

**Houston Community College System
Procurement Operations**



REQUEST FOR PROPOSALS (RFP)

FOR

STRUCTURED CABLING SERVICES

PROJECT NO. 07-20

REQUEST FOR PROPOSALS

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HOUSTON COMMUNITY COLLEGE SYSTEM

REQUEST FOR PROPOSALS - SUMMARY

Date: April 2, 2007
Project Title: Structured Cabling Services
Project No.: 07-20

ISSUED BY:

Houston Community College System
Procurement Operations
3100 Main Street (11th Floor)
Houston, Texas 77002

SUBMIT INQUIRES TO:

Name: Pam Ferreira
Title: Senior Buyer
Telephone: (713) 718-5003
Fax: (713) 718-2113
Email: pam.ferreira@hccs.edu

Project Overview:

The Houston Community College System ("HCC") is seeking proposals from qualified firms to provide structured cabling services in support of its Capital Improvement Program which consist of build-out and remodeling of existing campus buildings and the construction of new buildings as well as other "as needed" cabling requirements of HCC.

Contract Approval:

This Procurement is subject to approval by HCC Board of Trustees. Subsequent to Board approval, the only person authorized to commit HCC contractually is the Chancellor or designee.

Pre-Proposal Meeting:

A non-mandatory pre-proposal meeting will be held in the Purchasing Department, 3100 Main Street (11th Floor, Room #11A13) Houston, Texas 77002 on April 10, 2007 at 2:00 p.m. (local time).

Proposal Due Date/Time: HCC will accept proposals to provide the required Structured Cabling Services until 4:00 p.m. (local time) on April 20, 2007. Proposals will be received in the Purchasing Department, 3100 Main Street (11th Floor, Room 11A06), Houston, Texas 77002.

Contract Term: To be negotiated.

HCC is an equal opportunity/educational institution, which does not discriminate on the basis of race, color, religion, national origin, gender, age or disability.

HCC reserves the right to accept or reject all or any part of any proposal, waive any technicalities or irregularities in the proposal documents and consider the proposal for award.

This Request for Proposal does not obligate HCC to award a contract or to pay any costs incurred by a proposer in the preparation or submission of a proposal.

INSTRUCTIONS TO PROPOSERS

1. **Introduction**

HCC is seeking proposals under the negotiated method of procurement from qualified firms interested in providing Structured Cabling Services in accordance with the Scope of Services contained in this solicitation (Attachment No. 3).

2. **Executive Summary**

HCC is constructing several new buildings at difference campuses across Houston, Texas. HCC is pursuing an enterprise class network infrastructure in order to provide services to its students, faculty and community. This infrastructure will include redundancy, reliability, and resiliency in the face of ever-increasing demands and potential for natural disaster(s).

HCC will accept proposals for a data, voice, and video communications cabling system in accordance with the instructions and specifications in this Request for Proposal (RFP) and including drawings and specifications made available per directions herein. All proposals submitted shall comply with the instructions in this section.

The cabling project will feature a structured data, voice and video communications system utilizing a TIA/EIA 568-B and EIA/TIA 569 based design. Overall the facilities included in the scope of the document contain approximately 866,495 sq. ft. in eleven campus buildings. Each facility has a Main Equipment Room (MER) which also serves as the carrier demarc room. This room may be located on the first floor or upper floor depending on the individual building design. Telecommunications Rooms (TR) or Horizontal Cross Connects (HC) are distributed throughout each building to accommodate the defined cabling service areas.

HCC is using the occurrence of this major construction project to re-evaluate their cabling standard and is providing for the four cabling industry leaders, their distribution and installation contractors, the opportunity to establish a new connectivity standard, to be awarded for the installation for the described facilities and to be selected to provide ongoing maintenance and installation for MAC (moves, adds and changes) efforts for a designated period. The materials listed in this document are the preferred vendors. Only Ortronics, Panduit, Siemon and Systemax products and their certified installers are allowed. The solutions should follow the following Connectivity/Cable combinations: Ortronics/Berk-Tek(NetClear), Panduit/Panduit, Siemon/Siemon and Systemax/Systemax. The proposed Category 6 Unshielded Twisted Pair cabling installation will also include all infrastructure, components and support to provide an overall product solution. The manufacturer selected shall ultimately certify each completed installation according to their Design and Installation Guidelines. Contractors that have been previously authorized by the selected manufacturer to provide certified installations will be allowed to bid to provide the horizontal and backbone cabling subsystem installation.

The schedule for the build-out and remodeling of existing campus buildings and the construction of new buildings which are located throughout the Greater Houston area will in many instances occur simultaneously over a 2 year period and will require significant stocking, staging, installation and testing resources. It is imperative that the successful vendor demonstrate the ability to procure, project manage and staff the projects according to the construction schedule administrated by the General Contractor for each project. The selected vendor will be assigned, in writing, to each of the Construction Manager @ Risk (CMAR), General Contractor (GC) or Design-Build Contractor (D-BC) as directed by the HCC CIP Program Management Team.

3. **Project Definition**

The information outlined in this RFP shall serve as the guideline by which the successful Vendor (Contractor) will build the data, voice and video communications infrastructure for Houston Community College.

It is Houston Community College Communication's intent, and the Contractors' responsibility to deliver, upon project completion, a standards compliant Manufacturer's certified installation capable of supporting its communications requirements for 20 years.

In preparing a response to this RFP, your firm will demonstrate its experience and expertise in structured communications cabling systems. Houston Community College encourages suggestions and recommendations that would improve upon the RFP's intent and provide for a better overall system solution.

4. **Qualifications Requirements**

The Proposer and its proposed Sub-Contractor(s) must have a minimum of five (5) years experience in the installation of structured voice and data cabling systems on projects of the size and scope specified in this solicitation.

The Proposer and its proposed Sub-Contractor(s) must provide satisfactory evidence of having successfully completed and certified at least two (2) other Manufacturer's Cabling System projects. The project manager in charge of the installation must have supervised at least four (4) similar size projects. Houston Community College reserves the right of approval of the project manager. Such approval will not be unreasonably withheld.

The Proposer and its proposed Sub-Contractor must provide satisfactory evidence of financial strength and ability to provide a performance bond.

The Proposer and its proposed Sub-Contractor must provide satisfactory evidence of the availability of local qualified workers to perform the task. Each respondent must present a proposed project staffing schedule with their response to this RFP.

5. **Proposal Submittal**

Proposer(s) shall submit one (1) original and five (5) copies of the technical proposal and price proposal to the address shown below by the date and time specified in this solicitation. In addition to the technical and price proposal, each proposer must complete and return the following documents, if appropriate:

- Attachment No. 1, Proposal/Award Form
- Attachment No. 4, Determination of Good Faith Effort
- Attachment No. 5, Small Business Unavailability Certificate
- Attachment No. 7, Contractor & First Tier Subcontractor/Supplier Participation Form
- Attachment No. 8, Non-Discrimination Statement
- Attachment No. 9, Certification & Disclosure Statement
- Attachment No. 10, Affidavit Form
- Attachment No. 11, Business Questionnaire
- Attachment No. 12, Assurance of SBDP Goal
- Attachment No. 18, Conflict of Interest Questionnaire

The envelope containing a proposal shall be addressed as follows:

- Name, Address and Telephone Number of Proposer;
- Project Description/Title;
- Project Number; and
- Proposal Due Date/Time.

All proposals shall be submitted to the following address:

Houston Community College System
Procurement Operations
3100 Main Street (11th Floor)
Houston, Texas 77002
Ref: Project No. 07-20
Attn: Pam Ferreira

6. **Eligibility for Award**

- a. In order for a proposer to be eligible to be awarded the contract, the proposal must be responsive to the solicitation and HCC must be able to determine that the proposer is responsible and has the resources and capacity to perform the resulting contract satisfactorily.
- b. Responsive proposals are those complying in all material aspects of the solicitation. Proposals, which do not comply with all the terms and, conditions of this solicitation will be rejected as non-responsive.
- c. Responsible proposers as a minimum must:
 - Have adequate financial resources, or the ability to obtain such resources as required during the performance of the contract.
 - Be able to comply with the required performance schedule, taking into consideration all existing business commitments.
 - Have a satisfactory record of past performance.
 - Have necessary personnel and management capability to perform the contract.
 - Be qualified as an established firm regularly engaged in the type of business necessary to fulfill the contract requirements.
 - Certify that the firm is not delinquent in any tax owed the State of Texas under Chapter 171, Tax Code; signing and submitting the proposal is so certifying.
 - Be otherwise qualified and eligible to receive an award under applicable laws and regulations.

Proposer(s) may be requested to submit additional written evidence verifying that the firm meets the minimum criteria necessary to perform the requirements of the solicitation and be determined a responsible proposer. Failure to provide any requested additional information may result in the proposer being declared non-responsive, and the proposal being rejected.

7. **Preparation of Proposal**

- A. **Technical Proposal Format:** The format may be either "portrait" or "Landscape" with binding (wire or spiral) on the left long or short side and shall include, as a minimum, the following information. Include a table of contents with all pages numbered in sequence. Tab each section.
- **Cover Sheet:** The cover sheet should contain the project title, project number and the name of the lead firm(s) submitting the proposal.
 - **Letter of Interest:** The letter of interest should not exceed 2 pages in length, summarizing key points in the proposal.
 - **Project Understanding:** This section shall include a detailed project plan identifying milestones leading up to and including a go-live target date. The project plan should contain sufficient milestones for measuring interim progress, allowing for identification

of potential delays, and include contingency plans for putting the overall project back on schedule.

There are to be regularly scheduled project status meetings between the vendor's project manager and HCC. At a minimum, these project status meetings are to occur on the date(s) associated and identified with each of the key milestones in the submitted project plan; the vendor may propose more frequent meetings, such as weekly or monthly. At each project status meeting, the vendor's project manager is to give a detailed verbal report with a summary written report of the current status of all project milestones and identification to HCC of any problems or potential problems that might delay overall project completion on schedule.

Sufficient planning should be presented in the proposal response and project plan that demonstrates the capability of the vendor for developing, presenting, and discussing contingency efforts at project status meetings; efforts that can make up for interim delays and complete the total installation of all service(s) to all locations by the "dropdead" dates listed in the submitted and approved MS Project schedule.

HCC requires a single project point of contact regardless of the number or type of subcontractors or partners.

Provide information on any proposed sub-contractors and their roles on the project.

The Contractor's on-site Registered Communication Distribution Designer (RCDD) supervisor shall review, approve and stamp all shop drawings, coordination drawings and record drawings.

Once all work has been completed, test documentation has been submitted and approved, and the owner is satisfied that all work has been completed in accordance with contract documents, the owner will notify Contractor in writing of formal acceptance of the system.

The Contractor's RCDD shall warrant in writing that 100 percent of the installation meets the requirements specified herein.

Notification of the likelihood of a cable exceeding standardized lengths must be made prior to installation of the cable. Designer/consultants and Owners *may* agree to allow certain cabling runs to exceed standardized performance criteria (e.g. length). If it is decided to allow the designated cable to exceed standardized lengths, such runs shall be explicitly identified and excluded from requirements to pass standardized tests. Tests for wire mapping, open, shorts, and grounds shall be made if other tests are waived.

- **Experience of Firm:** This section shall include a description of the firm, including firm's history, size and staff composition. Include a description of the firm's past and current contracts/assignments, which are related to the type of services, required by this solicitation. Include examples of designing and implementing complex cabling systems.

HCC requires a vendor that is strong in the following areas:

- a. Cabling capabilities.
- b. Financial stability – performance bond for contractors and subcontractors.
- c. Technical competencies – certifications, number of certified installers.
- d. Number of certified/licensed subcontractors.
- e. Proven ability to design and implement complex systems.
- f. Strong local presence for installation and maintenance services.

Proposers are to submit a minimum of three (3) references for cabling projects of the size and scope specified in this solicitation, including phone number of contact, contact name and title, description of the project, services provided, topology implemented, term of services, dates of services provided, and other relevant information. References from Community Colleges, Universities, K-12 school district or other education projects are preferred but are not required.

