

Midwestern State University

Purchasing & Contract Management Department
2733 Midwestern Pkwy, Room 105
Wichita Falls, TX 76308



Request for Proposal

IDIQ Time/Materials Price Network Data Drop Installation Services

RFP 735-21-4348

January 19, 2021

Anticipated Schedule of Events

January 19, 2021	Issuance of RFP
January 28, 2021 (12:00 pm CT)	Deadline for Submission of Questions
January 29, 2021 (5:00 pm CT)	Release of Official Responses to Questions (or as soon thereafter as practical)
February 10, 2021 (2:00 pm CT)	Deadline for Submission of Offers

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Section 1 **Summary**

- 1.1 Type of Solicitation: Request for Proposal
- 1.2 Issuing Office: Midwestern State University
Purchasing & Contract Management Department
2733 Midwestern Pkwy, Room 105
Wichita Falls, TX 76308
- 1.3 Responses to RFP: Sealed Competitive Proposals
- 1.4 Anticipated Schedule of Events:
- Issuance of RFP: January 19, 2021
- Deadline for Submission of Questions: January 28, 2021 (12:00 pm CT)
- Deadline for Response to Questions: January 29, 2021 (5:00 pm CT)
or soon as possible thereafter as practical
- Deadline for Offers: In issuing office no later than:
February 10, 2021 (2:00 pm CT)
- 1.5 Initial Contract Term: Award to August 31, 2022
- 1.6 Optional Contract Terms: The anticipated term of any resulting agreement will begin execution of the contract and expire on August 31, 2022. MSU will have the option of four (2) additional one (1) year renewal periods.
- Optional Renewal Period #1: August 1, 2022 – September 31, 2023
 - Optional Renewal Period #2: August 1, 2023 – September 31, 2024
- 1.7 Contact Person for this RFP: Joseph J. Mrugalski Jr.
joe.mrugalski@msutexas.edu
- 1.8 Offers Submitted:
- By mail or hand delivery: Accepted
- By email: Accepted (**Preferred**)
- By fax: Not Accepted
- 1.9 RFP Addenda: Notice of changes to items directly affecting the original RFP or offer process will be posted on the MSU Purchasing webpages located at: <http://www.msutexas.edu/purchasing>
Amendments to the solicitation will be posted to the RFP an addendum. It is the responsibility of an interested party to check periodically the MSU Purchasing webpage for updates to the RFP prior to submitting an offer. Each respondent is solely responsible for verifying receipt Addendum, if applicable, and offer by the deadlines specified.
- 1.10 Questions & Responses: Questions regarding this RFP must be in writing and must be submitted to contact person for this RFP noted in Section 1.7. **Telephone inquiries will not be accepted.** MSU intends to post responses to the questions received in the form of an addendum on the MSU Purchasing web site @ <http://msutexas.edu/purchasing/>. Each bidder is solely

responsible for verifying receipt addendum, if applicable, and offer by the deadlines specified.

1.11 Bidder Presentations:

Presentations/interviews are an option of the evaluation team and may **or** may not be conducted; therefore, proposals should be complete when submitted by the deadline indicated in the Part 5. The presentation will be conducted at a location, date and time to be arranged. MSU will determine the number of top-scoring respondents in its sole discretion.

1.12 Contact with MSU Staff:

Upon issuance of this RFP, employees and representatives of MSU, other than the MSU contact person identified in Section 1.7, will not discuss the contents of the RFP with any bidder or its representatives. **Failure of a bidder or any of its representatives may result in disqualification of any related offer.** This restriction does not preclude discussions between affected parties conducting business unrelated to this procurement.

1.13 Additional Requirements/Qualifications: N/A

1.14 Evaluation of Offer under Best Value Standard (Texas Government Code §2157.003):

The proposal analysis will include:

No.	Criteria	Weight
1	Past performance in terms of quality work and compliance with performance schedules. Firm should highlight particular areas of expertise.	25%
2	Prior favorable service to Midwestern State University	10%
3	Proposed labor rates and markup percentages, and unit costs	70%
4	Demonstrated knowledge of local building codes & certification	Mandatory
5	Completeness and general response to this Request for Proposal.	5%

It is understood that factors listed in Texas Government Code §2155.074, 2156.007 & 2157 shall also be considered in making an award when specified.

Section 2 **General Information**

2.1 Introduction

Midwestern State University seeks proposals from qualified vendors for the installation of data drops on an as needed basis per an Indefinite Delivery/Indefinite Quantity (IDIQ) Time & Materials Price contract. Services are specifically described in Section 6 (Specifications/Scope of Work).

2.2 Information about Midwestern State University

Midwestern State University is a state/public institution of higher education governed by the Texas Legislature and its statutes and by Midwestern State University policies.

Midwestern State University is located in Wichita Falls, Texas, midway between Oklahoma City and the Dallas/Fort-Worth Metroplex. The 255-acre campus is nestled among the city's residential area, and comprises 70 buildings, numerous playing fields, and outdoor recreational facility near Sikes Lake.

