

# BID SOLICITATION



**City of Chattanooga**  
**101 East 11th Street, Suite G13**  
**Chattanooga, TN 37402**

**BID OPENING DATE AND TIME:**

29-MAY-19 at 2:00 PM

**BID NUMBER: 305508**

**BUYER:**

**PHONE #: (423) 643-7230**

**DELIVERY REQUIRED:**

**SEALED BIDS**

Mail or submit two (2) signed copies of bid form to this office in the enclosed envelope. Retain one copy for your file.

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O** City of Chattanooga  
 101 East 11th Street, Suite G13  
 Chattanooga, TN 37402

| Item | Class-Item | Quantity | Unit | Unit Price | Total |
|------|------------|----------|------|------------|-------|
|------|------------|----------|------|------------|-------|

Requisition No.: 184418 / Bid No. 305508  
 Ordering Dept.: Department of Information Technology  
 Buyer: Marisol Hernandez  
 Phone No.: 423-643-7235  
 Email: MHernandez@chattanooga.gov

Items Being Purchased: Structured Cabling for CityWide Use

**ATTACHMENTS:**

- Specifications (Including Appendix A List of Bid Items)
- Iran Divestment Act Form
- Affirmative Action Plan
- No Contact / No Advocacy Notice Receipt, Must Be Notarized

\*\*\*\*\*  
 DEADLINE FOR QUESTIONS IS 2:00 PM MAY 17, 2019  
 \*\*\*\*\*

This Shall Be A Twelve (12) Month Blanket Contract To Supply Structured Cabling Service. The Contract Term May Be Renewed For An Additional Three (3) Twelve (12) Month Terms Under The Same Terms And Conditions By Mutual Agreement. The City Of Chattanooga And The Contractor May Bilaterally Extend The Contract By Providing Written Confirmation Of Agreement By Both Parties At Least 30 Days Prior To The Contract's Current Expiration Date Into Any Successive Term As Provided Herein.

QUANTITIES ARE ESTIMATES ONLY THE CITY OF CHATTANOOGA SHALL GUARANTEE NO MINIMUM OR MAXIMUM AMOUNT PURCHASED DURING THE LIFETIME OF THE CONTRACT.

\*\*\* BID MUST BE RECEIVED NO LATER THAN \*\*\*  
 \*\*\* 2:00 PM EST ON MAY 29, 2019 \*\*\*

City of Chattanooga (COC) Terms and Conditions posted on Website  
<http://www.chattanooga.gov/purchasing/standard-terms-and-conditions>

If you can't download call buyer for a copy.

**NOTE:**

**ALL BIDS MUST BE SIGNED**

All bids received are subject to the terms and conditions contained herein and as listed in the above referenced website. The undersigned Bidder acknowledges having received, reviewed, and agrees to be bound to these terms and conditions, unless specific written exceptions are otherwise stated. Exceptions not submitted with bid responses will not be considered.

Any manufacturer;s names, trade names, brand names, or catalog numbers used in the specifications are for the purpose of describing and establishing general quality levels. Such references ar enot intended to be restrictive. Bids will be considered for any brand which meets or exceeds the quality of the specifications listed for any item.

The City of Chattanooga reserves the right to reject any and/or all bids, waive any informalities in the bids received, and to accept any bid which in its opinion may be for the best interest of the city.

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| Item | Class-Item | Quantity | Unit | Unit Price | Total |
|------|------------|----------|------|------------|-------|
|------|------------|----------|------|------------|-------|

The City of Chattanooga will be non-discriminatory in the purchase of all goods and services on the basis of race, color, or national origin.

\*\*\*\* NOTE \*\*\*\*  
 PLEASE PROVIDE US WITH THE FOLLOWING INFORMATION:

Company Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone/Toll-Free No. \_\_\_\_\_

Fax No. \_\_\_\_\_

eMail Address \_\_\_\_\_

Contact Person's Name \_\_\_\_\_

Estimated Delivery \_\_\_\_\_

Minority-Owned Business \_\_\_\_\_ Small Business \_\_\_\_\_ Veteran \_\_\_\_\_

Minority Woman-Owned Business \_\_\_\_\_ Disabled Veteran \_\_\_\_\_

Woman-Owned Business \_\_\_\_\_

\*\*\*\* ALL ITEMS MUST BE QUOTED F.O.B. DESTINATION \*\*\*\*

**NOTE: ALL BIDS RECEIVED ARE SUBJECT TO THE TERMS AND CONDITIONS**

The City is Exempt from all Federal and State Tax.  
 Bids will be received at the above mentioned address.

TERMS OF PAYMENT: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

ALL BIDS MUST BE SIGNED – The undersigned offers the above quoted prices under the conditions contained herein.