- **Experience of Personnel:** This section shall include a project-staffing plan including resumes for all proposed “key” staff members especially the designated project manager who will be assigned to this project. If personnel substitutions are contemplated on a contingency basis, they should also be identified.
- **Small Business Participation:** This section shall include a clear statement of the firm’s commitment and plan to meet the small business goal specified in this solicitation.
- **Internship Program:** This section shall include a clear statement of the firm’s commitment to utilize HCC students in an internship capacity with the firm.

b. Price Proposal:

The price proposal shall be clearly identified as such in the technical proposal documents. (Refer to Attachment No. 2, Schedule of Items and Prices).

8. Evaluation Criteria

The respondent’s Technical and Price Proposal will be evaluated in the following areas:

A. Experience of Firm. Demonstrate:

- Experience and proven ability to design and implement complex systems.
- Experience with projects of similar scope and size as this project.

B. Financial Stability. Demonstrate:

- Financial strength to procure and store the amount of cable required.
- Business longevity to ensure project completion and warranty service.
- Sound financial status based on review of firm’s audited Financial Statements for the last Two (2) years. (Include Profit and Lost Statements)

C. Experience of Personnel. Demonstrate:

- Having an adequate number of licensed installers.
- The achievement of leading industry certifications.
- Having experienced project managers.

D. Project Understanding. Demonstrate:

- Knowledge of the project/program requirements.
- Techniques or procedures used on previous projects.
- Methods used and how the firm maintains quality control.

E. Small Business Participation & Internship Commitment. Demonstrate:

- Firm’s commitment to meeting the small business participation goal of 35% for this project.
- Firm’s experience at successful completion of small business goals on other projects and the percentage of participation achieved.
- Firm has adequate number of certified/licensed small business subcontractors for jobs of similar size and scope as this project.
- Firm’s methods, techniques, and procedures for meeting participation goals for first and second tier contractors and subcontractors.
- Firm’s commitment to utilize HCC students in a paid internship capacity.

9. Selection Criteria

An Evaluation Committee ("Committee") will review all proposals to determine which proposers have qualified for consideration according to the criteria stated herein. The Committee's evaluations will be based on all available information, including qualification statements, reports, reference checks, other appropriate checks and subsequent interviews, if necessary. The highest rated firm(s) evaluated by the committee may be invited to make an oral presentation to the committee and/or the HCC Board of Trustees. Proposals will be evaluated using the following criteria:

<u>FACTOR</u>	<u>Percentage Weight</u>
• Experience of Firm	20%
• Experience of Personnel	20%
• Price Proposal:	20%
• Financial Stability:	15%
• Project Understanding:	15%
• Small Business Participation & Internship Commitment:	10%

Total: 100%

10. Reference Material

The selected firm is expected to have access to the following reference material to ensure conformity to various codes and regulations at their own expense. HCC will incur no expense for providing such access.

- ANSI/TIA/EIA 568-B, ANSI/EIA/TIA 569-B, ANSI/TIA/EIA 606, ANSI/TIA/EIA 607, TIA/EIA TSB-67, BICSI 2000 TDMM.
- National Electric Code, 1993 & 1996. Confirm with the city inspector as to which year is acceptable.
- National, State, and Municipal building, and fire codes, and various interpretations of those codes by authorized officials.

11. Contract Award

Award will be made to the responsive, responsible proposer whose proposal conforms to this solicitation and offers the best value to HCC, price and other factors considered. HCC may award a contract, based on initial proposals received, without discussion of such proposals. Accordingly, each initial proposal should be submitted on the most favorable terms from a price and technical standpoint, which the proposer can submit to HCC.

12. Postponement of Proposals Due Date/Time

Notwithstanding the date/time for receipt of proposals established in this solicitation, the date and time established herein for receiving proposals may be postponed solely at HCC's discretion.

13. Oral Presentations

During the process of selecting a company to provide the required services, oral presentations may or may not be held. Each proposer should be prepared to make a presentation to HCC. The presentations must show that the proposer clearly understands the requirements of the solicitation, and has a strategic plan and approach to complete the work.

14. Small Business Development Program (SBDP)

- a. HCC has adopted a Small Business Development Program for small businesses attempting to provide goods and/or services as prime contractors or as subcontractors to other prime contractors to HCC. The program is designed to prevent discrimination by ensuring that

small, underutilized and disadvantaged businesses are informed and prepared to compete for HCC procurements. HCC will neither discriminate nor select vendors on the basis of race, color, national origin, religion, gender, age or disability in its procurement selection process.

- b. Small businesses whose gross annual income averaged over the past three (3) years does not exceed the Small Business Administration's size standard as specified in 13 CFR Part 121 are eligible to apply for participation in the program.
 - c. For this solicitation, HCC has established 35% percent of the total amount of the proposal as its goal for Small Business participation.
 - d. Good Faith Efforts: HCC will make a good faith effort to utilize small businesses in all contracts. The annual program goals may be met by contracting directly with small businesses or indirectly through subcontracting opportunities. Therefore, any business that contracts with HCC will be required to make a good faith effort to award subcontracts to small businesses. The subcontracting goal applies to all vendors regardless of their status. By implementing the following procedures, a contractor shall be presumed to have made a good faith effort:
 - e. To the extent consistent with industry practices, divide the contract work into reasonable lots.
 - f. Give notice to SBDP eligible firms of subcontract opportunities or post notices of such opportunities in newspapers and other circulars.
 - g. Document reasons for rejecting a firm that bids on subcontracting opportunities.
15. **Small Business Compliance**
To ensure compliance with any stated small business participation goal, the selected contractor will be required to meet with the HCC Buyer and the HCC Small Business Representative at the 50% and 75% completion phases/dates of the project, to verify small business participation activity and to ensure compliance with the stated small business goal, if any.
16. **Prime Contractor/Contracts for Services**
The prime contractor must perform a minimum of 30% of any contract for services with its labor force and or demonstrate management of the contract for services to the satisfaction of HCC.
17. **Internship Program**
 - a. HCC is expanding its student internship program. All vendors are encouraged to make a commitment to utilize certain HCC student(s) in an internship capacity with the company under any resulting contract for services required under this solicitation. The selected contractor will be expected to pay the student(s) at least the minimum wage required by law. HCC will provide the selected contractor with the name of student(s) eligible to participate in the internship program.
 - b. For additional information regarding the internship program, please contact Dr. Freddie Wade, Director of Workforce Program Initiatives at (713) 718-7596.
18. **Prohibited Communications**
Except as provided in exceptions below, the following communications regarding a particular invitation for bids, requests for proposal, requests for qualifications, or other solicitation are prohibited:
 - [1] Between a potential vendor, service provider, bidder, offeror, lobbyist or consultant and any Trustee;
 - [2] Between any Trustee and any member of a selection or evaluation committee; and
 - [3] Between any Trustee and administrator or employee.

The communications prohibition shall be imposed on the date that responses to the solicitation are due or received, whichever is first.

The communications prohibition shall terminate when:

- [1] The contract is awarded by the Chancellor or his designee; or
- [2] The award recommendations are considered by the Board at a duly-noticed public meeting.

In the event the Board refers the recommendation back to staff for reconsideration, the communications prohibition shall be re-imposed.

The communications prohibition shall not apply to the following:

- [1] Duly noted pre-bid or pre-proposal conferences.
- [2] Communications with the HCC General Counsel.
- [3] Emergency contracts.
- [4] Presentations made to the Board during any duly-noticed public meeting.
- [5] Unless otherwise prohibited in the solicitation documents, any written communications between any parties, provided that the originator shall immediately file a copy of any written communication with the Board Services Office. The Board Services Office shall make copies available to any person upon request.
- [6] nothing contained herein shall prohibit any person or entity from publicly addressing the Board during any duly-noticed public meeting, in accordance with applicable Board policies, regarding action on the contract.

19. **Drug Policy**

HCC is a drug-free workforce and workplace. The manufacture, sale, distribution, dispensation, or use of illegal drugs or alcohol by vendors or contractors while on HCC's premises is strictly prohibited.

20. **TAXES**

HCC is tax exempt as a governmental subdivision of the State of Texas under Section 501C (3) of the Internal Revenue Code. Limited Sales Tax Number: 1-74-1709152-1.

21. **Explanation to Proposers**

Any explanation desired by a prospective proposer regarding the meaning or interpretation of the solicitation documents must be requested, in writing, and with sufficient time allowed (a minimum of seven (7) calendar days before the date set to receive proposals) for a response to reach prospective proposers before the submission of their proposals. Any HCC response will be in the form of an amendment of the solicitation or an informational letter. The response will be made available to all prospective proposers via HCC website at www.hccs.edu. Receipt of any amendment(s) issued by HCC shall be acknowledged with the proposal submission.

22. **Texas Public Information Act**

HCC considers all information, documentation and other materials requested to be submitted in response to this solicitation to be of a non-confidential and/or non-proprietary nature, and therefore, shall be subject to public disclosure under the Texas Public Information Act (Texas Government Code, Chapter 552.001, et seq.) after a contract is awarded.

23. **Appropriated Funds**

The purchase of service or product, which arises from this solicitation, is contingent upon the availability of appropriated funds. HCC shall have the right to cancel the resulting contract at the end of the current fiscal year if funds are not allotted for the next fiscal year to continue the resulting contract. If funds are withdrawn or do not become available, HCC reserves the right to cancel the resulting contract by giving the selected contractor a thirty (30) day written notice of cancellation without penalty. Upon cancellation of the resulting contract,

HCC shall not be responsible for any payment of any service or product received that occur after the end of the current contract period. HCC fiscal year begins on September 1 and ends on August 31st.

24. **Conflict of Interest**

If a firm responding to this solicitation knows of any material personal interest, direct or indirect, that any member, official or employee of HCC would have in the contract resulting from this solicitation, the firm must disclose this to HCC. Persons submitting a response to this solicitation must comply with all applicable laws, ordinances, and regulations of the State of Texas Government Code. As applicable, the person submitting a response to this solicitation must complete and submit **Attachment No. 18, Conflict of Interest Questionnaire Form**. This completed form must be signed and submitted with the solicitation response.

ATTACHMENT NO. 1
HOUSTON COMMUNITY COLLEGE SYSTEM
REQUEST FOR PROPOSALS

PROPOSAL /CONTRACT AWARD FORM

Project Title: Structured Cabling Services
Project No.: 07-20

In compliance with the requirements of this Request for Proposals for Structued Cabling Services, the undersigned hereby proposes to furnish all necessary resources required to perform the services in accordance with the Technical & Price Proposal dated _____, and as mutually agreed upon by subsequent negotiations, if any.

Receipt of Proposal Amendment(s)	The undersigned acknowledges receipt of the below listed amendment(s). (List amendment number & date.)
----------------------------------	---

Amendment Number(s)	Date
---------------------	------

Name of Proposer (Type or Print)

Business Address (Type or Print, include "zip code")

Signed By (Sign in ink; type or print name and title under signature)

ACCEPTANCE AND CONTRACT AWARD FORM

(Note: This page will be completed by HCC.)

Purchase Order No. _____ (for payment purposes only)
Project No. 07-20

Contractor to perform the work required herein in accordance with Purchase Order(s) issued by HCC and the Terms and Conditions of Purchase posted on the HCC website at www.hccs.edu, incorporated herein by reference, and the prices, scope of services and general terms and conditions attached hereto and made a part hereof.

HOUSTON COMMUNITY COLLEGE SYSTEM

Executed for and on behalf of the Houston Community
College System pursuant to approval by the Board of Trustees
on _____, 200____

Signed By: _____

Name: Michael Kyme
Title: Executive Director, Procurement Operations

ATTACHMENT NO. 2

**SCHEDULE OF ITEMS AND PRICES
For
STRUCTURED CABLING SERVICES**

The Proposer shall furnish all supervision, labor, materials, tools, supplies, equipment, transportation and any other resources necessary and required to perform Structured Cabling Services, in accordance with the scope of services, plans and specifications, and the general terms and conditions of the attached sample contract documents for the lump sum amounts listed below.