Founded in 1922, Midwestern State University is one of 36 public institutions of higher education in Texas. It is organized into 7 colleges with 16 undergraduate programs offering 43 majors and 30 minors, and 9 graduate programs offering 28 majors and 15 minors. Midwestern State University is the only university in Texas with membership in the Council of Public Liberal Arts Colleges (COPLAC).

In athletics, Midwestern State University fields 13 intercollegiate NCAA Division II athletic teams and is a member of the Lone Star Conference (LSC).

2.3 General Terms & Conditions

These General Terms and Conditions or ones that are substantially similar will be contained in any resulting Contract arising out of this RFP. In addition, and to the extent they do not conflict with these terms, <https://msutexas.edu/purchasing/assets/files/purchasing-general/midwestern-state-university-standard-terms-and-conditions-for-purchase-order---rev-6-nov.-2020-final.pdf>, will apply to all Procurements or Goods or Services by Midwestern State University.

Section 3 **Notice to Bidders** **PLEASE NOTE CAREFULLY**

Review this document in its entirety. Be sure your proposal is complete, and double-check your proposal for accuracy.

THIS IS THE ONLY APPROVED INSTRUCTION FOR THIS PROPOSAL. ITEMS BELOW APPLY TO AND BECOME PART OF TERMS AND CONDITIONS OF PROPOSAL. ANY EXCEPTIONS THERETO MUST BE IN WRITING.

PROPOSALS SUBMITTED AFTER THE SUBMISSION DEADLINE SHALL BE RETURNED UNOPENED AND WILL BE CONSIDERED VOID AND UNACCEPTABLE.

This is a Quotation inquiry only and implies no obligation on the part of the University. All costs quotations must include all the various features needed to satisfy the requirements. Note: No amounts will be paid for the items in this PROPOSAL in excess of the amounts quoted.

The contractor agrees to protect the University from claims involving infringement of patents or copyrights.

3.1. Clarification of Instructions or Specifications

Questions requiring only clarification of instructions or specifications will be handled through the email process. **Telephone inquiries will not be accepted.** If any questions results in a change or addition to this Proposal, the

change(s) and addition(s) will be addressed to all vendors involved as quickly as possible in the form of an addendum. It is the responsibility of the bidder to view the posting on the MSU purchasing web page located at <http://msutexas.edu/purchasing/>. Written inquires pertaining to proposals must give Proposal Number. Oral or other written interpretations or clarifications shall be without legal effect.

3.2. Group Purchasing Procurement

Texas law authorizes institutions of higher education (defined by Texas Education Code §61.003) to use the group purchasing procurement method (Texas Education Code §51.9335, 73.115, and 74.008). Additional Texas institutions of higher education may therefore elect to enter into a contract with the successful Bidder under this RFP.

3.3 Availability of Funds

Award of this proposal will be contingent on availability of Midwestern State University funds.

3.4 Non-Bid Solicitations

Phone calls/emails from vendors using this bid in an attempt to make a sales call (which circumvents the bid process) will not receive a response.

Section 4 **Proposal Submission Procedures**

4.1 Proposal Submission

Each sealed proposal shall be properly identified with the **name and number** of proposal and name of bidder submitting proposal. Proposals must be in the MSU Purchasing Office **BEFORE** the hour and date specified in accordance with Section 1.8. Submitted proposals will be date/time stamped upon receipt.

Electronic submissions are preferred and must be sent to the contact person email address referenced in Section 1.7.

If submissions are mailed or hand delivered, one (1) original individually bound completed proposal and one (1) electronic version (USB Drive) is required. See Section 1.8 for acceptable submission requirements.

Mailed or hand delivered submissions must be received **in** the issuing office noted in Section 1.2 before the scheduled deadline for submissions noted in Section 1.8. Submissions received after the deadline will not be accepted. This includes submissions using overnight or next day mailing services that do not arrive in the issuing office by the scheduled deadline for submission.

In the event of inclement weather and the University Offices are officially closed on a proposal opening day, proposals will be received until 2:00 p.m. of the next business day. At which time said proposals will be privately opened.

BIDDERS SHALL SUBMIT PROPOSAL PRICING ON THE FORM PROVIDED, SIGN THE VENDOR AFFIDAVIT NOTICE, AND RETURN ENTIRE PROPOSAL PACKET. Should additional documentation or bid instructions be required, it will be noted in Section 6.1.

Proposals **MUST** give full firm name and address of the bidder. Failure to manually sign proposal will result in disqualification. Person signing proposal should show TITLE or AUTHORITY TO BIND HIS FIRM IN A CONTRACT.

References shall be included. Three (3) current customers with a comparable purchase shall be listed with complete name, address, telephone number, and contact person.

Any catalog, brand name, or manufacturer's reference used in a proposal invitation is descriptive-NOT restrictive-it is to indicate type and quality desired unless otherwise indicated. Proposals on brand of like nature and quality may be considered. If proposal is based on other than referenced specifications, proposal must show manufacturer, brand or trade name, lot number, etc., of article offered. If other than brand(s) specified is offered, illustrations and complete description should be made part of the proposal. If bidder takes no exception to specifications or reference data, he will be required to furnish brand names, numbers, etc., as specified.

4.2 Freight Terms

QUOTE F.O.B. DESTINATION. If otherwise, show exact cost to deliver. Proposal unit price on quantity specified – extend and show total. In case of errors in extension, UNIT prices shall govern. Proposals subject to unlimited price increase will not be considered.