COMPANY: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

NAME AND TITLE: \_\_\_\_\_

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Chattanooga, TN 37402

| Item | Class-Item                                 | Quantity | Unit   | Unit Price | Total |
|------|--|----------|--------|------------|-------|
| 1    | Cat 6 Termination Single                   | 1        | Dollar | _____      | _____ |
| 2    | 4" Tall Wall Mount Swing Rack              | 1        | Dollar | _____      | _____ |
| 3    | 24 Port, Cat 6 Patch Panel, Rack Mount     | 1        | Dollar | _____      | _____ |
| 4    | 48 Port, Cat 6 Patch Panel, Rack Mount     | 1        | Dollar | _____      | _____ |
| 5    | 2" EMT Conduit, Installed, Per Foot        | 1        | Dollar | _____      | _____ |
| 6    | Plastic Raceway, Installed, Per Foot       | 1        | Dollar | _____      | _____ |
| 7    | Metallic Raceway, Installed, Per Foot      | 1        | Dollar | _____      | _____ |
| 8    | Regular Rate, 15-Minute Interval, 1/4 Hour | 1        | Dollar | _____      | _____ |
| 9    | Cat 6 Non Plenum Single                    | 1        | Dollar | _____      | _____ |
| 10   | Right Angle Raceway Fitting                | 1        | Dollar | _____      | _____ |

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| Item | Class-Item                               | Quantity | Unit   | Unit Price | Total |
|------|--|----------|--------|------------|-------|
| 11   | Drop Ceiling Entrance Fitting, Installed | 1        | Dollar | _____      | _____ |
| 12   | J Hook, Installed                        | 1        | Dollar | _____      | _____ |
| 13   | Raceway Fitting, Installed               | 1        | Dollar | _____      | _____ |
| 14   | Cat 6, Plenum, Single                    | 1        | Dollar | _____      | _____ |
| 15   | Cat 6, Non Plenum, Dual                  | 1        | Dollar | _____      | _____ |
| 16   | Cat 6, Plenum, Dual                      | 1        | Dollar | _____      | _____ |
| 17   | Cat 6, Non Plenum, Quad, 3 Cables        | 1        | Dollar | _____      | _____ |
| 18   | Cat 6, Plenum, Quad, 3 Cables            | 1        | Dollar | _____      | _____ |
| 19   | Cat 6, Termination, Dual                 | 1        | Dollar | _____      | _____ |
| 20   | Cat 6, Termination, Quad                 | 1        | Dollar | _____      | _____ |

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| Item | Class-Item   | Quantity | Unit   | Unit Price | Total |
|------|--|----------|--------|------------|-------|
| 21   | 2" Penetration w/Firestop, Installed                       | 1        | Dollar | _____      | _____ |
| 22   | Wall Rack, Installed                                       | 1        | Dollar | _____      | _____ |
| 23   | Junction Box, Installed                                    | 1        | Dollar | _____      | _____ |
| 24   | 19" Wall or Rack Mounted Shelf                             | 1        | Dollar | _____      | _____ |
| 25   | Cat 6, Outdoor Cable, Price per Foot, Installed, Dual Drop | 1        | Dollar | _____      | _____ |
| 26   | Discount from Catalog Items / Substitutions Allowed        | 1        | Dollar | _____      | _____ |

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COMPANY: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

NAME AND TITLE: \_\_\_\_\_

May 13, 2019

Ref. No. 305508

**PURCHASING DIVISION  
101 EAST 11<sup>th</sup> STREET, STE. G-13  
CHATTANOOGA, TENNESSEE 37402  
CITY HALL**

**Invitation to Bid for the City of Chattanooga, TN**

*Bids will be received at 101 East 11<sup>th</sup> Street, Ste. G-13, Chattanooga, TN, 37402, until 2:00 p.m., e.s.t., on Wednesday, May 29, 2019.*

**Requisition No.: 184418  
Ordering Dept.: Department of Information Technology  
Buyer: Marisol Hernandez  
Phone No.: 423-643-7235  
Fax No.: 423-643-7244**

\*\*\*\*\*

**Items Being Purchased: STRUCTURED CABLING SERVICES.**

\*\*\*\*\*

**\*\*\*INVITATION TO BID MUST BE RECEIVED\*\*\*  
NO LATER THAN  
2:00 P.M. E.S.T. ON MAY 29, 2019  
\*\*ALL QUESTIONS MUST BE SUBMITTED IN WRITING\*\*  
AND RECEIVED NO LATER THAN  
2:00 P.M. E.S.T. ON MAY 17, 2019**

\*\*\*\*\*

The City of Chattanooga reserves the right to reject any and/or all bids, waive any informalities in the bids received, and to accept any bid which in its opinion may be for the best interest of the City.

The City of Chattanooga will be non-discriminatory in the purchase of all goods and services on the basis of race, color or national origin.