Note: In addition to completing this Attachment No. 2 for each campus project, the proposer must complete one (1) Master Overall Form.

SOUTHEAST COLLEGE LEARNING HUB

1. **Site** **Remote Site Address**

Southeast College Learning Hub *
6815 Rustic

* Campus duct bank installation occurring with the buildout of building. Scope for Outside Plant connectivity to be further defined with winning contractor.

**** No plans or specifications available. Base allowance on equivalent project – Northeast Learning Lab.

MATERIAL COST: \$ _____
(complete and attach the Bill of Materials Form, Attachment No. 2A)

LABOR COST: \$ _____

Subtotal (Material & Labor): \$ _____

OTHER COST, if any. \$ _____
(Itemize this cost below)

<u>Services/Items</u>	<u>Cost</u>
_____	\$ _____

GRAND TOTAL: \$ _____
(Material, Labor, Other)

SOUTHEAST COLLEGE DRENNAN

2. <u>Site</u>	<u>Remote Site Address</u>
Southeast College Drennan**	311 North Milby

* Campus duct back installation occurring with the buildout of building. Scope for Outside Plant connectivity to be further defined with winning contractor.

** No plans or specifications are available. Base allowance on equivalent project, i.e. Southwest Missouri City Academic Center.

MATERIAL COST: (complete and attach the Bill of Materials Form, Attachment No. 2A)	\$ _____
LABOR COST:	\$ _____
Subtotal (Material & Labor):	\$ _____
OTHER COST, if any. (Itemize this cost below)	\$ _____
<u>Services/Items</u>	\$ _____
_____	\$ _____
_____	\$ _____
GRAND TOTAL: (Material, Labor, Other)	\$ _____

SOUTHEAST COLLEGE ANGELA AND FELIX MORALES BUILDING

3.	<u>Site</u>	<u>Remote Site Address</u>
	Southeast College Angela and Felix Morales Building***	6815 Rustic

***No plans or specifications are available. Base allowance on equivalent project, i.e. Southwest College Hayes Road Building, pro rata per SF.

MATERIAL COST: \$ _____
(complete and attach the Bill of Materials Form, Attachment No. 2A)

LABOR COST: \$ _____

Subtotal (Material & Labor): \$ _____

OTHER COST, if any. \$ _____
(Itemize this cost below)

<u>Services/Items</u>	<u>Cost</u>
_____	\$ _____
_____	\$ _____

GRAND TOTAL: \$ _____
(Material, Labor, Other)

SOUTHWEST COLLEGE MISSOURI CITY ACADEMIC CENTER

4. Site

Remote Site Address

Southwest College Missouri City
Academic Center*

8415 1/2 Sienna Springs Blvd.
Missouri City

*Campus duct bank installation occurring with the build-out of the building. Scope for Outside Plant connectivity to be further defined with the selected firm.

Material Cost: \$ _____
(complete and attach the Bill of Materials Form, Attachment No. 2A)

Labor Cost: \$ _____

Subtotal (Material & Labor): \$ _____

Other Cost, if any: \$ _____
(Itemize this cost below)

<u>Services/Items</u>	<u>Cost</u>
_____	\$ _____
_____	\$ _____

Grand Total: \$ _____
(Material, Labor, Other)

SOUTHWEST COLLEGE STAFFORD LEARNING HUB

5. **Site** **Remote Site Address**

Southwest College Stafford Learning Hub* 10141 Cash Road

*Campus duct bank installation occurring with the build-out of this building. Scope for Outside Plant connectivity to be further defined with the selected firm.

Material Cost: \$ _____
(complete and Attach the Bill of Materials Form, Attachment No. 2A)

Labor Cost: \$ _____

Subtotal (Material & Labor): \$ _____

Other Cost, if any.
(Itemize this cost below)

<u>Services/Items</u>	<u>Cost</u>
_____	\$ _____
_____	\$ _____

Grand Total: \$ _____
(Material, Labor, Other)

SOUTHWEST COLLEGE HAYES ROAD FACILITY

6. <u>Site</u>	<u>Remote Site Address</u>
Southwest College, Hayes Road Facility	2811 Hayes Road

Material Cost: \$ _____
(complete and attach the Bill of Materials Form, Attachment No. 2A)

Labor Cost: \$ _____

Subtotal (Material & Labor) \$ _____

Other Cost, if any. \$ _____
(Itemize this cost below)

<u>Services/Items</u>	<u>Cost</u>
_____	\$ _____
_____	\$ _____

Grand Total: \$ _____
(Material, Labor, Other)

NORTHEAST COLLEGE LEARNING HUB

8.	<u>Site</u>	<u>Remote Site Address</u>
	Northeast College Learning Hub*	555 Community Drive

*Campus duct bank installation occurring with the build-out of this building. Scope for Outside Plant connectivity to be further defined with the selected firm.

Material Cost: \$ _____
(complete and attach the Bill of Materials Form, Attachment No. 2A)

Labor Cost: \$ _____

Subtotal (Material & Labor): \$ _____

Other Cost, if any. \$ _____
(Itemize this cost below)

<u>Services/Items</u>	<u>Cost</u>
_____	\$ _____
_____	\$ _____

Grand Total: \$ _____
(Material, Labor, Other)

NORTHEAST COLLEGE SCIENCE & TECHNOLOGY BUILDING

9. **Site**

Remote Site Address

Northeast College Science & Technology Building*

555 Community College Drive

*Campus duct bank installation occurring with the build-out of building. Scope for Outside Plant connectivity to be further defined with the selected firm.

Material Cost: \$ _____
(complete and attach the Bill of Materials Form, Attachment No. 2A)

Labor Cost: \$ _____

Subtotal (Material & Labor): \$ _____

Other Cost, if any. \$ _____
(Itemize this cost below)

Services/Items

Cost

\$ _____

\$ _____

Grand Total:
(Material, Labor, Other)

\$ _____

NORTHEAST COLLEGE NORTHLINE CAMPUS

10. <u>Site</u>	<u>Remote Site Address</u>
Northeast College Northline Campus*	4400 North Freeway

*Campus duct bank installation occurring with the build-out of this building. Scope for Outside Plant connectivity to be further defined with the selected firm.

Material Cost: \$ _____
(complete and attach the Bill of Materials Form, Attachment No. 2A)

Labor Cost: \$ _____

Subtotal (Material & Labor): \$ _____

Other Cost, if any. \$ _____
(Itemize this cost below)

<u>Services/Items</u>	<u>Cost</u>
-----------------------	-------------

_____	\$ _____
-------	----------

_____	\$ _____
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Grand Total: \$ _____
(Material, Labor, Other)

CENTRAL COLLEGE LEARNING HUB

11.	<u>Site</u>	<u>Remote Site Address</u>
	Central College Learning Hub*	1300 Holman

*Campus duct bank installation occurring with the build-out of this building. Scope for Outside Plant connectivity to be further defined with the selected firm.

Material Cost: (complete and attach the Bill of Materials Form, Attachment No. 2A)	\$ _____
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Labor Cost:	\$ _____
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Subtotal: (Material & Labor)	\$ _____
--	----------

Other Cost, if any. (Itemize this cost below)	\$ _____
---	----------

<u>Services/Items</u>	<u>Cost</u>
_____	\$ _____
_____	\$ _____

Grand Total: (Material, Labor, Other)	\$ _____
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ATTACHMENT 2A

CONTRACTOR BILL OF MATERIALS

Please complete the following material and labor list. Be advised that Houston Community College may choose to purchase certain materials directly from its supply channels. Please indicate the effect, if any, this action may have on your proposal.

Quantity	Unit Description	Material Unit Cost	Material Extension	Labor Unit Cost	Labor Extension	Item Total

This form may be reproduced for ease of data entry.

ATTACHMENT NO. 3

SCOPE OF SERVICES For STRUCTURED CABLING SERVICES

The scope of services covers new and renovation building as listed in the table below as well as Moves, Adds and Change Orders (MAC) for existing HCC campuses.

The list of campuses being renovated or built is as follows:

SITE		REMOTE SITE ADDRESS
Southeast Learning Hub****	90,000 SF New Building/Existing Campus*	6815 Rustic
Southeast Drennan**	45,000 SF New Building/ New Campus*	311 N. Milby
Southeast Angela and Felix Morales***	35,000 SF Building Renovation	6815 Rustic
Southwest Missouri City Academic Center	45,000 SF New Building / New Campus*	8415 ½ Sienna Springs Blvd, Missouri City
Southwest Stafford Learning Hub	120,000 SF New Building/ Existing Campus*	10141 Cash Road
Southwest Hayes Road	65,000 SF Building Renovation	2811 Hayes Road
Southwest West Loop Campus	70,00 SF Shell Space Buildout	5601 West Loop South
Northeast Learning Hub	90,000 SF New Building/ Existing Campus*	555 Community College Dr.
Northeast Science & Technology	46,800 SF New Building/ Existing Campus*	555 Community College Dr.
Northeast Northline Campus	120,000 SF New Building / New Campus*	4400 North Freeway
Central Learning Hub	120,000 SF New Building / Existing Campus*	1300 Holman Street

*Campus duct bank installation occurring with the buildout of building. Scope for Outside Plant connectivity to be further defined with winning contractor.

** No plans or specifications available. Base allowance for building on equivalent building- *Southwest Missouri City Academic Center*.

*** No plans or specifications available. Base allowance on equivalent project- *Southwest Hayes Road* pro rata per SF.

****No plans or specifications available. Base allowance on equivalent project – *Northeast Learning Hub*.

Document Availability

Construction Documents, specifications and associated documents will be made available to proposers at the following plan rooms:

- Associated General Contractors, 3825 Dacoma Street, (713) 843-3700
- F. W. Dodge Plan Room, 4101 Greenbriar, Suite 320, (713) 529-4895
- Associated Builders & Contractors, 3910 Kirby, #131, (713) 523-6222
- Association of Minority Contractors, 14418 Hiram Clarke, (281) 835-5278
- Texas United Contractors Association, 3610 Dalstrom, (713) 733-6669
- Alliance of Minority Contractors of Houston, 1616 West 22nd Street (713) 802-4145
- Houston Minority Development Center, 2900 Woodridge, (713) 644-0821
- Hispanic Contractor's Association, 11 Parker Road (713) 699-2732

ATTACHMENT NO. 4
SPECIFICATIONS
For
STRUCTURED CABLING SERVICES

1. SYSTEM SPECIFICATIONS

- 1.1 Houston Community College is currently building and remodeling approximately 866,495 square feet of classroom, laboratory, Library, office and general purpose space. Construction documents, specifications or other descriptions of each project shall be the basis for preparing a proposal response. A cable tray system is being installed in the plenum of each building to provide a structured path for the cabling distribution. This cable tray is furnished and installed by the General Contractor via the Electrical Contractor. Cable distribution from the Telecommunications Rooms TR (IDFor HC) shall originate on patch panels mounted to contractor provided TIA/EIA racks, strategically located in the new buildings. These rooms are stacked where possible to accommodate riser distribution.
- 1.2 Equipment connections shall be accomplished using proposed Category 6 CMP/UTP station cables for data communications and for voice communications. The distribution patch panels shall support multiple voice and data terminations required by the varied computer equipment to be deployed. All cables will be installed in a structured pathway constructed of Cable-Cat Category 6 (or higher) rated hangers mounted to appropriate structure where cable tray is not accessible, always conforming to 90-degree turns.
- 1.3 The communications infrastructure features a structured voice and data Structured Cabling System (SCS) utilizing TIA/EIA-568-B and TIA/EIA-569 specifications as the primary basis for design and reference.
- 1.4 Each facility has a Main Equipment Room (MER), which serves as the primary room for servers, core switches, SAN equipment, WAN equipment, central backbone distribution, communications cabinets, communications racks and AP demarcation equipment/cabling. The MER may be located on the first floor or an upper floor depending on the individual building design and communication infrastructure requirements. Telecommunications Rooms (TR) and/or Horizontal Cross Connects (HC) shall be distributed throughout each facility to accommodate and serve the defined distribution area. The MER may also serve as the TR for a defined distribution area.
- 1.5 The communications backbone system shall consist of multimode fiber, singlemode fiber and Category 3 rated voice cables. The fiber backbone shall provide the primary intra-building connectivity for network electronics in the MER and TR's, as well as inter-building connectivity for the campus facilities. The Category 3 copper backbone shall provide the primary connection for extension of the AP demarcation extension as well as voice riser connectivity from the MER to the distributed TR's.
- 1.6 The communications horizontal distribution system shall consist of Category 6, 100 ohm, UTP distribution cabling. Category 6 cabling will be distributed from the TR and terminate at a Work Area Outlets (WAO) located at the designated equipment location. Category 6 cabling will be terminated at patch panels in each TR to support multiple voice and data applications required by the varied computer equipment to be deployed.
- 1.7 All applicable portions of this project shall be wired according to the T568B-wiring scheme.
- 1.8 The Plans/Exhibits represent the desired arrangement of the Houston Community College equipment, including location of horizontal cable pathways, voice termination fields, data termination hardware, equipment racks, Copper and Fiber Distribution fields.