4.3 Altered/Amended Proposals

Proposals CANNOT be altered or amended after opening time. Any alterations made before opening time must be initiated by bidder or his/her authorized agent. No proposal can be withdrawn after opening without the approval by the Vice-President of Administration & Finance based on a written acceptable reason.

4.4 State Sales Tax

The University is exempt from State Sales Tax and Federal Excise Tax. **DO NOT INCLUDE TAX IN PROPOSAL.**

4.5 Samples

Samples, when requested, must be furnished free of expense to the University. If not destroyed in examination, they will be returned to the bidder on request, at his/her expense. Each sample should be marked with bidder's name, address, and University proposal number. **DO NOT ENCLOSE OR ATTACH SAMPLE TO PROPOSAL.**

4.6 Condition of Items

All items proposed shall be new, in first class condition suitable for shipment and storage (the University prefers recycled packaging whenever possible), unless otherwise indicated in proposal. Verbal agreements to the University will not be recognized. All materials and services shall be subject to Purchaser's approval. Unsatisfactory materials will be returned at Seller's expense.

4.7 Right to Reject

The University reserves the right to accept or reject all or any part of any proposal, waive minor technicalities and award to the Bidder that proposes the Best Value to the University. The University reserves the right to award by item or by total proposal. Prices should be itemized.

All proposals meeting the intent of this request for proposal will be considered for award. Bidders taking exception to the specifications, or offering substitutions, shall state these exceptions by attachment as part of the proposal. The absence of such a list shall indicate that the bidder has not taken exception and shall hold the bidder responsible to perform in strict accordance with the specifications of the invitation. The University reserves the right to accept any and all or none of the exception(s)/substitution(s) deemed to be in the best interest of the University.

4.8 Delivery

Proposals with deliverables or commodities to be delivered must show number of days required to make delivery to place material in receiving agency's designated location under normal conditions. Failure to state delivery time obligates bidder to complete delivery in 14 calendar days. A five-day difference in delivery promise may break a tie. Unrealistically short or long delivery promises may cause proposal to be disregarded. Consistent failure to meet delivery promises without valid reason may cause removal from bidder list. Delivery shall be made during normal working hours only, 8:00 a.m. to 5:00 p.m., unless prior approval for late delivery has been obtained from the Director of Purchasing.

If delay is foreseen, contractor shall give written notice to Director of Purchasing. The University has the right to extend delivery date if reasons appear valid. Contractor must keep University advised at all times of status of order.

Default in promised delivery (without accepted reasons) or failure to meet specifications, authorizes the University to purchase supplies elsewhere and charge full increase in cost and handling to defaulting contractor.

Consistent and continued tie bidding could cause rejection of proposals by the University and/or investigation for Anti-Trust violations.

4.9 Variation in Quantity

The University assumes no liability for commodities produced, processed, or shipped in excess of the amount specified herein.

4.10 Accessibility & Section 508 Compliance

Bidders are required to supply detailed information on how their proposed products, services, and solutions address the requirements of Section 508 of the Rehabilitation Act of 1973 (revised) (if applicable).

For each Information Communication Technology recourse (ICT) product or service included in solicitation responses subject to Texas Administrative Code 1 TAC 206 & 1 TAC 213 (which includes the U.S. Section 508 technical specifications), the Vendor shall provide documentation of how each requirements or specification is met.

It is the Bidder's responsibility to maintain the integrity of any accessibility documentation provided to the University. Any documentation shall be considered a self-attestation unless expressly affirmed otherwise.

If the bidder plans to provide commercial off the shelf (COTS) software as part or all of a solicitation response, the bidder shall provide a completed Voluntary Product Accessibility Template (VPAT) for each COTS product offered. For third party COTS products, the bidder must obtain and submit VPATS or links to them from the third party as part of the solicitation response. The VPAT template can be obtained at ITI's website:

<https://www.itic.org/dotAsset/db71ce67-c44a-4925-8d46-f8a76c3a1db2.doc>

The VPAT consists of a long series of tables. The initial one, the Summary Table, is used to provide a sense of your product's overall "level of compliance" with Texas Administrative Codes ITAC 206 & ITAC 213 Accessibility Requirements. Subsequently, the Section 1194.xx Tables contain the detailed subparagraphs the Section 508 requirements are comprised. It is within these tables you shall define in detail how your product did or did not comply with a specific requirement.

Section 5 **Award/Post Award**

5.1 Award

A written purchase order mailed or otherwise furnished to the successful bidder within the time of acceptance specified in this package results in a binding contract without further action by either party.

No substitutions or cancellations permitted without written approval of Director of Purchasing.

SUCCESSFUL VENDOR WILL BE NOTIFIED BY EMAIL OR MAIL. All responding vendors will receive written notification regarding the outcome of the award.

5.2 Public Information

Bidders are hereby notified that the University strictly adheres to all statutes, court decisions and the opinions of the Texas Attorney General with respect to disclosure of public information.

