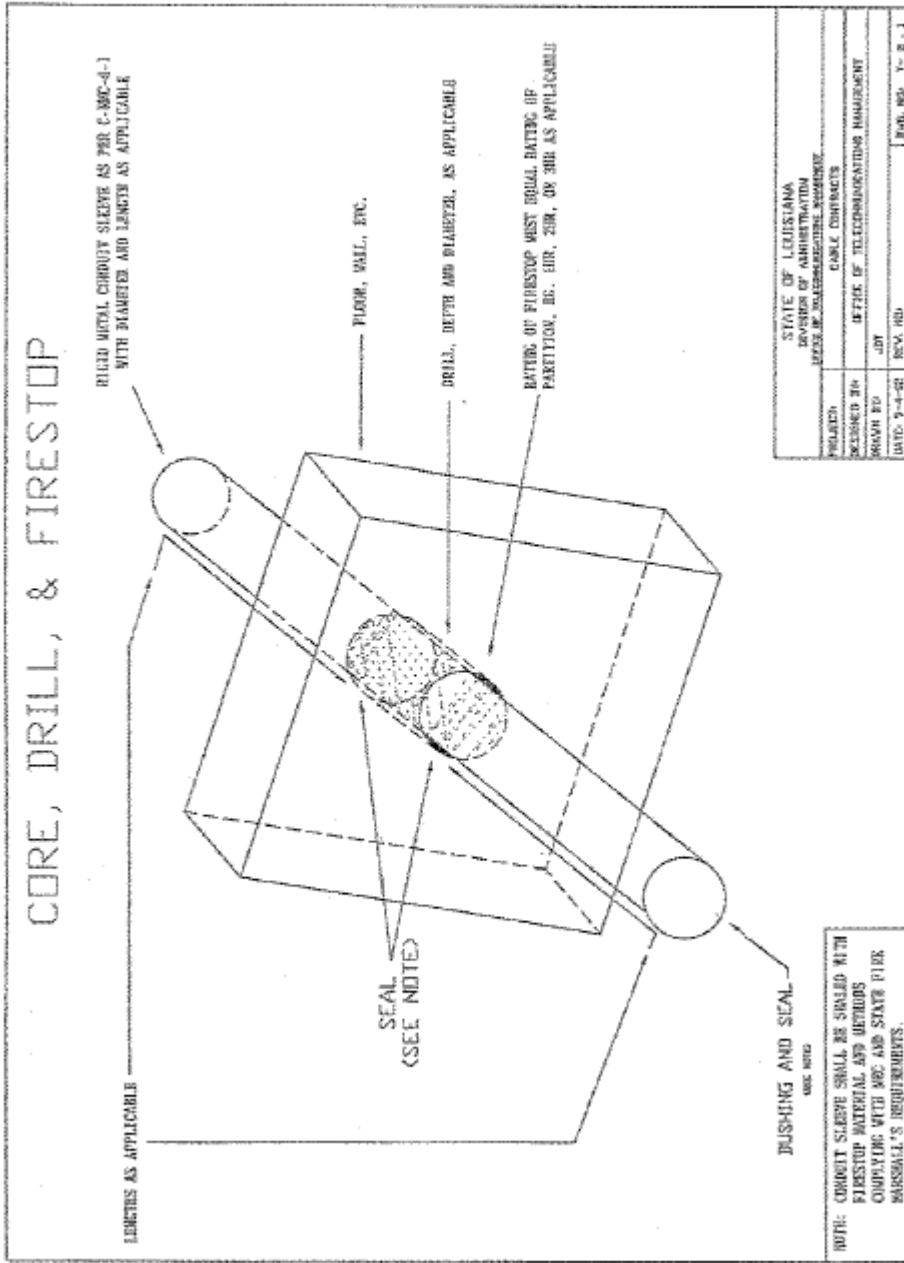


Attachment A – Scope and Specifications

RFx 3000022716

Title: Regional Moves, Adds and Changes (MAC)