- 1.9 The Contractor shall install a "Universal Structured Cabling System" in compliance with the selected manufacturer's guidelines for extended warranty systems. Additional standards that shall be followed include: ANSI TIA/EIA 568-A, ANSI TIA/EIA 569, ANSI TIA/EIA 606, ANSI TIA/EIA 607, TIA/EIA TSB67, TIA/EIA TSB 72, TIA/EIA TSB75 and BICSI 2000 TDMM specifications. If any conflicts exist between the above-mentioned standards and the Manufacturer's Cabling System extended warranty specifications, the Manufacturer's Cabling System specifications shall override except in areas of life safety and local and national building codes. The final warranted cabling system must support any application operating fully duplexed, at or below 550 Mhz both now and for the next 20 years as detailed in the specification attachment, Addendum 1. Typical applications might include: shared or switched 10baseT, 100baseT, 100VG-AnyLAN, ISO-Ethernet, 1000BaseT, Gbps Ethernet, 4 & 16 MbpsToken-Ring, FDDI, ATM, and any form of analog data or voice communications.
- 1.10 The provided scale drawings are furnished for verification of the actual component counts, lengths, dimensions, adjacent structures, routes, elevations, etc. **It is the Contractor's responsibility to determine the proper manufacturer product codes, product quantity and miscellaneous installation materials required for this project. An equivalent building project is provided for the buildings that are currently being designed, where no drawings are available but where they will be included in the overall scope and contractor pricing as an allowance for this RFP.**

2. MAIN EQUIPMENT ROOM

2.1 OVERVIEW

- 2.1.1 The Contractor provided equipment enclosures and 19" racks, vertical and horizontal wire management, ladder rack, patch panels, etc., shall be deployed to support the distribution of voice and data network connectivity to varied systems within the Houston Community College Main Equipment Room (MER) and throughout the facilities. Designated TIA/EIA racks will serve as the origin for the horizontal cabling infrastructure to be installed. 48-Port patch panels shall be installed and cabled to accommodate the initial installation and proposed growth.

2.2 FIBER AND ELECTRONICS RACK HARDWARE

- 2.2.1 The Contractor shall provide and install Chatsworth 'CPI' (or equal) 7' x 19" Universal Self-Supporting Aluminum Racks at the FIBER AND ELECTRONICS area. Each rack shall be securely bolted to the concrete floor with concrete anchors via all-thread and secured to the adjacent wall via Chatsworth 'CPI' (or equal) Black Universal Cable Runway installed utilizing angle hardware, wall angle supports, waterfall cabling guides, etc. as depicted in the provided documents. It is required that the contractor provide a complete build out to support the environment and provide ancillary accessories as required for each turn-key installation. Location and orientation of each rack shall be as depicted on Communications Sheet T.301.
- 2.2.2 The Contractor shall provide and install Chatsworth (or equal) No. 11729-703, 6" x 7' Cable Management Channels at the 19" Racks such that one (1) vertical management channel is placed on each end and between each rack as shown on elevations on Sheet T.301. Each cable management channel may be used for station cabling and/or patch cord management.
- 2.2.3 The lower portions of each rack shall be reserved for future expansion and where required, for UPS units.
- 2.2.4 Each Rack shall be identified as Rack 1, Rack 2 and Rack 3, etc. Rack 1 shall support installation of station cabling and patch panel terminations for initial use with the voice PBX service distribution. 3.5" Panduit (or equal) Horizontal Wire

Mangers shown (Sheet T.310) shall be provided and installed by the contractor above and below each patch panel, with four surplus units provided for each MER to accommodate network and miscellaneous equipment by owner. The contractor's scope at Rack 3 shall include providing 48-port patch panels to support the termination of horizontal Data cables. These cables originate at Rack 3 as represented in elevation on Sheet T.301, depicted as Cat 6 patch panels for Data 1 & 2. Rack 2 shall support the fiber optic cable termination hardware and customer provided LAN switching devices and customer provided UPS units. Multi-port fiber interconnect centers shall be installed at the highest position on the rack for singlemode and multimode outside plant fiber termination and vertical and horizontal riser singlemode and multimode fiber terminations. These units shall represent the extended fiber demarc for the Houston Community College MER as well as the distributed backbone to the building TR's (IDF). Refer to the Riser Diagrams, Sheet T.501 and Specifications Section 271300 Communications Backbone Cabling and Terminations for specific data regarding type, installation and quantities of fiber. The fiber will be in proximity for patching to owner provided switch(s). Adjacent to Rack 1, a copper 110-type riser field is terminated for patching single pair voice to the RJ-45 station cabling patchpanels via patchcords that are 110-type to RJ_45 type at the ends respectively.

- 2.2.5 Each Chatsworth (or equal) 46353-703 rack shall be connected to the Telecommunications Ground Bus (TGB) located above the ladder rack in each TR using a minimum # 6 AWG green insulated stranded copper conductor terminated with 2 bolt compression lugs. Each TGB shall connect to TMGB in the MER that connects and bonds to main building electrical switchgear. Bus bars are provided by GC in each room.

3.0 HORIZONTAL AND VERTICAL CABLE PATHWAYS

3.1 CABLE RUNWAY SYSTEM(S)

- 3.1.1 The Contractor shall provide all necessary material and labor to install horizontal and vertical cable pathway consistent with the selected manufacturer's guidelines and installation requirements. Locations where sleeve penetrations provide pathway for riser cabling shall have vertical runway placed to support conductors and innerduct. All material that is installed within a plenum space shall be specified as a plenum rated product. The Contractor shall avoid potential sources of electromagnetic interference (e.g., motors and transformers that share distribution space, copiers used in work areas, etc.) when designing and installing the horizontal pathways. At a minimum, the Contractor shall provide clearances of at least:

- 1.2 m (4 ft.) from motors or transformers.
- 0.3 m (1 ft.) from conduit and cables used for electrical power distribution.
- 12 cm. (5 in.) from fluorescent lighting. Pathways should cross perpendicular to fluorescent lighting and electrical power cables or conduits.

3.2 CABLE TRAY SYSTEM (S)

- 3.2.1 The required density of distribution copper cables, the desire for a permanent and manageable, infrastructure and the significant fiber jumper density require use of a substantial pathway structures for segregation of cable and other facilities and protection of placed fiber. The system shall consist of the General Contractor provided 12" cable tray outside the MER and TR's and Cabling Contractor provided ladder racking (runway) for copper distribution and contractor provided innerduct

for backbone fiber installation within the MER and TR's. Individual bundles of cables should not exceed 50 cables and bundles should utilize Velcro ties only.

3.2.2 Fiber Ductway may be required in MER spaces where concentration of jumpers dictates the requirement. Splices, T's, radius corners and vertical transitions in the Light-Way fiber duct-way shall be made using manufactured accessories. Equipment requiring concentrations of fiber jumpers, at MER locations shall require direct duct-way paths structured to base of units. Where required, split-loom or Innerduct can be utilized to support jumpers from duct-way to individual equipment locations.

3.2.3 Upon completion of cable installation, all cable bundles shall be neatly laced in all tray systems with velcro cable tie material. Special attention shall be given to the cable tie installation to eliminate the possibility of any Velcro tie being installed so tight, that it deforms the geometry of any single cable. All Velcro cable ties shall be "spun" after installation to ensure conformance.

3.3 HORIZONTAL STATION CABLE PATHWAY SUPPORT SYSTEM

3.3.1 The Contractor shall provide and install the necessary quantity and size of CADDY Fastener "CableCAT" hangers and support hardware necessary for routing all station cable bundles outside of cable tray systems. At a minimum, there shall be one "CableCAT" hanger every 4 to 5 feet. Care should be taken to not evenly space "CableCat" hangers. Exact placement shall be dictated by Manufacturer's installation guidelines and site conditions.

3.3.2 Voice station and voice backbone sub-system cables shall route horizontally in the cable tray system to the point of vertical transition for termination. Backbone fiber shall route to fiber interconnect at rear section of the vertical wire manager at the FIBER AND ELECTRONICS racks. Voice riser cable shall follow path to wall mounted 110-style blocks adjacent to Voice Patch Panels. Voice and Data cables should be wrapped separately.

3.4 GROUNDING

3.4.1 The cabling Contractor shall be responsible for ensuring that all cable pathways are properly grounded to the General Contractor provided Telecommunications Main Ground Bus (TMGB) located above the ladder tray in the MER. This shall include, but not be limited to, conduits, cable runway systems, termination hardware, racking equipment, MER Consolidation Enclosures, etc. The Contractor shall use # 6 AWG green insulated, stranded copper conductor with two (2) bolt compression lugs for all grounding at the TMGB and TGB. Single bolt compression lugs can be utilized at racks and ladder tray.

4.0 BACKBONE SUBSYSTEM, CABLING AND TERMINATION

4.1 OVERVIEW

4.1.1 A backbone pathway will connect the HCC Demarc in the MER at the WAN/LAN rack area. CMP Copper 100 pair Category 3 backbone shall be routed in cable tray from HCC demarc to TR's (IDF) where horizontal routing is required and via MER floor sleeves for vertical riser distribution.. The fiber pathway is to be installed by the contractor. The pathway consists of 4" x 4" and 6" x 6" Ducting System. Fiber jumpers between equipment will also utilize Duct-way. All backbone subsystem cables shall be installed, terminated, tested and labeled.

4.2 VOICE COMMUNICATIONS BACKBONE SUBSYSTEM

4.2.1 The Contractor shall provide and install the necessary quantity of "CMP" type cable constructed with CMP jacket.

4.2.2 Twisted Pair Backbone Pair Count: CMP Copper 25 pair Category 3 backbone shall be routed in cable tray from HCC demarc. The intent is to connect to 110 patch field at the demarc and terminate to 110-style patch panels in the MER and TR's. Contractor to confirm single or two pair terminations at patch panels as some circuits may require additional pairs. All backbone subsystem cables shall be installed, terminated, tested and labeled.

4.2.3 Voice Backbone Termination

4.2.3.1 Demarc Termination

The Contractor shall terminate 25-pair backbone cables to contractor provided 110 blocks to cross connect to demarc110 blocks.

4.2.3.2 Extended Demarc Terminations

The Contractor shall provide and install Manufacturer's 48 port 110 style patch panels to distribute the required modem and analog circuits.