The University may seek to protect from disclosure all information submitted in response to this RFP until such time a final agreement is executed

Upon execution of a final agreement, the University may consider all information, documentation, and other materials requested to be submitted in response to this RFP, to be of a non-confidential and non-proprietary nature and, therefore, subject to public disclosure under the Texas Public Information Act (Texas Government Code, Chapter 552.001, et seq.). Bidders will be advised of a request for public information that implicates their materials and will have the opportunity to raise any objections to disclosure to the Texas Attorney General. Certain information may be protected from release under Texas Government Code § 552.101, 552.110, 552.113, and 552.131, Government Code.

5.3 Invoicing

Bidder shall submit two (2) copies of an itemized invoice showing proposal number and purchase order number to:

Midwestern State University
ATTN: Purchasing
3410 Taft Blvd.
Wichita Falls, TX. 76308

5.4 Payments

The University, after receipt of completed order will make payment to the contractor within 30 days from the receipt of goods or invoice whichever is later in accordance with Texas Government Code §2251.021. All partial shipment must be pre-approved by the Director of Purchasing. In the event of partial shipments, the University is not required to make payments until the order is complete. Acceptance of and final payment for the item will be contingent upon satisfactory performance of the product received by the University.

5.5 Discrimination

In order to comply with the provisions of fair employment practices, the contractor agrees as follows:

- a.) The contractor will not discriminate against any employee or applicant for employment because of race, sex, religion, handicap, or national origin.
- b.) in all solicitations or advertisements for employees, the contractor will state that all qualified applicants will receive consideration without regard to race, color, age, sex (including pregnancy, gender identity and sexual orientation), religion, disability, genetic information, veteran status, or national origin, or any other legally protected category, class, or characteristic;
- c.) The contractor will furnish such relevant information and reports as request by the University for the purpose of determining compliance with these regulations; and
- d.) Failure of the contractor to comply with these laws will be deemed a breach of contract and it may be cancelled, terminated, or suspended in whole or in part.

5.6 Assignment

Any contract entered into pursuant to this request is not assignable, nor the duties thereunder, by either party without the written consent of the other party in the contract.

5.7 Other Remedies

In addition to the remedies stated herein, the University has the right to pursue other remedies permitted by law or in equity.

5.8 E-Verify

Bidders certifies that for contract for services, bidders shall utilize the U.S. Department of Homeland Security E-Verify system during the term of the contract to determine the eligibility of:

- All persons employed by bidders to perform duties within Texas; and

- All persons, including subcontractors, assigned by bidders to perform work pursuant to the contract within the United States.

5.9 Bonds (for Construction Proposals)

- **Bid Deposit (Bid Bond)**- A deposit required with submitted proposals from bidders to protect the State in the event a low bidder attempts to withdraw its bid or otherwise fails to enter into a contract with the State. A Bid Deposit of five percent (5%) will be required if your bid is \$25,000 or above.
- **Payment Bond** - A deposit, pledge, or contract of guaranty supplied by a contractor to protect the State against loss due to the contractor's failure to pay subcontractors and material suppliers. If awarded the project a Payment Bond will be required if your bid is \$25,000 or above.
- **Performance Bond** - A deposit, pledge, or contract of guaranty supplied by a contractor to protect the State against loss due to the contractor's inability to complete the contract as agreed. If awarded the project a Performance Bond is required for bids of \$100,000 or above.

5.10 HUB Subcontracting Plan

A HUB Subcontracting Plan ("HSP") is required as part of bidder's proposal **if a proposal is \$100,000 or above.**

- Midwestern State has determined subcontracting opportunities may not be available for this solicitation and therefore does not require a HSP.
- Midwestern State University has determined that there are subcontracting opportunities. Since MSU has determined that there are subcontracting opportunities, the Proposer must include a HSP even if the Proposer intends to self-perform. The required supporting documentation must be submitted with the HSP. Bidders that fail to do so will be considered non-responsive to this RFP in accordance with Texas Government Code §2161.252.

MSU is relying upon Proposer's expertise to fully identify subcontracting opportunities that best align with MSU and this RFP. Proposers who intend to subcontract are responsible for identifying all areas that will be subcontracted. Additional information regarding the State of Texas HUB Program can be found at: <https://comptroller.texas.gov/purchasing/vendor/hub/>.

If a properly submitted HSP contains minor deficiencies (e.g., failure to sign or date the plan, etc.), MSU may contact the Proposer for clarification to the plan if it contains sufficient evidence that the Proposer developed and submitted the HSP in good faith.

HSP forms can be found at <http://www.window.state.tx.us/procurement/prog/hub/hub-subcontracting-plan/>

5.11 Ethics Commission Reporting

The University is required under Texas Legislature House Bill 1295 (Texas Government Code §2252.908) to request Ethics Commission Reporting from contractors with agreements that has a value of at least \$1 million (value of an agreement is based on the amount of consideration received or to be received by the contractor from the University).

The Business Entity must file Form 1295 electronically with the Texas Ethics Commission using the online filing application: https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

5.12 Best and Final Offer

When deemed appropriate, after the submission of proposals but before the final selection of the successful proposal, the University may permit a bidder to revise its proposal in order for the University to obtain a best and final offer (BAFO). The University will provide each bidder within the competitive range with an equal opportunity for discussion and revision of their proposal, and a bidder may elect not to amend their original proposal. The

University is not bound to accept the best-priced proposal if that proposal is not the most advantageous to the University as determined by the evaluation team.