- 8.0 APPENDIX
- 8.6 DRAWINGS
- 8.6.6 T-2.1 DRAWING

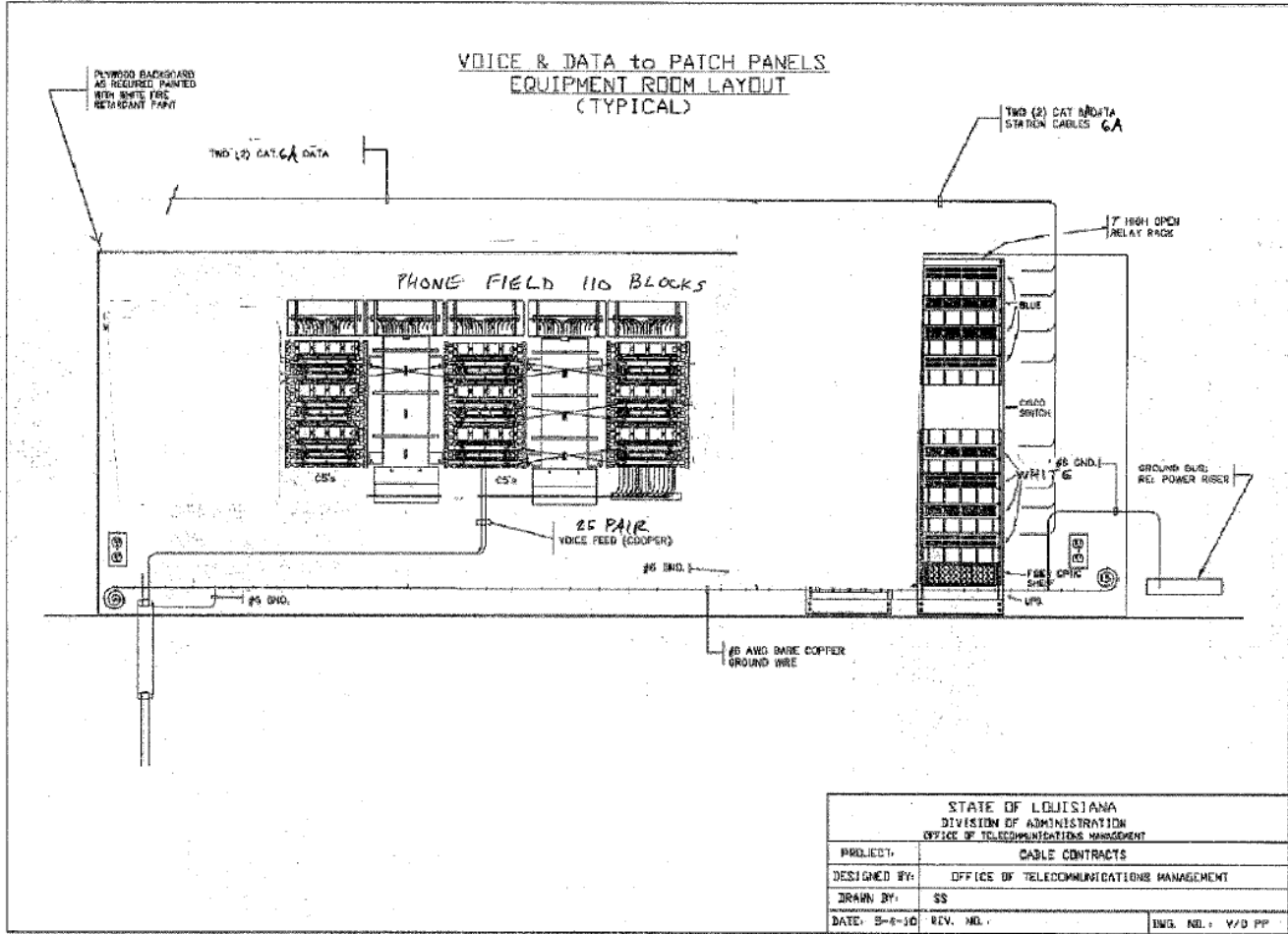


Attachment A – Scope and Specifications

RFx 3000022716

Title: Regional Moves, Adds and Changes (MAC)