4.2.4 CAT 3 Backbone Distribution

4.2.4.1 One (1) Cat 3 100-pair backbone cable originating at 110 style block adjacent to Rack 1 in each TR.

4.3 DATA COMMUNICATIONS BACKBONE SUBSYSTEM

4.3.1 Fiber Optic Backbone Cabling

The Contractor shall provide all materials and labor necessary to install multi-mode fiber cabling to locations in the MER. One (1) 12 strand multimode fiber optic backbone cable from a contractor provided 24 port fiber interconnect center installed in Rack 2 in the MER FIBER AND ELECTRONICS area. One (1) 12 strand multimode fiber optic backbone cable from the same contractor-provided 24 port fiber interconnect shall extend to a 24 port fiber interconnect center installed in each site TR/IDF/HC.

4.3.2 Fiber Optic Backbone Cable Termination

4.3.2.1 Interconnect Center Terminations

Each strand of the fiber optic backbone sub-system cable shall be terminated with Manufacturer's No. FC2-SC-MM, SC connectors and mounted in a rack-mounted Manufacturer's RIC24-01, 24 port fiber interconnect center. The Contractor shall equip the RIC24-01 interconnect center with four (4) Manufacturer's RIC-SC6 six- port SC bulkhead adapter panels. Each Manufacturer's RIC24-01 shall be rack mounted in locations as described in 5.3.1 above. Each strand shall be labeled on both ends with computer-generated labels. The fiber optic cables shall be type OFNP.

5.0 HORIZONTAL CABLING SUBSYSTEM

5.1 HORIZONTAL DATA SUBSYSTEM OVERVIEW

5.1.1 Contractor is responsible for determining the required quantities of horizontal cable necessary to complete the entire cabling infrastructure. Any additional material required by the Contractor to complete the original scope of work due to loss, theft, damage or material shortages will be the responsibility of the Contractor to replace at no additional cost to Houston Community College. Contractor should provide and maintain an inventory of unused parts and cabling at each location.

5.1.2 Any cable that utilizes a plenum environment as a pathway or means of distribution shall use plenum rated, UL Type CMP cables.

5.2 HORIZONTAL STATION CABLING

5.2.1 Each typical 48 port patch panel for data distribution originating from Racks 1 and 3 at the MER/MC and HC/TR's shall be cabled in a traditional "home-run" topology to the work area outlets per the plans. All distribution cabling (voice or data) shall be blue in color.

5.2.2 Special effort shall be taken to dress bundles neatly and provide 10 LF of bundled slack in the plenum area adjacent to termination field supported in a neat and structured method. All cables shall be labeled at both ends with machine generated labels.

5.3 MAIN EQUIPMENT ROOM CABLING AND TERMINATION

5.3.1 OVERVIEW

Within the MER, patch-cables shall originate from Rack 2 at FIBER AND ELECTRONICS equipment to patch panels in adjacent racks as required and to distribute via the ladder tray to Enclosures 1-10 as required.

5.3.2 CABLING

It is the Contractor's responsibility to install 48 port patch panels at locations described herein and depicted on elevations and details. Actual patch-panel quantities shall be based on cable count requirements with one additional patch panel provided for growth. The Contractor shall provide quantities and sizes of pre-assembled and tested patch cords to be used to connect to station cable outlets and also to end devices from each Enclosure 1-10

5.3.2.2 All cables that connect from either the voice termination field or the data patch panels to each Enclosure shall be specified as UL Type CMP, color blue for data and gray for voice.

5.4 DATA SYSTEM PATCH CABLES AND EQUIPMENT CORDS

5.4.1 As part of the Base Price Proposal, the Contractor shall provide the following Manufacturer's Category 3 and Category 6 patch cords and equipment cords:

Quantity	Length	Description
Per proposer's estimate	5 ft	CAT 6 Enclosure/Rack Patch Cord
Per proposer's estimate	7 ft	CAT 6 Enclosure/Rack Patch Cord

Per proposer's estimate	10 ft	CAT 6 Enclosure/Rack Patch Cord
Per proposer's estimate	15 ft	CAT 6 Enclosure/Rack Patch Cord
Per proposer's estimate	20 ft	CAT 6 Equipment Patch Cord
Per proposer's estimate	30 ft	CAT 6 Equipment Patch Cord
Per proposer's estimate	40 ft	CAT 6 Equipment Patch Cord
Per proposer's estimate	50 ft	CAT 6 Equipment Patch Cord
Per proposer's estimate	60 ft	CAT 6 Equipment Patch Cord
Per proposer's estimate	75 ft	CAT 6 Equipment Patch Cord
1/3 rd of # of voice cables	5 ft	CAT 3 110 to RJ45 Patch Cord (1 pr)
1/3 rd of # of voice cables	7 ft	CAT 3 110 to RJ45 Patch Cord (1 pr)
1/3 rd of # of voice cables	10 ft	CAT 3 110 to RJ45 Patch Cord (1 pr)

Table 5.4

Houston Community College Information Technology department shall approve the color and quantity of all patch cords and equipment cords prior to ordering. As part of the base bid for each campus, a quantity of 7ft patch cords for each desktop shall be factored as well as an equivalent number of 7 ft patch cords for patching at Horizontal Cross-connects to active electronics. Special conditions, i.e. MER, shall be identified and quantified by contractor.

- 5.4.3 The Contractor shall be responsible for ensuring that all patch cords and equipment cords be numbered on each end, in a sequential scheme. For instance, equipment cord number one will be labeled on both ends as "001" and equipment cord number two will be numbered on both ends as "002".
- 5.4.4 Installation of the Category 6 data patch cords will be performed by the selected vendor based on schedule to be determined by HCC Information Technology department.
- 5.4.5 In addition, the Contractor shall provide the following Manufacturer's duplex 50/125 μm SC-SC fiber optic cable assemblies. As part of the base bid a quantity of 3 meter fiber optic patch cords shall be factored equivalent to 2x the number of Horizontal cross-connects for each campus.

Quantity	Length	Type
Per proposer's estimate	3 meter	SC to SC
Per proposer's estimate	6 meter	SC to SC
Per proposer's estimate	10 meter	SC to SC
Per proposer's estimate	15 meter	SC to SC

5.5 FIRESTOPPING

- 5.5.1 Upon completion of the cable installation, the Contractor shall provide and install an approved fire stop system in all architectural assemblies and structures penetrated or used during cable installation. This shall include, but not be limited to, conduits, duct structures, wall penetrations, floor cores, conduit sleeves, barrier penetrations, etc, as required by the local building code and /or authority having jurisdiction.

5.6 SYSTEM DOCUMENTATION

- 5.6.1 The Contractor shall develop and deliver to Houston Community College a cross-connect "cut-sheet" in a Microsoft Excel format that documents backbone to voice station cable pair assignments.
- 5.6.2 As part of the Contractors final system acceptance procedures, the Contractor shall provide Houston Community College with a complete close-out documentation package including up-dated drawings and cable test results both in color printed medium and on CD/DVD, Manufacturer's Cabling System 20 Year certificate application, all product warranty information and lists of vendors service and emergency phone numbers. This package shall be delivered no later than thirty (30) days after system cut-over.

5.7 HORIZONTAL STATION CABLE TESTING

- 5.7.1 The Contractor shall provide the necessary labor and testing apparatus to perform an end-to-end test of each voice and data cable. Each cable shall be tested with an TIA/EIA approved tester and shall be tested according to Category 6 most current standards. If any cable, for whatever reason, fails the test, the cable shall be replaced and terminated at no additional cost to Houston Community College. Prior to final system acceptance, the Contractor shall deliver all testing documentation in both a machine-readable format and a printed copy to Houston Community College IT Department.

5.8 TWISTED PAIR BACKBONE CABLE TESTING

- 5.8.1 The Contractor shall provide the necessary labor and testing apparatus to perform an end to end continuity test on each and every pair of the voice backbone subsystem cable installed as part to this project. Minimum test results must indicate test for pair continuity, opens, shorts, and pair reversals. All test results shall be documented and submitted to Houston Community College IT department no later than one (1) week prior to system cut-over.

5.9 FIBER OPTIC BACKBONE CABLE TESTING

- 5.9.1 The Contractor shall provide the necessary labor and testing apparatus to perform a complete end-to-end test on each strand of fiber optic cable installed as part of this project. All multimode fiber shall be tested Bi-directionally at 850 nm and 1300 nm wavelengths. Additionally, each strand shall be tested with a "power-meter" for attenuation readings. Marginal fiber strands shall be repaired or replaced at no additional cost to Houston Community College. All test results shall be documented and submitted to Houston Community College IT department no later than two (2) weeks prior to system cut-over.

5.10 LABELING

- 5.10.1 Labeling in this project is considered critical to the continued maintenance and upkeep of the Communications Infrastructure after project completion. Special attention should be given to labeling components used and methodology deployed in labeling and documenting this project. The overall labeling scheme for this project involves the following areas:
 - Each 4 pair horizontal station cable behind its termination point;
 - Each backbone subsystem cable;
 - Each pair of the MER and ENCLOSURE/RACK 110 Voice Feeder and Distribution fields; and
 - Each port of the MER and ENCLOSURE/RACK Data patch panel ports.
 - Each work area outlet at cable and jack

- Patch panels
- Racks

5.11 DOCUMENTATION

At a minimum, all cabling records must include:

- Building
- Cable ID
- Cable Length
- Cable Number
- Room Number
- Enclosure/Rack Number
- Patch Panel Number
- Patch Panel Port Number/Jack ID

6.0 STANDARDS OF PERFORMANCE

6.1 Provide, install, label and test the Data/Voice/Video communication cabling system described in this document to The Manufacturer's Cabling System standards. The system is defined to include, but is not limited to:

- All Under-floor cable runway systems
- All above ceiling cable distribution systems
- All Backbone Sub-system cable and termination
- All cross-connect blocks, and mounting hardware
- All patch panels
- All Consolidation Enclosures
- All horizontal station wiring
- All connectors
- All Work Area Outlets
- All Category 6 Data cords and fiber optic assemblies
- All tie wraps, bushings, and miscellaneous items
- All Manufacturer's Cabling System standard end-to-end testing
- All labor
- User training as needed
- Twenty (20) year warranty on product, labor and application performance, and
- All specified documentation including system as-built documents

6.2 The system must meet all prescribed quality control standards set forth in this document and its attachments and references and the Manufacturer's Cabling System Design and Installation practices and standards. Failing components will be repaired or replaced at no cost to Houston Community College.

7.0 STANDARDS OF EXECUTION

7.1 GENERAL

- 7.1.1 All installations shall be done in a neat, high quality manner in compliance with HCC Standards, local, state, and federal building codes
- 7.1.2 Cables shall be placed with sufficient bending radius as specified by the Manufacturer's Cabling System Design and Installation practices and standards, ANSI/TIA/EIA 568-B, ANSI/TIA/EIA 569-B and BICSI 2000 TDM. Care should be taken to eliminate tight turns or bends that may kink, damage or adversely effect electrical performance of voice and data horizontal station cables and backbone sub-system cables.
- 7.1.3 Cable routes in the ceiling Plenum space must be field engineered to avoid obstructions, ducts and other material and interference from electrical lines and fluorescent lights as stated in the system specifications, item 3.1.1.
- 7.1.4 The Contractor shall install all metallic sleeves required to penetrate fire-walls necessary for installation of horizontal station cables.
- 7.1.5 The Contractor shall fire-seal all floor cores, conduits and sleeves used or supplied for horizontal station cable or backbone subsystem cable distribution in compliance with local building and fire codes following the most stringent requirement of authority having jurisdiction.

7.2 FIELD EXAMINATION

- 7.2.1 Outlet locations and other dimensions on the Cabling drawings are only approximate. The Contractor must verify exact locations and routes by inspecting the site prior to installation.
- 7.2.2 Any significant deviation from locations on the drawings identified by field inspection, especially those that impact the total price, must be approved in writing by Houston Community College IT representative and Project Program Manager prior to installation.