This contract shall remain in effect until completion and acceptance by the University. Midwestern State University reserves the right to enforce the performance of this contract in any manner prescribed by law or deemed to be in the best interest of the University in the event of breach or default of this contract. The University reserves the right to terminate the contract immediately in the event the successful bidder fails to make delivery in accordance with the specifications.

5.13 Contract Management

Contract management is the process of directing contract planning, formation, execution, and assessment through closeout to maximize financial and operational performance and minimize risk.

The University shall comply with Texas Government Code § 2261.256 & Midwestern State University Policy 2.24 the University regarding contract management.

Section 6 Specifications/Scope of Work

It is the intent of these specifications to describe the minimum requirements for the above titled project at Midwestern State University in sufficient detail to secure comparable proposals.

Each bidder must confirm he/she fully understands these specifications and the University's needs and satisfies himself/herself that he/she is cognizant of all factors relating to requirements contained in these specifications.

The proposal analysis will include compliance to proposal specifications, past performance with vendor, references, delivery time, and overall cost. Weighted averages are calculated as noted in Section 1.14. The University reserves the right to consider deviations from these specifications.

6.1 Proposal Requirements

The proposal must contain ALL of the following **marked** components in the following order:

- Proposer's response to the Scope of Work
- Background of the Proposer
- Completed/signed Proposal Sheet/Price Sheet (Section 6.3)
- Demonstrate Network Data Drop Certification
- (3) References (per Section 4.1) (Appendix A)
- Completed/signed Affidavit (Appendix B)
- Completed and initialed Addenda Checklist (Appendix C) (if applicable)
- Valid Certificate of Liability Insurance
- Documentation supporting Proposer's qualifications including HUB certification (if applicable);
- HUB Subcontracting plan (required for Proposal valued at \$100,000.00 or more) (if applicable);
- Completed/signed W-9 with your Proposal (if new to Midwestern State University)
- Voluntary Product Accessibility Template (VPAT) (if necessary)

- Bid Deposit (Bid Bond) (per Section 5.9)
- Performance Bond (per Section 5.9)
- Payment Bond (per Section 5.9)

Construction proposals must also note the following components:

- Specifications and drawings at the below link under current proposal opportunities:
<http://msutexas.edu/purchasing/>

- Supply schedule and lead time for project with proposal
- MSU Construction Standards
- 2010 Uniform General Conditions apply to this Proposal and can be found at the below listed link:
<http://msutexas.edu/purchasing/contract-management>

Additional Instructions:

- a.) The proposal may not exceed thirty (30) pages
- b.) All pages should be typed in 12 point font within margins consistent with 8.5 inch x 11 inch paper and numbered sequentially

6.2 Specifications & Scope of Work

IDIQ Time/Materials Network Data Drop Installation Svcs Specifications/SOW

A. GENERAL:

Midwestern State University (MSU) solicits responses to the Request for Proposal (RFP) for qualified firms interested in providing network data drops for campus use.

It is the intent of these specifications to describe the minimum requirements for Network Data Drop Installation Services at Midwestern State University in sufficient detail to secure comparable bids.

B. PROJECT BACKGROUND:

Midwestern State University (MSU), through services provided by the Information Technology Department, maintains data drops throughout campus.

In order to provide for timely installation, the Information Technology Department is seeking a time and materials service agreement for installation of network data drops. Purchase Orders will be executed using individual "Project Assignments" with the total value of services **not to exceed** \$150,000.00 over a period of one fiscal year. There is no guarantee that any specific minimum dollar amount of fees will be awarded.

The term of the contract will be from award through August 31, 2022 with an option for (2) one year renewal options. Renewal options will be agreed upon in writing by the vendor and MSU.

It may be to the University's benefit to select more than one vendor to ensure timeliness of delivery in the event of emergency needs.

Respondents shall demonstrate they are Siemon Cat6 certified for data drops and Corning Fibre Optic certification for fibre installs.

Each respondent must confirm they fully understand these specifications and the University's needs and satisfy they are cognizant of all factors relating to requirements contained in these specifications.

Vendors are to furnish tools, labor, and material to install network data drop(s) on the campus as needed when authorized by designated information technology personnel. The vendor will provide the material with their stated mark-up on the cost of material. This mark-up must be explicitly stated in the proposal.

The successful respondent will be furnished in writing University personnel that have the authority to "call out" work for the campus.

The vendor will present a time sheet for approval at the completion of each job. The University representative will sign it and retain a copy. A signed copy of this time sheet will be submitted with each invoice for payment. (Note: The invoice must reflect actual labor information: job title, hourly rate, hours worked, etc.) Additionally, if materials are purchased by the bidder for the assigned job the invoice must reflect the actual cost of the materials and the agreed upon mark-up. Original receipts must be included with the invoice submitted to the Purchasing Department.

The details regarding the type of release forms or documents to be used to charge to this Purchase Order will be worked out with the Bidder, Information Technology and Director of Purchasing.