The City of Chattanooga (COC) Terms and Conditions posted on Website are applicable: <http://www.chattanooga.gov/purchasing/standard-terms-and-conditions>

\*\*\*\*\*

**NOTE: ALL BIDS MUST BE SIGNED.**

All bids received are subject to the terms and conditions contained herein and as listed in the above referenced website. The undersigned Offeror acknowledges having received, reviewed, and agrees to be bound to these terms and conditions, unless specific written exceptions are otherwise stated within Offeror's bid.

# **INVITATION TO BID**

## **STRUCTURED CABLING SERVICES**

**For**

**City of Chattanooga**

**MAY 13, 2019**

## OVERVIEW:

### Purpose of Bid

This Bid is issued to obtain a qualified firm to provide inside and outside structured cabling installations.

### Scope

Installations under this contract may include telecommunications, data, coax, audiovisual installations, and low voltage electrical in new buildings, during building renovations and additions to existing cabling networks. Outside plant work shall be for inter- building connectivity that may include trenching, directional boring, aerial pulls, placing of conduit, as well as installing copper or fiber cabling. The City may also take advantage of other products and services offered by the vendor. Excluded may be cabling for specific telephone systems covered under existing City of Chattanooga voice maintenance contracts.

## GENERAL INSTRUCTIONS TO PROPOSERS

**Sealed Bids must be submitted in hard copy format to the Purchasing Division, City of Chattanooga, by no later than 2:00 p.m., EDT, on May 29, 2019 to the attention of:**

City of Chattanooga Purchasing Division  
Attn: Marisol Hernandez  
101 East 11<sup>th</sup> Street  
Suite G13  
Chattanooga, TN 37402  
Phone: (423) 643-7235  
Fax: (423) 643-7244  
[mhernandez@chattanooga.gov](mailto:mhernandez@chattanooga.gov)

Late or misdirected bids shall be rejected and returned unopened without exception. Postmarks are not accepted.

### Quantity and Format

Proposer shall submit two (2) complete copies of their bid; one (1) original, one (1) copy. All bids shall be submitted in a sealed non-transparent envelope or box marked "**305508 - "Structured Cabling Service.**

### Implied Requirements

All products and services not specifically mentioned in this bid, but which are necessary to provide the functional capabilities described by the Proposer, shall be included in the Bid.

#### Proposer-Supplied Materials

Any material submitted by a Proposer shall become the property of the City unless otherwise requested at the time of submission. **Any firm submitting a bid should assume the information included in the bid is subject to Open Records / Freedom of Information Act.**

#### Incurring Costs

The City shall not be liable for any cost incurred by the proposer prior to the issuance of a contract purchase agreement and will not pay for the information solicited or obtained. Proposer shall not include or integrate any such expense as part of its bid.

#### Economy of Preparation

Bids shall be prepared simply and economically. Bids shall provide a straightforward and concise bid description. Emphasis shall be placed on clarity and content.

#### Bid Withdrawal Procedure

A Bid may be withdrawn at any time until the date and time set above for opening of bids. Any bid not so withdrawn shall, upon opening, constitute an irrevocable offer to provide the specifications set forth in the bid, until the successful bid(s) is/are accepted and a contract has been executed between the City and the successful Proposer(s).

#### General Reservation of City Rights

The City of Chattanooga may contact any firm for the purpose of obtaining additional information or clarification.

#### General Terms

Any contract resulting from this Bid will be subject to the City of Chattanooga's Standard Terms and Conditions.

<http://www.chattanooga.gov/purchasing/standard-terms-and-conditions>

Any exceptions to said Terms and Conditions must be submitted with Bid response.

Proposers shall state any exceptions to or deviations from the terms of this Bid and the Standard Terms and Conditions. Where proposer wishes to propose alternative approaches to meeting the City's technical or contractual requirements, these should be thoroughly explained. The Contractor shall be bound to accept all stated terms not except in its bid.

City reserves the right to accept or reject any or all exceptions / deviations at its sole discretion. City reserves the right to reject excepted or conditional bids at its sole discretion.

#### Exceptions to Bid Specifications

This Bid is intended to describe the City's minimum requirements and response format in sufficient detail to secure comparable responses. Any exceptions to specifications should be clearly noted and will be considered as they apply to the overall interest of the City.

## **ADDITIONAL BID INFORMATION**

### Bid Requirements

- Vendor Profile: Provide brief vendor history so that the City of Chattanooga can evaluate your company's ability to accomplish the proposed work. Include number of years in business, other work or areas of activity, interconnectivity experience, etc.
- References: Provide a list of at least 3 similar installations and users that the City of Chattanooga can contact.
- Vendor's experience in repair and installation of LAN/WAN and equipment referenced in herein. Include contractor's experience with large and complex wiring installations.
- Cost: Provide Costs on APPENDIX A: LIST OF BID ITEMS
- Provide Copies of State of TN, Hamilton County, and City of Chattanooga Business Licenses.