7.3 SITE PREPARATION AND STORAGE

- 7.3.1 The contractor shall be responsible for keeping the work area free of debris, trash, empty cable reels, scrap wire, etc., and to remove such materials from the site on a regular basis, or as directed by the general Contractor. Staging of supplies on site shall be coordinated with the General Contractor and at the sole expense of the Prime Contractor for this project.
 - A. Equipment shall be delivered in original packages with labels intact and identification clearly marked. Equipment shall be inspected at time of delivery.
 - B. Equipment shall not be damaged in any way and shall comply with manufacturer's operating specifications.
 - C. Cable shall be stored according to manufacturer's recommendations as a minimum and stored in a location protected from vandalism and weather. If air temperature at cable storage location will be below 40 degrees F., the cable shall be moved to a heated (50 degrees F. minimum) location. If necessary, cable shall be stored off site at the Communications Contractor's expense.

- D. Equipment and components shall be protected from the weather, humidity, temperature variations, dirt, dust, or other contaminants. Equipment damaged prior to system acceptance shall be replaced at no cost to HCC.
- E. No equipment materials shall be delivered to the job site more than three weeks prior to the commencement of installation. The contractor shall coordinate with General Contractor or HCC on location of storage materials.
- F. Coordinate deliveries and submittals with the General Contractor or HCC IT to ensure a timely installation.
- G. Communications Contractor shall be responsible for all handling and control of equipment.
- H. Communications Contractor is liable for any material loss due to delivery and storage problems.
- I. The Communications Contractor shall be responsible for the removal and disposal of all abandoned cabling and telecommunications equipment.

7.4 FIELD QUALITY CONTROL AND TESTING

- 7.4.1 All cable terminations must comply with the wiring schemes provided in this RFP and the Manufacturer's Cabling System Design and Installation requirements.

7.5 INSTALLATION REQUIREMENTS

- 7.5.1 Installation: All permits, licenses, agreements, site surveys, engineering, design planning, make-ready, applications, all other appurtenances, and inspections required for the installation of new facilities required for service delivery are the sole responsibility of the vendor and will be furnished at the vendor's expense.
- 7.5.2 Debris: The contractor shall remove any debris associated with the installation of new facilities and return the surrounding area to its previous condition.
- 7.5.3 HCC Operations: HCC operations shall not be disrupted during normal college hours; all work must be performed after normal school hours or on the weekends to avoid disruption to students and staff. All work areas and materials shall be secured in a safe environment maintained for students and staff.
- 7.5.4 Codes: All inside and outside work shall meet HCC standard and all local codes, ordinances and guidelines for installation.
- 7.5.5 Test and Acceptance: The proposal must detail the contractor's test and acceptance plan. This plan must include the expected roles and involvement of the contractor, the hardware vendor, and HCC technical staff.

8.0 DESIGN LAYOUT

- 8.1 The design layouts are provided to assist proposer(s) in preparation of their response. Contractors are cautioned to pay close attention to the exact layout of the system. The aesthetics are very important part of this project. Contractors are encouraged to demonstrate their capabilities in this area and to include reference pictures or diagrams documenting past projects. Following is brief summary of the documents:

Communications Sheet T0.01 – Legend, Abbreviations, Symbols

Communications Sheet T1.00 – Communications Site Plan.

Communications Sheet T2.01– Communications First Floor Plan

Communications Sheet T2.02– Communications Second Floor Plan

Communications Sheet T3.01 – Enlarged Plans and Elevations

Communications Sheet T4.01 – Elevations and Details

Communications Sheet T5.01 – One line and Riser Diagrams

9.0 MOVE ADD AND CHANGE ORDERS (MAC)

In addition to the new construction HCC also has continuing Moves, Add and Change Orders at its existing facilities. The selected vendor will also support these on going requirements of the college.

The following is the average number of MAC orders per year:

Number of Orders	Average Number of Drops
100 MAC Orders	4-25 Drops – Year 1
	6-30 Drops – Year 2
	10-40 Drops – Year 3

Provide per drop pricing for typical MAC order.

ATTACHMENT 5

SCHEDULE OF PLANS/EXHIBITS

CURRENT MICROSOFT PROJECT PROGRAM MANAGER'S MASTER SCHEDULE

CENTRAL COLLEGE LEARNING HUB

SHEET NUMBER

COMMUNICATIONS LEGEND, ABBREVIATIONS, AND SYMBOLS	T.001
COMMUNICATIONS SITE PLAN	T.100
COMMUNICATIONS FIRST FLOOR PLAN	T.201
COMMUNICATIONS SECOND FLOOR PLAN	T.202
COMMUNICATIONS THIRD FLOOR PLAN	T.203
COMMUNICATIONS FOURTH FLOOR PLAN	T.204
COMMUNICATIONS ENLARGED FLOOR PLANS AND RACK ELEVATIONS	T.301
COMMUNICATIONS ELEVATIONS AND DETAILS	T.401
COMMUNICATIONS ONE LINE AND RISER DIAGRAMS	T.501

NORTHEAST LEARNING HUB

SHEET NUMBER

COMMUNICATIONS LEGEND, ABBREVIATIONS, AND SYMBOLS	T.001
COMMUNICATIONS SITE PLAN	T.100
COMMUNICATIONS FIRST FLOOR PLAN	T.201
COMMUNICATIONS SECOND FLOOR PLAN	T.202
COMMUNICATIONS THIRD FLOOR PLAN	T.203
COMMUNICATIONS ENLARGED FLOOR PLANS AND RACK ELEVATIONS	T.301
COMMUNICATIONS ELEVATIONS AND DETAILS	T.401
COMMUNICATIONS ONE LINE AND RISER DIAGRAMS	T.501

NORTHEAST COLLEGE SCIENCE AND TECHNOLOGY BUILDING

SHEET NUMBER

COMMUNICATIONS LEGEND, ABBREVIATIONS, AND SYMBOLS	T.001
COMMUNICATIONS SITE PLAN	T.100
COMMUNICATIONS FIRST FLOOR PLAN	T.201
COMMUNICATIONS SECOND FLOOR PLAN	T.202
COMMUNICATIONS THIRD FLOOR PLAN	T.203
COMMUNICATIONS ENLARGED FLOOR PLANS AND RACK ELEVATIONS	T.301
COMMUNICATIONS ELEVATIONS AND DETAILS	T.401
COMMUNICATIONS ONE LINE AND RISER DIAGRAMS	T.501

SOUTHEAST COLLEGE LEARNING HUB (SCHEMATIC DESIGN PLAN ONLY)

SHEET NUMBER

COMMUNICATIONS LEGEND, ABBREVIATIONS, AND SYMBOLS	T.001
COMMUNICATIONS SITE PLAN	T.100
COMMUNICATIONS FIRST FLOOR PLAN	T.201
COMMUNICATIONS SECOND FLOOR PLAN	T.202
COMMUNICATIONS ENLARGED FLOOR PLANS AND RACK ELEVATIONS	T.301
COMMUNICATIONS ELEVATIONS AND DETAILS	T.401
COMMUNICATIONS ONE LINE AND RISER DIAGRAMS	T.501

SOUTHWEST COLLEGE STAFFORD LEARNING HUB**SHEET NUMBER**

COMMUNICATIONS LEGEND, ABBREVIATIONS, AND SYMBOLS	T.001
COMMUNICATIONS SITE PLAN	T.100
COMMUNICATIONS FIRST FLOOR PLAN	T.201
COMMUNICATIONS FIRST FLOOR PLAN SECTION A	T.201A
COMMUNICATIONS FIRST FLOOR PLAN SECTION B	T.201B
COMMUNICATIONS FIRST FLOOR PLAN SECTION C	T.201C
COMMUNICATIONS FIRST FLOOR PLAN SECTION D	T.201D
COMMUNICATIONS SECOND FLOOR PLAN	T.202
COMMUNICATIONS SECOND FLOOR PLAN SECTION A	T.202A
COMMUNICATIONS SECOND FLOOR PLAN SECTION B	T.202B
COMMUNICATIONS SECOND FLOOR PLAN SECTION C	T.202C
COMMUNICATIONS THIRD FLOOR PLAN	T.203
COMMUNICATIONS THIRD FLOOR PLAN SECTION A	T.203A
COMMUNICATIONS THIRD FLOOR PLAN SECTION B	T.203B
COMMUNICATIONS THIRD FLOOR PLAN SECTION C	T.203C
COMMUNICATIONS FIRST FLOOR ROOMS AND RACK ELEVATIONS	T.301
COMMUNICATIONS SECOND FLOOR ROOMS AND RACK ELEVATIONS	T.302
COMMUNICATIONS THIRD FLOOR ROOMS AND RACK ELEVATIONS	T.303
COMMUNICATIONS ELEVATIONS AND DETAILS	T.401
COMMUNICATIONS ONE LINE AND RISER DIAGRAMS	T.501

SOUTHWEST COLLEGE MISSOURI CITY ACADEMIC BUILDING**SHEET NUMBER**

COMMUNICATIONS LEGEND, ABBREVIATIONS, AND SYMBOLS	T.001
COMMUNICATIONS SITE PLAN	T.100
COMMUNICATIONS FIRST FLOOR PLAN	T.201
COMMUNICATIONS SECOND FLOOR PLAN	T.202
COMMUNICATIONS ENLARGED FLOOR PLANS AND RACK ELEVATIONS	T.301
COMMUNICATIONS ELEVATIONS AND DETAILS	T.401
COMMUNICATIONS ONE LINE AND RISER DIAGRAMS	T.501

SOUTHWEST COLLEGE WEST LOOP RENOVATION**SHEET NUMBER**

COMMUNICATIONS LEGEND, ABBREVIATIONS, AND SYMBOLS	T.001
COMMUNICATIONS FIRST FLOOR PLAN	T.201
COMMUNICATIONS SECOND FLOOR PLAN	T.202
COMMUNICATIONS ENLARGED FLOOR PLANS AND RACK ELEVATIONS	T.301
COMMUNICATIONS ENLARGED FLOOR PLANS AND RACK ELEVATIONS	T.301.1
COMMUNICATIONS ELEVATIONS AND DETAILS	T.401
COMMUNICATIONS ONE LINE AND RISER DIAGRAMS	T.501

SOUTHWEST COLLEGE HAYES ROAD RENOVATION**SHEET NUMBER**

COMMUNICATIONS LEGEND, ABBREVIATIONS, AND SYMBOLS	T.001
COMMUNICATIONS SITE PLAN	T.100
COMMUNICATIONS FLOOR PLAN	T.201
COMMUNICATIONS FLOOR PLAN SECTION A	T.201A
COMMUNICATIONS FLOOR PLAN SECTION B	T.201B
COMMUNICATIONS FLOOR PLAN SECTION C	T.201C

COMMUNICATIONS FLOOR PLAN SECTION D	T.202D
COMMUNICATIONS ENLARGED FLOOR PLANS AND RACK ELEVATIONS	T.301
COMMUNICATIONS RACK & CABINETS ELEVATIONS & DETAILS	T.301.1
COMMUNICATIONS ELEVATIONS AND DETAILS	T.401
COMMUNICATIONS ONE LINE AND RISER DIAGRAMS	T.501

NORTHEAST COLLEGE NORTHLINE LEARNING HUB

COMMUNICATIONS LEGEND, ABBREVIATIONS, AND SYMBOLS	TI001
COMMUNICATIONS SITE PLAN	TI100
COMMUNICATIONS FIRST FLOOR PLAN	TI201
COMMUNICATIONS SECOND FLOOR PLAN	TI202
COMMUNICATIONS THIRD FLOOR PLAN	TI203
COMMUNICATIONS FOURTH FLOOR PLAN	TI204
COMMUNICATIONS ENLARGED FLOOR PLANS AND ELEVATIONS	TI301
COMMUNICATIONS RACK ELEVATIONS & DETAILS	TI301.1
COMMUNICATIONS ELEVATIONS AND DETAILS	TI401
COMMUNICATIONS ONE LINE AND RISER DIAGRAMS	TI501

ATTACHMENT NO. 6

GENERAL TERMS AND CONDITIONS

1. **Contract Award**

A response to the solicitation is an offer to contract with Houston Community College System ("HCC") based on the terms and conditions contained therein. Proposals do not become contracts until they are accepted by HCC through issuance of written purchase orders or other duly executed documents.