C. SCOPE & SPECIFICATIONS:

1. The Contractor shall take precautions to protect MSU personnel and students in the area.
 - a) Cordon off work areas.
 - b) Keep trip hazards (materials, cords, tools, etc.) out of walk paths.
 - c) Promptly clean up slip hazards (spills).
 - d) **Contractors are to ensure their workers observe COVID-19 CDC Guidelines regarding social distancing and mask wearing while on campus.**
2. The Contractor shall be take precautions to protect MSU property.
 - a) Protect wall, floors, doors, etc. as necessary to prevent damage from contractor activities.
 - b) Contain dust to work area and protect walls, ceilings, furniture, drapery, window blinds, equipment, elevated horizontal surfaces, and any other items that cannot be easily and effectively cleaned.
 - c) Any damage by contractor shall be corrected by the contractor at the contractor's expense.
3. The Contractor is responsible for the removal of all construction related debris. MSU dumpsters shall NOT be used.
4. The Contractor is to provide an accurate schedule with work dates for each room. MSU will remove and replace furniture per this schedule, if necessary. (The schedule is required because MSU may not be able to relocate the contents of all the rooms at the same time.)
5. Products are to be installed per the manufacturer's specifications.
6. The Contractor shall thoroughly clean and straighten the area upon the completion of the project.
7. The Contractor shall provide standard product warranty and a one year guarantee on his workmanship.
8. The Contractor shall have and demonstrate they are Siemon Cat6 certified for data drops and Corning Fibre Optic certification for fibre installs.

Standard infrastructure requirements for horizontal wiring / fiber plants**Standard infrastructure requirements for MDF/IDF services**

The attached Infrastructure Standards document details required manufacturers and parts for infrastructure projects as well as installation guidelines to comply with MSU, industry, and manufacturer standards. The parts that pertain to the IDIQ fall under the "Copper horizontal plant" and "Fiber horizontal/External fiber plant" sections. The other sections pertain to new construction or remodels.

The labor, as it pertains to the IDIQ, will be basic edge connectivity (e.g. drops to offices, WAPs, AV gear etc.) and fiber connectivity (ISP, OSP).

Basic edge connectivity will consist of copper CAT6 drops from wiring closets to wall plates in offices. The contractor will furnish all materials, tools and installation testing/verification as part of the job. Materials MSU will provide for CAT6 installations will be materials specific to a special-case installation (e.g. outdoor weather-tight enclosures that work with our specific WAPs, etc.) that the contractor may not be able to source.

ISP/OSP fiber connectivity will consist of fiber runs between wiring closets (MDF/IDFs) within in building or structure or between buildings or structures. ISP fiber connectivity will include FTTD (fiber-to-the-desktop).

A. Copper horizontal plant

1. All horizontal copper plant wiring is to be Siemon System CAT6 plenum cable. Cables servicing data shall be blue and cables servicing analog/TDM circuits shall be white. Horizontal wiring test results showing passing test results in compliance with Siemon CAT6 certification standards will be provided to MSU IT upon termination of copper plant.

2. All drops (data or phone) must originate in the IDF/MDF from a Siemon MAX HD6-24 or MAX HD6-48 patch panels. Drops must end at Siemon MAX6 angled jacks with Siemon MAX modular faceplates (plate size to be determined by number of terminations per plate. Color of jacks and plates to be determined by architect or project manager. Siemon angled jacks carry part # MX6-F(xx), plates carry the MX-FP-x-xx-xx part numbers. Color suffixes are 01 for black, 02 for white, 04 for grey, 20 for ivory, 80 for light ivory. Jacks only carry a color suffix on the part number. Plates carry an S for single gang, D for double gang, followed by a number representing the number of jacks to the plate, followed by the color. E.g. a white jack would be MX6-F-02, and a white single gang 4 jack plate would be MX-FP-S-04-02. Jacks feature a removable color ID flag to denote type of service. Blue flags will be installed for data ports, red jacks will be placed for phone ports (analog or TDM)
3. All racks used will be Siemon RS3-07-S racks. This is a 42U steel 2-post rack with vertical cable managers
4. All horizontal wire managers used will be Siemon RS3-RWM-2, which is a 104mm horizontal manager. Number of required horizontal cable managers will be specified by MSU IT.
5. All drops are to be labeled according to MSU network infrastructure standards. Drops are labeled according to a "room number dot drop number" schema. E.g. for 3 drops in room 106, the drops are to be labeled "106.1, 106.2, 106.3"
6. Rack blanks are to be Siemon PNL-BLNK-x blanks. Suffix designator is 1, 2, 3, or 4 depending on U-height. Number of required blanks and size of blanks will be specified by MSU IT.
7. Racks are to be grounded according to industry best practice using a grounding bar across both posts, attached to a cleaned metal surface on the rack, which would then be bonded to a ground bar in the MDF/IDF. Attaching grounding bars to the anodized/painted surface of the rack is not allowed. Surface must be sanded where bar attaches to rack to ensure proper ground. Ground bar should be tied to building electrical ground.
8. Rack must be attached via a structured wiring ladder/tray to wall within MDF/IDF to facilitate a supported cable path to the rack. Rack position within the MDF/IDF to be determined by MSU IT department. Unsupported cabling to the rack is not allowed.
9. All horizontal cabling to be installed according to all required Siemon CAT6 certification requirements and industry standards. Cabling is to follow hallways and leave hallways only when ending at required location. Cable pathways are not to cross light fixtures, ballasts or electromechanical devices such as air handlers above ceiling. Cabling to be supported via cable tray down hallways, and J-hook where necessary when cable leaves the tray to land at the required area. Cable trays are to be of Siemon RouteIT trays and associated hardware, sized according to Siemon cable fill guidelines. Service loops will be observed at all drops and MDF/IDFs of 6'.
10. All horizontal copper connections must terminate on the same floor as the closet from which they originate. Drops are not allowed to pass between floors unless specified by MSU IT to do so. For example, all drops on the 1st floor of a building must terminate in the appropriate MDF/IDF on the 1st floor.
11. All horizontal drops must terminate at the nearest MDF/IDF on each floor unless specified otherwise by MSU IT. For full infrastructure projects (rewires, new construction etc.) MDF/IDF locations for closets being added or moved are to be approved by MSU IT prior to closet construction or any cabling/fiber is run to the closet location.