### Bid Timeline

Bid to be released by City –May 13, 2019

Last day to ask questions\* May 17, 2019

City response to questions –May 21, 2019

Last day to submit bid – May 29, 2019

\*Please send questions or the need for additional information in writing to the City's purchasing department.

\*All questions, and requests for information or clarification must be submitted in writing, and will be accepted until 2:00 PM on May 17, 2019, and shall be submitted to:

City of Chattanooga Purchasing Division  
Attn: Marisol Hernandez, Buyer  
101 East 11<sup>th</sup> Street  
Suite G13  
Chattanooga, TN 37402  
Phone: (423) 643-7235  
Fax: (423) 643-7244  
mhernandez@chattanooga.gov

The City specifically requests that any communication concerning this RFB be made exclusively with the Purchasing Division Buyer until selection has been completed. Failure to honor this request will be negatively viewed in the selection process.

### TERM OF CONTRACT

This contract shall be for a term of twelve (12) months with the option to renew for up to two (2) additional twelve (12) month terms, starting from the date of acceptance by the City of Chattanooga.

The selected vendor(s) shall serve as the primary cabling system provider(s) for the City of Chattanooga. Multiple awards may or may not be made.

### Cancellation

The awarded vendor may be removed from the contract at any time by reason of unsatisfactory performance or other default of the vendor upon 30 days prior written notice by the City of Chattanooga. Either party may cancel the contract by giving 90 days prior written notice. Such notice by the vendor should in no way be construed as taking away the right of the City of Chattanooga to remove the contractor for unsatisfactory performance.

### Subcontracting

Vendors may subcontract installation of cable and conduit but shall retain the responsibility for the work subcontracted. At least one BICSI certified cabling installer must be available to conduct a physical review of any job site where installation or termination of cable has been performed by that subcontractor's technicians.

Payment will be made to the vendor only for the amount quoted and installed. A Subcontractor to the vendor, by virtue of subcontract, has no claim against the requesting department or the City of Chattanooga. Subcontractors for any project shall have a copy of written specifications on site while performing their work on that project.

### Audits and Inspections

At any time during normal business hours and as often as the City of Chattanooga may deem necessary, there shall be made available to the City of Chattanooga, for examination, all company records with respect to all matters covered by this Contract. The vendors will permit the City of Chattanooga to audit, examine and make excerpts or transcripts from such records, and to make audits of all contracts, quotes, invoices, materials, and other data relating to all matters covered by this Contract. An overall review of operations may be made semi-annually.

### Contract Administration

After contract award, the City Purchasing office will serve as the Contract Administrator. The Contract Administrator shall be responsible for ensuring vendor conformance with terms, conditions, performance specifications as specified in the contract and evaluation of the vendor's performance. Information Technology Department staff will serve as the City contact for cabling requirements and work order requests and will work with the vendor and other City departments on cabling related activities.

It is the sole responsibility of the vendor to communicate all quotes for work, questions concerning rates and scheduling problems to the Information Technology Department.

Vendors shall not quote work eligible under this contract to any entity ineligible to purchase from this contract. Vendor shall not perform work under this contract without an approved City of Chattanooga purchase order (PO) number. All deviations from this policy shall be viewed as a violation of the contract and may result in immediate cancellation.

### Procedures and Documentation of Approvals

As part of contract award, procedures will be defined related to documentation of required checkpoint approvals.

Checkpoints will be at least but not limited to:

- 1) Initiation of project
- 2) Acceptance of specifications and price quote  
**Itemized quotes must be submitted.** Sample quote sheet (Appendix B) is attached for reference.
- 3) Completion of project and authorization for payment.

Documented approvals required may vary depending on the project, but will usually include:

- 1) The requesting department
- 2) Information Technology Department
- 3) Purchasing Department
- 4) Vendor

### EVALUATION METHODOLOGY

Bid responses will be evaluated as defined below.

Bid responses will be evaluated to select the offer(s) that provide the best value to the City of Chattanooga. Responses will be evaluated on (but not limited to) the following criteria:

- Line Item Cost according to BID Solicitation
- Vendor's experience in repair and installation of LAN/WAN and data equipment and wiring installations
- Vendor's project management and supervisory experience
- References
- Service offerings

### GENERAL PROVISIONS AND PROCEDURES

#### Work Request

A Work Order or request for a quote will be sent from authorized personnel within the City of Chattanooga. The primary points of contact for this contract are Department of Information Technology (D.I.T.) personnel. A Work Order or request for a quote will include most if not all of the following information: location of cabling work, description of work to be done, site contact name and number, contact name and number of D.I.T. personnel coordinating work, due date for completion, internal City SR (service request) number and any other pertinent information.