2. **Contract Term**

The contract term for contract(s) awarded resulting from this solicitation will be ____ year with _____ one-year renewal options. Any contract renewal or extension may be subject to approval by the Board of Trustees.

3. **Interpretation, Jurisdiction and Venue**

The Contract shall be construed and interpreted solely in accordance with the laws of the State of Texas. Venue of any suit, right or cause of action arising under or in connection with the contract shall be exclusively in Harris County, Texas.

4. **Compliance with Laws**

The Contractor shall give all notices and comply with all Federal, State of Texas and local laws. Upon request, the Contractor shall furnish to HCC certificates of compliance with all such laws.

5. **Taxes**

HCC is tax exempt as a governmental subdivision of the State of Texas under Section 501C (3) of the Internal Revenue Code. Limited Sales Tax Number: 1-74-1709152-1.

6. **Termination for Convenience**

HCC may, at its option and discretion, terminate or reduce the statement of work or other requirements of the contract at any time, without any default on the part of the Contractor, by giving thirty (30) calendar days written notice thereof to the Contractor.

7. **Termination for Default**

HCC may terminate the contract immediately for default, by giving written notice thereof to the Contractor, if the Contractor neglects to execute the work properly; performs in an unsatisfactory manner or fails to perform any provisions of the contract. In the event of termination for default, HCC shall have against the Contractor, all remedies provided by law and equity.

8. **Ethics Conduct**

Any direct or indirect actions taken to unduly influence competitive purposes, to circumvent equal consideration for competitive bidders, or to disregard ethical and legal trade practices will disqualify vendors and contractors from current and future consideration for participation in HCC orders and contracts.

9. **Small Business Development Program (SBDP)**

The Contractor hereby agrees to attain small business participation in the amount of ____% of the total contract amount. The Contractor agrees to enter into agreements for the Work identified in Exhibit ____, entitled Contractor and First Tier Subcontractor/Supplier Participation. The subcontracting goal applies to all vendors regardless of their status. The Contractor's failure to comply with the aforementioned small business participation provisions may result in:

- Withholding of payment until such compliance is achieved or a waiver of the provisions is provided by HCC.
- Revocation of any benefits and incentives provided under the program or suspension or termination of the contract in whole or in part.

10. Small Business Compliance

The Contractor shall meet with the HCC Buyer and the HCC Small Business Representative at the 50% and 75% completion phases/dates of the contract, to verify small business participation activity and to ensure compliance with the small business goal stated in the contract, if any.

11. Prime Contractor/Contract for Services

If this contract is for services, the Contractor shall perform a minimum of 30% of the work with its labor force or demonstrate management of the work to the satisfaction of HCC.

12. Changes

HCC shall have the right, at any time, to make changes within the scope of the contract. If such change causes a material increase in the Contractor’s cost and/or the time for performance, the Contractor shall so notify HCC in writing within ten (10) calendar days from the date of the contractor’s receipt of the notice of change, and an equitable adjustment in the price and/or the time of performance shall be mutually agreed upon between the parties. No such change shall be effective in the absence of express written direction of HCC.

13. Insurance Requirements

The Contractor agrees to comply with the insurance requirements contained in Exhibit H.

14. Indemnification

The Contractor shall hold HCC, its agents, employees, trustees and other officers harmless from any claim or liability asserted against it by reason of the negligence of the Contractor, its agents, servants and employees in the performance of the Contract.

15. Independent Contractor

It is agreed and understood that the Contractor shall be deemed to be an independent contractor in all its operations and activities hereunder; that the employees furnished by the Contractor to perform the services required by the contract shall be deemed to be Contractor’s employees or independent subcontractors; that Contractor’s employees shall be paid by the Contractor; that Contractor and its employees shall be responsible for all obligations and reports covering social security, unemployment insurance, income tax, and other reports and deductions required by State and Federal law.

16. Assignment

The Contractor may not assign or transfer any of its rights, duties or obligations under this Agreement, in whole or in part, without the prior written consent of HCC. This contract shall inure to the benefit of, and be binding upon, the parties hereto and their respective successors and permitted assigns.

17. Notices

All notices hereunder by either party to the other shall be in writing, delivered personally, by certified or registered mail, return receipt requested, or by overnight courier, and shall be deemed to have been duly given when delivered personally or when deposited in the United States mail, postage prepaid addressed as follows:

Houston Community College System:
Procurement Operations (11th Floor)
3100 Main Street
Houston, Texas 77002
ATTN: Michael Kyme,
Executive Director, Procurement Operations

Contractor:

ATTN: _____

18. Invoicing and Payment

The Contractor shall submit an original invoice to the address shown below for the goods or services which have been inspected and accepted by HCC:

Houston Community College System
Accounts Payable
P.O. Box 667460
Houston, Texas 77266-7460
Reference Project No. 07-20 and the applicable purchase order number.

Generally, payment will be made within thirty (30) calendar days after receipt of a properly prepared invoice or acceptance of the goods or services, whichever is later. Payment shall be considered made when HCC deposits the Contractor's payment in the mail or the date on which an electronic transfer of funds occurs.

19. Drug Policy

HCC is a drug-free workforce and workplace. The manufacture, sale, distribution, Dispensation, or use of illegal drugs or alcohol by the Contractor or its employees while on HCC's premises is strictly prohibited. Any violation of this provision by the Contractor or its employees will be considered a breach of contract by the Contractor.

20. Appropriated Funds

The purchase of any service or product under this contract beyond the initial contract period is contingent upon the availability of appropriated funds. HCC shall have the right to cancel this contract at the end of the current fiscal year if funds are not allotted for the next fiscal year to continue this contract. If funds are withdrawn or do not become available, HCC reserves the right to cancel this contract by giving the Contractor a thirty (30) day written notice of cancellation without penalty. Upon cancellation of this contract, HCC shall not be responsible for any payment of any service or product received that occur after the end of the current contract period. HCC fiscal year begins on September 1 and ends on August 31st .

21. Entire Agreement

This Contract and its accompanying exhibits contain the entire understanding of the parties regarding the services or materials provided and supersede all prior agreements, oral or written, and all other communications between the parties relating to the subject matter. This Agreement may not be amended or modified, except by mutual written agreement.

CONTRACTOR AND FIRST TIER SUBCONTRACTOR/SUPPLIER PARTICIPATION FORM

Bidder/offerer presents the following participants in this solicitation and any resulting Contract. All bidders / offerers, including small businesses bidding as prime contractors, are required to demonstrate good faith efforts to include eligible small businesses in their bid submissions as subcontractors and/or suppliers.

CONTRACTOR	Type of Work to be Performed or Materials Supplied	Indicate if Small Business, DBE, HUB, MBE, etc.	Percent of Contract Effort	Price
Business Name:				
Business Address:				
Telephone No. :				
Contact Person:				
SUBCONTRACTORS				
Business Name:				
Business Address:				
Telephone No. :				
Contact Person:				
Business Name:				
Business Address:				
Telephone No. :				
Contact Person:				
SUPPLIERS				
Business Name:				
Business Address:				
Telephone No. :				
Contact Person:				
Business Name:				
Business Address:				
Telephone No. :				
Contact Person:				

Submitted by: _____ Business Name: _____
 Address: _____
 Telephone/Fax: _____ Date: _____

Contractor \$ _____
 Subcontractor(s) \$ _____
 Supplier (s): \$ _____

ATTACHMENT NO. 8

**HOUSTON COMMUNITY COLLEGE SYSTEM
SUBCONTRACTOR / SUBCONSULTANT / SUPPLIER PAYMENT CERTIFICATION FORM**

HCC Project No. 07-20

(This form is to be completed by the Subcontractor/Subconsultant or Supplier for each payment received from the Prime Contractor/Consultant.)

NAME OF FIRM: _____

ADDRESS: _____

The above firm is a: (check one)

- Subcontractor
- Subconsultant
- Supplier

I hereby certify that the above firm received payment on _____ from _____ in the amount of
(date) (enter name of prime contractor)
\$ _____ as full payment of Invoice No. _____ dated _____ for work performed or materials provided
during _____ under HCC Project No. 07-20
(enter dates)

Note: This form shall be completed and signed by an Officer of the firm. Attach this form to each invoice for payment.

Signature _____

Printed or Typed Name _____

Title _____

Date: _____

ATTACHMENT NO. 9

**HOUSTON COMMUNITY COLLEGE SYSTEM
PROGRESS ASSESSMENT REPORT OF WORK SUBCONTRACTED FORM**

Reporting Period: From _____ To _____

Consultant / Contractor: _____ HCC Project No. 07-20

Total Contract Amount (Prime Contractor) \$ _____

Subconsultant / Subcontractor / Supplier (Name)	Total Subcontract Amount	Amount Paid This Period \$ _____	Total Paid to Date \$ _____

I hereby certify that _____ has made timely payments from proceeds of prior payments, and will make payments within
(enter name of prime contractor)

five (5) calendar days of receipt of funds now due from HCC to our subcontractors and suppliers in accordance with contractual arrangements with them.

Note: This form shall be completed and signed by an officer of the firm. Attach this form to each invoice for payment.

Name: _____
 Signature: _____
 Title: _____
 Phone: _____
 Date: _____

ATTACHMENT NO. 10

INSURANCE REQUIREMENTS

**HOUSTON COMMUNITY COLLEGE SYSTEM
INSURANCE REQUIREMENTS FOR CONTRACTORS AND DESIGN FIRMS
WHO RENDER SERVICES FOR HCCS**

The following coverages and limits are the minimum limits that the Contractor / Design Firm is required to carry:

1. Commercial General Liability for Bodily Injury / Property Damage Limits:

Occurrence / Personal Injury / Advertising / Products / Completed Operations	\$1,000,000 CSL
Annual Aggregate	\$2,000,000 CSL
Products Aggregate	\$2,000,000 CSL
Fire, Lightning or Explosion	\$1,000,000 CSL
Medical Expense	\$5,000 Per Person

2. Professional Liability:

Occurrence / Aggregate	\$5,000,000
An Umbrella Liability policy is also required with Minimum Limits of \$5,000,000	

3. Automobile Liability:

Bodily Injury / Property Damage	\$1,000,000
---------------------------------	-------------

4. Workers Compensation:

Part B -	\$1,000,000 Each Accident
	\$1,000,000 Policy Limits
	\$1,000,000 Each Employee

The following endorsements are required on the Certificate of Insurance:

- 90 Day Notice of Cancellation
- HCCS be named as Additional Insured on all policies except the Workers Compensation (Prohibited by Law)
- Waiver of Subrogation added by endorsement on all policies

Certificate of Insurance to be furnished to HCCS Risk Management Office, PO Box 667517, Houston, TX 77266, fax # (713) 718-5177 indicating the limits and coverages as outlined above within **14** calendar days after receipt of a written purchase order or some other duly executed contract document issued by HCCS.

ATTACHMENT NO. 11

HCC PROJECT NO. 07-20

HOUSTON COMMUNITY COLLEGE SYSTEM

DETERMINATION OF GOOD FAITH EFFORT FORM

Proposer _____

Address _____

Phone _____ Fax Number _____

In making a determination that a good faith effort has been made, HCC requires the Proposer to complete this form and submit supporting documentation explaining in what ways the Proposer has made a good faith effort to attain the small business goal. The Proposer will respond by answering "yes" or "no" to the following and provide supporting documentation:

- _____ (1) Whether the Proposer provided written notices and/or advertising to at least five (5) certified small businesses or advertised in general circulation, trade association and/or small businesses focus media concerning subcontracting opportunities.
- _____ (2) Whether the Proposer divided the work into the reasonable portions in accordance with standard industry practices.
- _____ (3) Whether the Proposer documented reasons for rejection or met with the rejected small business to discuss the rejection.
- _____ (4) Whether the Proposer negotiated in good faith with small businesses, not rejecting qualified subcontractors who were also the lowest responsive bidder.