B. Fiber Horizontal / External fiber plant

1. All fiber used shall be Corning brand MIC interlocking armored fiber or ALTOS armored sheath Gel-free fiber (riser or plenum rated as required for project space), which is to be determined per project space by MSU IT. **Number of strands, mode and termination type shall be determined by project requirements specified by MSU IT.** Multimode will be 62.5/125, single mode will be 9/125 OS2. Fiber shall be installed in accordance with Corning specifications and industry standards. An OTDR test sheet providing acceptable passing test results will be provided to MSU IT.
2. Fiber shall terminate in Corning brand fiber PCH series termination boxes (if landing in a communications rack) or Corning PWH enclosures (if requested to be wall mounted). The default is to always land in a communications rack unless specified. Fiber termination shall be LC and land in LC bulkheads unless specified otherwise. Fiber shall be terminated using UPC connections unless specified otherwise. Bulkhead colors shall be brown for multimode UPC, blue for single mode UPC, and green for single mode APC). Any connections to be terminated APC will be specifically called out as such. Otherwise, all will be terminated UPC. Any unused bulkhead slots in box should be covered with Corning CCH series CCH-BLNK blanks.
3. When fiber enters a communications closet or rack room, a service loop of a minimum of 6' is required before fiber lands at a termination box. Loop is to be rolled with an acceptable bend radius per Corning specifications and

secured either to a plywood communications equipment mounting wall in the room (if available) or looped inside or on top of a cable tray / ladder.

4. Fiber shall be terminated using Corning fusion-spliced pre-polished pigtails. Sufficient slack fiber of no less than 6' is to be wound within the fiber box.
5. Fiber being installed will follow normal cable tray paths. Fiber installed on external plant will follow cable pathway / tray in mechanical tunnels, enter building, and find nearest cable tray if applicable. Fiber not in tray will be supported using J-hooks until tray pathway can be reached according to industry standards.
6. Fiber is **not** to be spliced mid-run. All fiber runs will originate and end at destination location as one continuous run. ****Splicing of fiber in tunnels, ceiling spaces, mechanical rooms, etc. is prohibited****.
7. OSP fiber is to be labeled within 5' of entering a building or conduit bank leading to a building at each end. Fiber is to be labeled every 100' throughout the span. OSP fiber crossing through a vault or hand hole must be labeled in the pull vault or hand hole. Labels should be plastic and printed either with permanent marker or machine generated. Labels should identify circuit end points and strand count. E.g. a 24 strand SM circuit from Centennial to Bridwell should read "24 STR SM, CENTENNIAL TO BRIDWELL". Labels should also clearly identify the cable as being fiber optic with the appropriate warning. Labels should be applied using plastic cable ties after fiber is pulled.
8. ISP fiber is to be labeled within 5' of the MDF/IDF. Fiber is to be labeled every 100' throughout the span. Fiber crossing between floors must be labeled within 5' of the penetration between floors or conduit bank. Labels should be plastic and printed either with permanent marker or machine generated. Labels should identify circuit end points and strand count. E.g. a 24 strand SM circuit from 1st FI MDF to 3rd FI IDF should read "24 STR SM, 1st FI MDF TO 3rd FI IDF". Labels should also clearly identify the cable as being fiber optic with the appropriate warning. Labels should be applied using plastic cable ties after fiber is pulled.

C. MDF/IDF Power Requirements

1. All MDF/IDF equipment racks are to be serviced by dedicated branch circuits. Quantity, voltage and ampacity to be specified by MSU IT depending on equipment density per closet.
2. On closets serviced by utility ***and*** emergency power (e.g. generator with ATS), a minimum of one circuit per power source is required for redundancy.
3. Outlets servicing equipment racks are to be specified whether normal or locking per MSU IT project specifications.

D. MDF/IDF Cooling Requirements

1. All MDF/IDF closets are to be climate controlled by a ***dedicated*** split unit/DX type system.
2. Closet temperature is to be controlled locally via thermostat and not tied to building-wide or campus-wide control systems.
3. On closets servicing critical infrastructure where emergency power is available, split unit is to be powered by emergency power source.