#### Design

When necessary, D.I.T. personnel will meet with the department requesting the work to review design and perform a needs assessment consultation.

### Walk-through Schedule

The vendor shall be notified via email or phone call that a walk-through at the site where work is to be performed will be scheduled. The planned date and time will be included in the information. The Vendor must either confirm or decline this meeting notification within 12 working hours to allow the City time to reschedule or make other arrangements.

### Walk-through Follow-up

After the walk-through has been completed, D.I.T. personnel will respond to any questions that are not answered at the walk-through.

### Pricing Quote Returned

Using the attached Quote Sheet, the types and amounts of materials as well as work- hours required will be completed at or immediately following the walk- through. The amount given on the Quote Sheet will be used by the requesting department to budget their expense and to pay the vendor for the agreed upon work. This pricing information should be returned no later than 4 business days following the walk-through.

### Award and Work Initiation

Upon D.I.T.'s receipt of a confirmation that the price is acceptable and the work request should be submitted to the Vendor from the department requesting the work, D.I.T. will inform the Vendor with a City of Chattanooga approved purchase order number. The Vendor must inform the City if the desired due date of the requested work cannot be met, require overtime or expedite charges.

### Change Order Requests

The requesting department should send a copy of all change orders on awarded jobs along with authorization to pay for those changes to D.I.T. Change orders must be approved by the City prior to the vendor performing any additional work.

### Job Completions and Invoicing

The vendor shall provide notification to D.I.T. personnel when the project is complete and provide a final invoice to the designated contact within the department requesting the work. All approved change orders shall also be invoiced at this time. D.I.T. will inspect the project to verify accuracy of installation prior to the department approving payment to vendor.

All vendor invoices must reference the original Service Request (SR) number from the City and/or the job description of the work that was performed and City of Chattanooga Purchase Order number. Invoices should match the amounts provided on the original quote plus any additional change orders.

## Invoice Disputes

If there is any dispute concerning an invoice(s), the City of Chattanooga will not pay the questionable amount until the dispute is resolved. The City of Chattanooga will only pay the amount quoted and any approved change orders for work completed to the City's satisfaction.

## Prices

### **Labor Cost:**

The awarded vendor will be bound to the quoted labor rate for the term of the contract, including any renewals. Labor shall be a uniform rate for all materials for the entirety of the contract and shall be charged in 15-minute intervals.

### **Materials Cost:**

Material prices may not be increased, nor new items added, during the term of the contract.

## INSTALLATION STANDARDS

### Installation

Installation should be performed in a professional manner using the best practices in the industry. Best practices shall include, but not be limited to, the following points:

Components of the system shall be installed in a neat, workmanlike manner. The terminations shall be uniform throughout the system.

1. All grounding conductors must be rated CMP and must be neatly tied in bundles and properly secured.
2. Horizontal fill ratios for conduit, cable trays, raceways and ducts shall conform to standards and manufacturer recommendations.
3. Standards for separation distances from sources of electromagnetic interference are currently under study. Minimum clearance between cables and power sources until the new guidelines are available are found in EIA/TIA 569.
4. Appropriate attention shall be given to the handling of copper and optical fiber cables to ensure that bending radius conforms to the manufacturer's requirements. At no time shall the cable's static or dynamic bending radius be exceeded.
5. All installation shall be done in conformance with current ANSI/TIA 568-C standards Design and Installation guidelines. The Vendor shall ensure that the maximum pulling tensions of the specified distribution cables are not exceeded and cable bends maintain the proper radius during the placement of the facilities. Failure to follow the appropriate guidelines will require the Vendor to provide in a timely fashion the additional material and labor necessary to properly rectify the situation. This shall also apply to any and all damages sustained to the cables by the vendor during the implementation.

### Labeling

The vendor shall be responsible for printed labels for all cables and cords, distribution frames, and outlet locations. No labels are to be written by hand. Identification markings and systems shall be uniform. All cable terminations are labeled at the MDF, IDF and at the station. Consecutive numbering should be used around the workstations or offices for all jacks: e.g. voice jacks V02A and B in the same station face plate as data jacks D02A and B.

### Cable Storage

The vendor shall not roll or store cable reels without an appropriate underlay and prior approval from the City.