NOTE: If the Proposer is unable to meet the solicitation goal or if any of the above items (1-4) are answered "no", the Proposer must submit a letter of justification.

Signature of Proposer

Title

Date

**ATTACHMENT NO. 12
SMALL BUSINESS UNAVAILABILITY CERTIFICATION FORM**

I, _____, _____
 (Name) (Title)

Of _____, certify that on the date(s) shown below, the small businesses listed herein were
 (Business name) contacted to obtain Bids for Materials or Services to be utilized on
 HCC Project No. 07-20

DATE CONTACTED	SMALL BUSINESS	TELEPHONE NO.	CONTACT PERSON	MATERIALS OR SERVICES	RESULTS
1.					
2.					
3.					
4.					
5.					
6.					

To the best of my knowledge and belief, said small business was unavailable for this solicitation, unable to prepare a proposal or prepared a proposal that was rejected for the reason(s) stated in the RESULTS column above.

The above statement is a true and accurate account of why I am unable to commit to awarding subcontract(s) or supply order(s) to the small business listed above.

NOTE: This form to be submitted with all Proposer's documents for Waiver of small business participation. (See Instructions to Proposers)

Signature: _____
 (Proposer)

SMALL BUSINESS DEVELOPMENT QUESTIONNAIRE

Note: Vendors are to complete this form along with a **copy** of the Contractor and First Tier Subcontractor/Supplier Participation Form and return them in a separately sealed envelope addressed to:

**Houston Community College System
Procurement Operations/Small Business Development
Post Office Box 667517
Houston, Texas 77266-7517**

FIRM NAME: _____

FIRM ADDRESS: _____

TELEPHONE: _____

FAX NUMBER: _____

EMAIL ADDRESS: _____

CONTACT PERSON'S NAME AND PHONE NO. _____

SIGNATURE OF FIRM'S AUTHORIZED OFFICIAL: _____

NAME AND TITLE (Type or Print): _____

COMPANY MAJORITY OWNERSHIP (Check one in each column)

<u>ETHNICITY</u>	<u>GENDER</u>	<u>LOCATION</u>
___ African American (AA)	___ Male	___ Houston (H)
___ Asian Pacific American (APA)	___ Female	___ Texas (T)
___ Caucasian (C)		___ Out of State (O)
___ Hispanic American (HA)		Specify State _____
___ Native American (NA)		___ Public Owned (PO)
___ Other (O) Specify _____		

BUSINESS CLASSIFICATION

___ DBE Disadvantaged Business Enterprise	___ SB Small Business
___ WBE Women Owned Business Enterprise	___ MBE Minority Business Enterprise
___ HUB Historically Underutilized Business	___ Other: _____

Please provide information regarding certifying agency (if any)

Name of Agency	Certificate Number	Expiration Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

ATTACHMENT NO. 14

NON-DISCRIMINATION STATEMENT

The undersigned certifies that he/she will not discriminate against any employee or applicant for employment or in the selection of subcontractors because of race, color, age, religion, gender, national origin or disability. The undersigned shall also take action to ensure that applicants are employed, and treated during employment, without regard to their race, color, religion, gender, age, national origin or disability. Such action shall include, but shall not be limited to the following: employment, upgrading or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other compensation, and selection for training, including apprenticeship.

Name/Title: _____
(Type or Print)

Signature: _____ Date: _____

Company Name: _____
(Type or Print)

Address: _____

Telephone Number: _____

ATTACHMENT NO. 15

CERTIFICATION AND DISCLOSURE STATEMENT

A person or business entity entering into a contract with HCC is required by Texas Law to disclose, in advance of the contract award, if the person or an owner or operator of the business entity has been convicted of a felony. The disclosure should include a general description of the conduct resulting in the conviction of a felony as provided in section 44.034 of the Texas Education Code. The requested information is being collected in accordance with applicable law. **This requirement does not apply to a publicly held corporation.**

If an individual: YES or NO
Have you been convicted of a felony? _____

If a business entity: YES or NO

Has any owner of your business entity been convicted of a felony? _____

Has any operator of your business entity been convicted of a felony? _____

If you answered yes to any of the above questions, please provide a general description of the conduct resulting in the conviction of the felony, including the Case Number, the applicable dates, the State and County where the conviction occurred, and the sentence. I attest that I have answered the questions truthfully and to the best of my knowledge.

By: _____ Date: _____

Name: _____

Title: _____

Business Entity: _____

Signature of Firm's Authorized Official: _____

State of : _____

sworn to and subscribed before me at _____

this the _____ day of _____, 2007

Notary Public for the State of : _____

ATTACHMENT NO. 16

STATE AFFIDAVIT

This company, contractor, or subcontractor agrees to refrain from discrimination in terms and conditions of employment on the basis of race, color, religion, sex, physical handicap, or national origin, and agrees to take affirmative action as required by Federal Statutes and Rules and Regulations issued pursuant thereto in order to maintain and ensure nondiscriminatory employment practices.

Signed: _____

Name of Company: _____

Address of Company: _____

State of : _____

Sworn to and subscribed before me at _____

this the _____ day of _____, 2007.

Notary Public for the State of : _____

**ATTACHMENT NO. 17
BUSINESS QUESTIONNAIRE**

FIRM NAME: _____

FIRM ADDRESS: _____

TELEPHONE: _____

FAX NUMBER: _____

EMAIL ADDRESS: _____

CONTACT PERSON'S NAME AND PHONE NO. (Type or Print):

SIGNATURE OF FIRM'S AUTHORIZED OFFICIAL: _____

NAME AND TITLE (Type or Print): _____

Do you or any officer, partner, owner, sales representative and/or spouse work for the Houston Community College System? _____ Yes _____ No

If yes, please specify: _____

State in which your home office / headquarters is located _____?

If headquarters is located out of state, does that state have preferential treatment on Bids? _____
If yes, list percentage. _____%

Name of Financial Institution _____ Contact Person _____
Title _____

Please indicate how you became aware of this procurement? Source: _____

Example: Newspapers (Chronicle, El Dia, Houston Star, African American News, etc.)(Houston Minority Business Council, HCC Website, Chamber of Commerce, etc.)

ATTACHMENT NO. 18

ASSURANCE OF SBDP GOAL

The undersigned certifies that he/she has read, understands and agrees to be bound by the small business provisions set forth in this Solicitation. The undersigned further certifies that he/she is legally authorized to make the statements and representations in the Solicitation and that said statements and representations are true and accurate to the best of his/her knowledge. The undersigned will enter into formal agreement(s) for work identified on the **CONTRACTOR AND FIRST TIER SUBCONTRACTOR PARTICIPATION** form conditioned upon execution of a contract with HCC. The undersigned agrees to attain the small business utilization percentages of the total offer amount as set forth below:

Small Business Participation Goal = 35 %

The undersigned certifies that the firm shown below has not discriminated against any small business or other potential subcontractor because of race, color, religion, gender, age, veteran's status, disability or national origin, but has provided full and equal opportunity to all potential subcontractors irrespective of race, color, religion, gender, age, disability, national origin or veteran status.

The undersigned understands that if any of the statements and representations are made knowing them to be false or there is a failure to implement any of the stated commitments set forth herein without prior approval of HCC's Chancellor or the duly authorized representative, the Bidder may be subject to the loss of the contract or the termination thereof resulting from this bid and could be ineligible for future HCC contract awards.

Signature _____

Title _____ Date of Signing _____

Firm Name _____

Address _____

Telephone Number _____

ATTACHMENT NO. 19
VENDOR APPLICATION INSTRUCTIONS

Houston Community College System ("HCC") Procurement Operations has developed an online vendor application system. This system is designed to allow firms or individuals that are interested in doing business with HCC to register online and become part of our vendor database. Once registered, you will receive a password and personal login information that will allow you to modify your vendor information anytime a change occurs with your company. You will have the flexibility to add or delete commodity lines, update phone numbers and contact information, etc. This database will allow HCC to notify, via email, all companies that match the desired commodity criteria for procurement opportunities within HCC. What a great way to never miss out on an HCC bid or proposal opportunity again.

Please take a moment to go to the Houston Community College System Procurement Operations website and register as a vendor. The website address to access the vendor registration form is http://216.119.142.201/HCCS/Supplier_Registration_Form.asp

Once you have completed your application, please print out a copy of the completed application and submit it with your completed bid package. If you do not have internet access you are welcome to use a computer at any HCC library to access the website and register.

ATTACHMENT NO. 20

CONFLICT OF INTEREST QUESTIONNAIRE

CONFLICT OF INTEREST QUESTIONNAIRE FORM CIQ

For vendor or other person doing business with local government entity

This questionnaire is being filed in accordance with chapter 176 of the Local Government Code by a person doing business with the government entity.

OFFICE USE ONLY

Date Received

By Law this questionnaire must be filled with the records administrator of the local government not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 76.006, Local Government Code.

A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

1 Name of Person doing business with local government entity.

2 Check this box if you are filing an update to a previous questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than September 1 of the year for which an activity described in Section 176.006(a), Local Government Code, is pending and not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 Describe each affiliation or business relationship with an employee or contractor of the local government entity who makes recommendations to a local government officer of the local government entity with respect to the expenditure of money.

4 Describe each affiliation or business relationship with a person who is a local government officer and who appoints or employs a local government officer of the local government entity that is the subject of this questionnaire.

CONFLICT OF INTEREST QUESTIONNAIRE FORM CIQ
For vendor or other person doing business with local government entity

5 Name of local government officer with whom filer has affiliation or business relationship. (Complete this section only if the answer to A, B, or C is YES.)

This section, item 5 including subparts A, B, C, & D, must be completed for each officer with whom the filer has affiliation or business relationship. Attach additional pages to the Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income from the filer of the questionnaire?

Yes No

B. Is the filer of the questionnaire receiving or likely to receive taxable income from or at the direction of the local government officer named in this section AND the taxable income is not from the local government entity?

Yes No

C. Is the filer of this questionnaire affiliated with a corporation or other business entity that the local government officer serves as an officer or director, or holds an ownership of 10% or more?

Yes No

D. Describe each affiliation or business relationship.

6 Describe any other affiliation or business relationship that might cause a conflict of interest.

7 _____ Date
Signature of person doing business with the government entity

**Houston Community College System
Procurement Operations**



SAMPLE CONTRACT DOCUMENTS

By and Between

HOUSTON COMMUNITY COLLEGE SYSTEM

AND

FOR

STRUCTURED CABLING SERVICES

HCC PROJECT NO. 07-20

SAMPLE CONTRACT EXHIBITS

**EXHIBIT A
PROPOSAL / AWARD FORM**

Note: (Attachment No. 1 of this solicitation may become Exhibit A in the resulting contract.)

**EXHIBIT B
SCHEDULE OF ITEMS AND PRICES**

Note: (Attachment No. 2 of this solicitation may become Exhibit B in the resulting contract.)

**EXHIBIT C
SCOPE OF SERVICES**

Note: (Attachment No. 3 of this solicitation may become Exhibit C in the resulting contract.)

**EXHIBIT D
GENERAL TERMS AND CONDITIONS**

Note: (Attachment No. 4 of this solicitation may become Exhibit D in the resulting contract.)

**EXHIBIT E
CONTRACTOR AND FIRST TIER SUBCONTRACTOR/SUPPLIER PARTICIPATION FORM**

Note: (Attachment No. 5 of this solicitation may become Exhibit E in the resulting contract.)

**EXHIBIT F
SUBCONTRACTOR/SUBCONSULTANT/SUPPLIER PAYMENT CERTIFICATION**

Note: (Attachment No. 6 of this solicitation may become Exhibit F in the resulting contract.)

**EXHIBIT G
PROGRESS ASSESSMENT REPORT OF WORK SUBCONTRACTED**

Note: (Attachment No. 7 of this solicitation may become Exhibit G in the resulting contract.)

**EXHIBIT H
INSURANCE REQUIREMENTS**

Note: (Attachment No. 8 of this solicitation may become Exhibit H in the resulting contract.)