NOTE where physical building constraints prevent the installation of a split unit/DX type system, a dedicated VAV from building cooling to ensure uninterrupted cooling of the space may be permitted. **NOTE** for closets which have no alternative but to be cooled via building VAV, this cooling must not be interrupted. Cooling must be provided 24/7 to MDF/IDF closets. If the building is part of an energy saving plan and cooling will be interrupted to the building during weekends or when on summer schedule hours, steps **MUST** be taken to **NOT** interrupt cooling to these spaces. Any exceptions to the split unit / DX requirement must be justified to and approved by MSU IT in writing.

E. General guidelines for network edge port / drop counts

1. When specifying quantity of drops in buildings, offices are to be counted as (1) drop per computer or workstation and (1) drop per VoIP phone. These are typically on the same wall plate. Most offices will have (1) computer/workstation and (1) phone unless specified otherwise.
2. When specifying quantity of drops in buildings for wireless access points (WAPs), each WAP is to receive (2) drops. On grid/drop ceilings, these drops are to be above the ceiling at the designated location. On sheetrock or hard deck

ceilings, these will terminate in a deep single-gang wall box. Wall plate is not necessary as the WAP mounts over the box. Drops are still to be terminated and labeled in accordance with above mentioned standards. Locations of the WAPs are to be approved by MSU IT prior to cabling runs.

3. When specifying quantity of drops in buildings for digital signage displays, each display location is to receive (2) drops behind the display.
4. When specifying quantity of drops in buildings for AV equipment installations, please reference the approved AV plan for the project.

The above "General guidelines for network edge port / drop counts" are a general guideline and actual drop locations and counts must be approved by IT prior to work being started.

**Many vendors consider content in their proposal confidential. To ensure we don't inadvertently forward confidential documents, requests for additional information such as previous bids and/or bid tabulations from similar bids of this nature can be obtained by submitting an Open Records Request through our Marketing & Public Information Office.*

6.3 Proposal Sheet/Pricing Schedule/Bid Sheet

Provide pricing based on the information in Section 6.1 preferably in the following format:

Description	Unit of Measure	Amount
% markup on materials supplied by contractor:	%	
Journeyman Electrician	Per hour	
Overtime Rate for Journeyman	Per hour	
Electrician Apprentice	Per hour	
Overtime Rate for Apprentice	Per hour	
Laborer	Per hour	
Rate charge for vehicle equipment (if applicable)	Per day	
Minimum cost per call (if applicable)	Each	
Additional Notes: 		

Vendor Name:	
Contact Name:	
Title:	
Street Address:	
City, State, Zip Code	
Phone Number:	
Contact E-Mail:	
*Signature of Authorized Representative:	

*Proposals must be signed by the responding company's official authorized to commit such proposals. Failure to sign the Proposal Sheet/Pricing Schedule will be basis for proposal disqualification.

Appendix A
VENDOR REFERENCES

Please list three (3) references of current customers who can verify the quality of service your company provides. The University prefers customers of similar size and scope of work to this proposal. **THIS FORM MUST BE RETURNED WITH YOUR PROPOSAL.**

REFERENCE ONE

Government/Company Name _____

Address: _____

Contact Person and Title: _____

Phone: _____ Fax: _____

Contract Period: _____ Scope of Work: _____

REFERENCE TWO

Government/Company Name _____

Address: _____

Contact Person and Title: _____

Phone: _____ Fax: _____

Contract Period: _____ Scope of Work: _____

REFERENCE THREE

Government/Company Name _____

Address: _____

Contact Person and Title: _____

Phone: _____ Fax: _____

Contract Period: _____ Scope of Work: _____

Appendix B
AFFIDAVIT

The undersigned certifies that the bid prices contained in this proposal have been carefully checked and are submitted as correct and final and if bid is accepted (within 90 days unless otherwise noted by vendor), agrees to furnish any and/or all items upon which prices are offered, at the price(s) and upon the conditions contained in the Specifications.

STATE OF _____

COUNTY OF _____

BEFORE ME, the undersigned authority, a Notary Public in and for the State of _____,

on this day personally appeared _____

who, after having first been duly sworn, upon oath did depose and say;

That the foregoing proposal submitted by _____ hereinafter called "Bidder" is the duly authorized agent of said company and that the person signing said proposal has been duly authorized to execute the same. Bidder affirms that they are duly authorized to execute this contract, that this company, corporation, firm, partnership or individual has not prepared this bid in collusion with any other Bidder, and that the contents of this bid as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this bid.

Name and Address of Bidder:

Telephone: _____

Email: _____

Signature: _____

Name: _____

Title: _____

SWORN TO AND SUBSCRIBED BEFORE ME THIS _____ day of _____,

20 _____.

Notary Public in and for the State of _____.

Appendix C
ADDENDA CHECKLIST

Proposal of: _____
(Bidder's Company Name)

To: Midwestern State University

The undersigned bidder hereby acknowledges receipt of the following Addenda to the captioned RFP (initial if applicable).

No. 1 _____ No. 2 _____ No. 3 _____ No. 4 _____ No. 5 _____

Contact Name:	
Title:	
*Initials of Authorized Representative:	