### Horizontal Cabling

1. The length of each individual run of horizontal cable shall not exceed 295 ft.
2. Each run of cable between the termination block and the information outlet shall be continuous without any joints or splices.
3. In suspended ceiling and raised floor areas where floor duct, cable trays or conduit are not available, the vendor shall bundle station wiring with plastic cable ties at appropriate distances. The cable bundling shall be supported via "J" hooks attached to the existing building structure and framework. Non-Plenum cable will be used in all appropriate areas. Plenum cables will be used when required.
4. If the interior of walls are not obstructed, the vendor shall conceal horizontal distribution wiring internally within the walls. If such obstructions exist, vendor shall secure approval prior to the use of an alternate method.
5. In the event vendor is required to remove ceiling tiles to install cables, such work shall not break or disturb grid. Cables shall not be attached to lift out ceiling grid supports or laid directly on the ceiling grid.
6. Cables shall not be attached to or supported by fire sprinkler heads or delivery systems or any environmental sensor located in the ceiling air space.

### Fire Stopping

1. Sealing of openings between floors, through rated fire and smoke walls, existing or created by the vendor for cable pass through shall be the responsibility of the vendor.
2. Sealing material and application of this material shall be accomplished in such a manner which is acceptable to the City of Chattanooga fire and building authorities having jurisdiction over this work.
3. Creation of such openings as are necessary for cable passage between floors or areas shall be the responsibility of the vendor. Any openings created by or for the vendor and left unused shall also be sealed as part of this work.

4. The vendor shall be responsible for damage to any surfaces or work disrupted as a result of their work. Repair of surfaces, including painting, landscaping and concrete slabs shall be included as necessary.

#### General Installation Provisions

1. Consideration of alternate equipment shall be solely at the discretion of the City. Any and all proposed alternate equipment, cable, terminations, methods, etc. must be submitted for approval prior to scheduling work to begin on a work request.

2. The selected vendor must, at all times, keep the premises free from accumulation of waste materials, caused by the work; and upon completion of the work, must remove all work related rubbish from and about the site and must leave the work area broom clean, or in its original condition

#### TASKS, DUTIES AND RESPONSIBILITIES OF VENDOR

##### Vendor Personnel

At least one BICSI (Building Industry Consulting Service International Inc.) certified cabling installer must be available to conduct a physical review of any job site where installation or termination of cable has been performed by that vendor's technicians.

##### Vendor Base of Operation

Vendors shall maintain an office with a staff of certified/licensed technicians and specialized/ heavy lift equipment within a 30-minute drive of any City of Chattanooga site.

##### Vendor Equipment Provided

Vendors will provide all equipment, tools, etc. needed to perform the duties under this solicitation including service vehicles. Vendor must supply a telephone number for service calls. Repetitive visits to correct a fault or provide a service will not be reimbursed unless specifically authorized in writing by the City of Chattanooga.

##### Work Site Requirements

1. The requesting department will provide the electrical service including approved ground, circuit breaker panel with breakers to existing service points.

2. Cutting, patching, and finishing required in connection with this installation and the repair of any damage caused by the installation shall be done by the vendor so as to match the original conditions perfectly both as to material and workmanship.

3. During installation under this contract, the physical facilities may be in use by the requesting department. The vendor shall schedule and coordinate the work with the requesting department and General Services so as to cause the least possible interference with or interruption of that department's

activities in the building. If after hours work is requested by the department, the overtime rate provided in this Bid shall apply.

4. The vendor will be completely responsible for any and all damages caused to the building, its contents, and surrounding areas including landscaping as a direct result of the execution of the contract. Upon completion of each working day, the vendor will clean up all debris, cartons, etc., and remove them from the premises. The vendor will continually clean up after its operations to prevent any accumulation of debris, equipment, etc., and will maintain all exit ways free and clear at all times.

Installation must be performed in a professional and workman-like manner and conform with all recommendations of the manufacturer and latest published versions of the following: BICSI TDM, National Fire Protection Association (NFPA), National Electrical Code (NEC), current ANSI/TIA 568-C or latest Commercial Building Telecommunications Cabling Standards, City of Chattanooga Information Services wiring & termination standards, local building codes, and good construction and engineering practices.

5. The vendor shall provide a complete system warranty to guarantee end-to-end high performance cabling systems that meet application requirements. The guarantee shall include cable and connectivity components as well as auxiliary components and catalog items and have one point of contact for all cabling issues. The system shall be warranted for a period of 10 years. If a system repair is required by a manufacturer of the product, it may use new or reconditioned replacement parts. If the manufacturer chooses to replace the product, the manufacturer may replace it with a new or reconditioned one of the same or similar design. Any such repair or replacement will be warranted for either (a) 90 days or (b) the remainder of the original 10-year warranty period, whichever is longer. It is the responsibility of the vendor to coordinate manufacturer required repairs or replacements of components of the cabling system the vendor installed.

6. All data cabling units shall meet the requirements of current ANSI/TIA 568-C. If requested, the vendor shall provide test results of all installed cables to City staff in printed hard copy or electronic document.

#### Service Times

#### Definitions:

Response: The arrival on site and notification to requestor of a qualified technician equipped with tools and parts.