- 8.0 APPENDIX
- 8.6 DRAWINGS
- 8.6.7 VOICE & DATA DRAWING



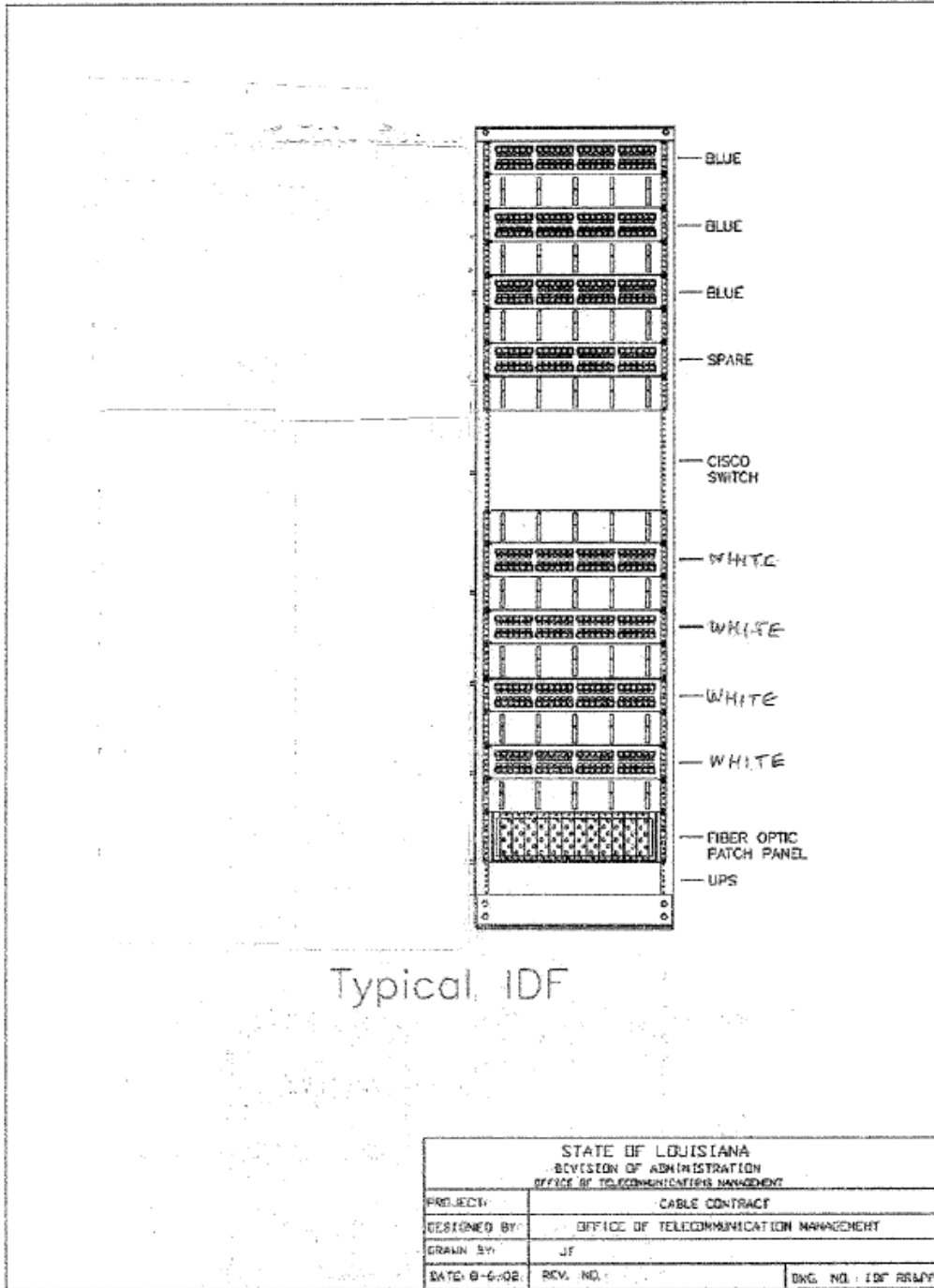
July 2021

Attachment A – Scope and Specifications

RFx 3000022716

Title: Regional Moves, Adds and Changes (MAC)

- 8.0 APPENDIX
- 8.6 DRAWINGS
- 8.6.8 IDF DRAWING



Y 2021

Attachment A – Scope and Specifications

RFx 3000022716

Title: Regional Moves, Adds and Changes (MAC)

8.0 APPENDIX
8.7 AFFIDAVIT (See Section 6.2.11)

AFFIDAVIT

BEFORE ME, the undersigned notary public, personally came and appeared _____ who, being sworn, declared as follows:

1. I currently hold the position of _____ with _____ (the “Vendor”), and I hereby certify that I have the authority to attest to the following on behalf of the Vendor.
2. In accordance with the requirements of Act 288 of the Louisiana 2021 Regular Session and Act 695 of the Louisiana 2022 Regular Session, I have personally read and reviewed Louisiana Revised Statute 39:1753.1, and attest as follows:

None of the telecommunications and/or video surveillance equipment or services that are included in the Vendor’s proposal are prohibited under Louisiana Revised Statute 39:1753.1, as none of it is:

- a) Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation, or any subsidiary or affiliate of such entities, as described in Section 889(f)(3)(A) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019.
- b) Video surveillance equipment or telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, Dahua Technology Company, or any subsidiary or affiliate of such entities, as described in Section 889(f)(3)(B) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019.
- c) Telecommunications or video surveillance equipment or services produced or provided by an entity found to be owned, controlled, or otherwise connected to the government of the People’s Republic of China, as described in Section 889(f)(3)(D) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019.
- d) Any product or equipment, regardless of manufacturer, containing as a component any equipment identified by paragraphs (a) through (c) above. This may include but is not limited to the following:
 - i. Computers or other equipment containing a component which enables any form of network connectivity or telecommunications regardless of whether the equipment is regularly connected to a network.
 - ii. Building automation, environmental controls, access controls, or facility management and monitoring systems.
- e) Voting machines, peripherals, and election systems that are a product, or a component thereof, that is identified as being produced by those entities listed in paragraphs (a) through (c) above, shall be prohibited telecommunications or video surveillance equipment pursuant to La. R.S. 39:1753.1.
- f) Any services provided using any equipment identified by paragraphs (a) through (e) above.

Attachment A – Scope and Specifications

RFx 3000022716

Title: Regional Moves, Adds and Changes (MAC)

In accordance with La. R.S. 39:1753.1(E), any vendor or other entity found to supply telecommunications or video surveillance equipment or services that were prohibited at the time of procurement shall, at its own expense, replace the prohibited telecommunications or video surveillance equipment or services with nonprohibited equipment or services of at least equal quality and performance.

A false certification or failure to comply with the provisions of La. R.S. 39:1753.1 shall result in the cancellation of the contract and the Vendor will be subject to debarment or suspension in accordance with La. R.S. 39:1672.

AFFIANT

WITNESS: _____
Signature

Printed Name

WITNESS: _____
Signature

Printed Name

THUS DONE AND SUBSCRIBED before me on this ____ day of _____, 202__ in _____, _____.

NOTARY PUBLIC

My commission expires: _____