Emergency or Expedite requests: Vendors shall provide a 4-hour response time during normal working hours (8 AM to 4:30 PM, Monday through Friday) in case of a major emergency that may require cabling system repairs or when a work request requires an expedited response.

#### Schedules:

1. NORMAL SERVICE TIMES: Vendor has FIVE (5) working days from the date of receipt of a Work Order to have the staff on site and working, unless another specific start date has been requested. Invoice shall be the actual time employed multiplied by the appropriate labor hour rate bid on the Pricing Sheet s. If a site visit or a walk-through is requested by the City to the vendor, the following

process intervals apply: Vendor will have 12 business day hours from receipt of the email or phone call to confirm or decline the site visit or walk- through invitation.

2. SUBMISSION OF QUOTE: Vendors will have up to four (4) working days from completion of site visit or walk-through to have a price quote prepared and returned to the City. The preferred means of quote submission is via email. The requesting City department main contact as well as Information Services should be included on the email response. This quote must be itemized and shall list all material quantities, and total labor hours expected to be used. This "not to exceed" figure shall remain the maximum this work shall cost unless changes are approved in advance by the requesting department and Information Services. Upon review of the quote, the City of Chattanooga may call the vendor to incorporate required modifications. Any associated requisition or shipping release shall be a "not to exceed without prior approval" order. If modifications are required after a PO or payment instrument has been provided to the vendor, a change order may subsequently be issued to the vendor upon concurrence of necessity of a change by the requesting department and Information Services.

3. HOLIDAYS: Upon approval by the requesting department and General Services, the vendor may work on holidays at the agreed upon holiday rate of pay.

#### Inspections and Corrections

1. INSPECTION OF WORK: All work performed under this contract shall be installed in a professional and workmanlike manner. Upon completion by the vendor, Information Services may perform a final inspection of the job, and if necessary, will create and submit to the vendor a punch list of deficiencies.

2. CORRECTION OF DEFICIENCIES: Vendor has FIVE (5) business days from receipt of a punch list to correct any deficiencies. Failure to comply may result in a 30-day suspension from the contract for each failure to comply.

Appendix B : Sample Quote Sheet

Subject: *location*

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The following is a quote for network cabling at (LOCATION).

**Deliverables**

- Install a single network drop
- This drop will require surface mounted raceway
- This cable will route to the existing patch panel in the Communications Room
- A module will be required for the network patch panel
- We will test the network cable
- We will machine label all installed components
- Network patch cords are being provided by others

**Pricing**

The following pricing is an estimate of items and labor required - actual parts and labor will be reflected on Invoice

| Item Nbr | Quantity | Length | Description                               | Unit Price | Total |
|----------|----------|--------|---|------------|-------|
|          |          |        | Cat 6 Termination Single                  | \$         | \$    |
|          |          |        | Plastic Raceway, Installed, Per Foot      | \$         | \$    |
|          |          |        | Cat 6 Non Plenum Single                   | \$         | \$    |
|          |          |        | Drop Ceiling Entrance Fitting - Installed | \$         | \$    |
|          |          |        | J Hooks                                   |            | \$    |
|          |          |        | Junction Box Installed                    | \$         | \$    |

TOTAL: \_\_\_\_\_

**Appendix A : List of Bid Items (Must be Completed and Returned in Response)**

\*\*\*Please quote ONE (1) Labor Rate for Overall Contract (Line 8)

| Line | Description   | QTY | UOM      | Price | Extended Price |
|------|---|-----|----------|-------|----------------|
| 1    | Cat 6 Termination Single                                      | 1   | Each     | \$    | \$             |
| 2    | 4' Tall Wall Mount Swing Rack                                 | 1   | Each     | \$    | \$             |
| 3    | 24 Port, Cat 6 Patch Panel, Rack Mount                        | 1   | Each     | \$    | \$             |
| 4    | 48 Port, Cat 6 Patch Panel, Rack Mount                        | 1   | Each     | \$    | \$             |
| 5    | 2" EMT Conduit, Installed, Per Foot                           | 1   | Foot     | \$    | \$             |
| 6    | Plastic Raceway, Installed, Per Foot                          | 1   | Foot     | \$    | \$             |
| 7    | Metallic Raceway, Installed, Per Foot                         | 1   | Foot     | \$    | \$             |
| 8    | Regular Rate, 15 Minute Interval 1/4<br>hour                  | 1   | 1/4 hour | \$    | \$             |
| 9    | Cat 6 Non Plenum Single                                       | 1   | Each     | \$    | \$             |
| 10   | Right Angle Raceway Fitting                                   | 1   | Each     | \$    | \$             |
| 11   | Drop Ceiling Entrance Fitting - Installed                     | 1   | Each     | \$    | \$             |
| 12   | J Hook, Installed   | 1   | Each     | \$    | \$             |
| 13   | Raceway Fitting - Installed                                   | 1   | Each     | \$    | \$             |
| 14   | Cat 6, Plenum, Single   | 1   | Each     | \$    | \$             |
| 15   | Cat 6, Non Plenum, Dual                                       | 1   | Each     | \$    | \$             |
| 16   | Cat 6, Plenum, Dual   | 1   | Each     | \$    | \$             |
| 17   | Cat 6, Non Plenum, Quad, 3 cables                             | 1   | Each     | \$    | \$             |
| 18   | Cat 6 Plenum, Quad, 3 Cables                                  | 1   | Each     | \$    | \$             |
| 19   | Cat 6, Termination, Dual                                      | 1   | Each     | \$    | \$             |
| 20   | Cat 6, Termination, Quad                                      | 1   | Each     | \$    | \$             |
| 21   | 2" Penetration w/firestop - Installed                         | 1   | Each     | \$    | \$             |
| 22   | Wall Rack, Installed  | 1   | Each     | \$    | \$             |
| 23   | Junction Box, Installed                                       | 1   | Each     | \$    | \$             |
| 24   | 19" Wall or Rack Mounted Shelf                                | 1   | Each     | \$    | \$             |
| 25   | Cat 6, Outdoor Cable, Price per foot,<br>Installed, Dual Drop | 1   | foot     | \$    | \$             |
| 26   | Percent Discount from Catalog                                 |     |          | %     | %              |

Chapter No. 817 (HB0261/SB0377). "Iran Divestment Act" enacted.

Vendor Disclosure and Acknowledgement

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to § 12-12-106.

(SIGNED) \_\_\_\_\_

(PRINTED NAME) \_\_\_\_\_

(BUSINESS NAME) \_\_\_\_\_

(DATE) \_\_\_\_\_

For more information, please contact the State of Tennessee, Central Procurement Office  
<https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/library-/public-information-library.html>

## Affirmative Action Plan

The City of Chattanooga is an equal opportunity employer and during the performance of this Contract, the Contractor agrees to abide by the equal opportunity goals of the City of Chattanooga as follows:

1. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or handicap. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, national origin, or handicap. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
2. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, or handicap.
3. The Contractor will send to each labor union or representative of workers with which he/she has a collective bargaining agreement or other contract or understanding, a notice advising said labor union or workers' representatives of the Contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
4. During the term of all construction contracts or subcontracts in excess of \$10,000 to be performed for the City of Chattanooga, the following non-discriminatory hiring practices shall be employed to provide employment opportunities for minorities and women:
  - a. All help wanted ads placed in newspapers or other publications shall contain the phrase "Equal Employment Opportunity Employer".
  - b. Seek and maintain contracts with minority groups and human relations organizations as available.
  - c. Encourage present employees to refer qualified minority group and female applicants for employment opportunities.
  - d. Use only recruitment sources which state in writing that they practice equal opportunity. Advise all recruitment sources that qualified minority

group members and women will be sought for consideration for all positions when vacancies occur.

5. Minority statistics are subject to audit by City of Chattanooga staff or other governmental agency.
6. The Contractor agrees to notify the City of Chattanooga of any claim or investigation by State or Federal agencies as to discrimination.

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(Signature of Contractor)

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(Title and Name of Company)

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(Date)

**No Contact/No Advocacy Affidavit**

City of Chattanooga  
Purchasing Division

**For Submission with Sealed RFP, RFQ, Sealed Bid Responses:**

State of \_\_\_\_\_

County of \_\_\_\_\_

\_\_\_\_\_ (agent name), being first duly sworn, deposes and says that:

(1) He/She is the owner, partner, officer, representative, or agent of \_\_\_\_\_  
\_\_\_\_\_ (business name), the Submitter of the attached sealed solicitation  
response to Solicitation # \_\_\_\_\_;

(2) \_\_\_\_\_ (agent name) swears or affirms that the Submitter  
has taken notice, and will abide by the following No Contact and No Advocacy clauses:

**NO CONTACT POLICY:** After the posting of this solicitation, a potential submitter is prohibited from directly or indirectly contacting any City of Chattanooga representative concerning the subject matter of this solicitation, unless such contact is made with the Purchasing Division.

**NO ADVOCATING POLICY:** To ensure the integrity of the review and evaluation process, companies and/or individuals submitting sealed solicitation responses, as well as those persons and/or companies formally/informally representing such submitters, may not directly or indirectly lobby or advocate to any City of Chattanooga representative.

**Any business entity and/or individual that does not comply with the No Contact and No Advocating policies may be subject to the rejection or disqualification of its solicitation response from consideration.**

Submitter Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_.

Notary Public: \_\_\_\_\_

My commission expires: \_\_\_\_\_