

**Northern Kentucky University
Procurement Services
NKU-05-20**

**ITB
For
NETWORK AND TELECOM
CABLING SERVICES**



October 15, 2019

Proposal NO: NKU-05-20
Issue Date: 10/15/2019
Title: Cabling Services
Purchasing Officer: Blaine Gilmore
Phone: 859.572.6449

RETURN ORIGINAL COPY OF PROPOSAL TO:

**Northern Kentucky University
 Procurement Services
 1 Nunn Drive
 617 Lucas Administrative Center
 Highland Heights, KY 41099**

IMPORTANT: BIDS MUST BE RECEIVED BY: 10/9/15 BEFORE 2:00 P.M. HIGHLAND HEIGHTS, KY time.

NOTICE OF REQUIREMENTS

1. The University's General Terms and Conditions and Instructions to Bidders, viewable at <http://procurement.nku.edu/policies/terms-and-conditions.html>, apply to this Request for Proposal.
2. Contracts resulting from this RFP must be governed by and in accordance with the laws of the Commonwealth of Kentucky.
3. Any agreement or collusion among Offerors or prospective Offerors, which restrains, tends to restrain, or is reasonably calculated to restrain competition by agreement to bid at a fixed price or to refrain from offering, or otherwise, is prohibited.
4. Any person who violates any provisions of KRS 45A.325 shall be guilty of a felony and shall be punished by a fine of not less than five thousand dollars nor more than ten thousand dollars, or be imprisoned not less than one year nor more than five years, or both such fine and imprisonment. Any firm, corporation, or association who violates any of the provisions of KRS 45A.325 shall, upon conviction, may be fined not less than ten thousand dollars or more than twenty thousand dollars.

AUTHENTICATION OF BID AND STATEMENT OF NON-COLLUSION AND NON-CONFLICT OF INTEREST

I hereby swear (or affirm) under the penalty for false swearing as provided by KRS 523.040:

1. That I am the offeror (if the offeror is an individual), a partner, (if the offeror is a partnership), or an officer or employee of the bidding corporation having authority to sign on its behalf (if the offeror is a corporation);
2. That the attached proposal has been arrived at by the offeror independently and has been submitted without collusion with, and without any agreement, understanding or planned common course of action with, any other Contractor of materials, supplies, equipment or services described in the Request for Proposal, designed to limit independent bidding or competition;
3. That the contents of the proposal have not been communicated by the offeror or its employees or agents to any person not an employee or agent of the offeror or its surety on any bond furnished with the proposal and will not be communicated to any such person prior to the official closing of the RFP;
4. That the offeror is legally entitled to enter into contracts with the Northern Kentucky University and is not in violation of any prohibited conflict of interest, including those prohibited by the provisions of KRS 45A.330 to .340, 164.390, and
5. That the Offeror, and its affiliates, are duly registered with the Kentucky Department of Revenue to collect and remit the sale and use tax imposed by Chapter 139 to the extent required by Kentucky law and will remain registered for the duration of any contract award
6. That I have fully informed myself regarding the accuracy of the statement made above.

SWORN STATEMENT OF COMPLIANCE WITH FINANCE LAWS

In accordance with KRS 45A.110 (2), the undersigned hereby swears under penalty of perjury that he/she has not knowingly violated any provision of the campaign finance laws of the Commonwealth of Kentucky and that the award of a contract to a bidder will not violate any provision of the campaign finance laws of the Commonwealth of Kentucky.

CONTRACTOR REPORT OF PRIOR VIOLATIONS OF KRS CHAPTERS 136, 139, 141, 337, 338, 341 & 342

The Contractor by signing and submitting a proposal agrees as required by 45A.485 to submit final determinations of any violations of the provisions of KRS Chapters 136, 139, 141, 337, 338, 341 and 342 that have occurred in the previous five (5) years prior to the award of a contract and agrees to remain in continuous compliance with the provisions of the statutes during the duration of any contract that may be established. Final determinations of violations of these statutes must be provided to the University by the successful Contractor prior to the award of a contract.

CERTIFICATION OF NON-SEGREGATED FACILITIES

The Contractor, by submitting a proposal, certifies that he/she is in compliance with the Code of Federal Regulations, No. 41 CFR 60-1.8(b) that prohibits the maintaining of segregated facilities.

SIGNATURE REQUIRED: This proposal cannot be considered valid unless signed and dated by an authorized agent of the offeror. Type or print the signatory's name, title, address, phone number and fax number in the spaces provided. Offers signed by an agent are to be accompanied by evidence of his/her authority unless such evidence has been previously furnished to the issuing office. Your signature is acceptance to the Terms and conditions above.

DELIVERY TIME:	NAME OF COMPANY:	DUNS #
PROPOSAL FIRM THROUGH:	ADDRESS:	Phone/Fax:
PAYMENT TERMS:	CITY, STATE & ZIP CODE:	E-MAIL:
SHIPPING TERMS: F.O.B. DESTINATION - PREPAID AND ALLOWED	TYPED OR PRINTED NAME:	WEB ADDRESS:
FEDERAL EMPLOYER ID NO.:	SIGNATURE:	DATE:

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General Terms and Conditions and Instructions to Proposers:

<http://procurement.nku.edu/policies/terms-and-conditions.html>

NOTICE OF ADVERTISEMENT**BRIEF SCOPE OF WORK:**

Northern Kentucky University seeks bids for the following:

1. Per outlet pricing on data outlet moves, adds, changes and repairs - Labor Only
2. Per outlet pricing on data outlet moves, adds, changes and repairs - Labor and Materials
3. Project based costing on a per hour basis.

The University intends to select a vendor to do (General Cable/Ortronics) certified system cabling and non-certified cabling to provide moves, adds, changes and repairs for data cabling.

Bidding is for a Price Contract to provide cabling service for a period of three (3) years with the option to renew for one (1) additional one (1) year period.

PROJECT TIMETABLE:

ITB Issued	10/15/2019
Deadline for Questions	11/8/2019
Bids Due	12/5/2019 @ 2:00 PM ET

Pre Bid Conference:

No Pre-Bid Conference

SUBMITTAL OF BID:

The bidder shall submit, by the time and date specified via US Postal Service, courier or other delivery service, its bid response in a **sealed package** addressed to:

Blane Gilmore
Director, Procurement Services
Lucas Administrative Center, Suite 617
1 Nunn Drive
Northern Kentucky University
Highland Heights, KY 41099

Both inner and outer envelopes/packages should bear respondent's name and address, and clearly marked on package(s) as follows:

ITB NKU-05-20
Network and Telecom Cabling Services

SPECIAL CONDITIONS**GENERAL TERMS AND CONDITIONS TO PROPOSERS:**

The general terms and conditions linked below shall be applicable to this Bid and take precedence over any Contractor terms and conditions:

<http://procurement.nku.edu/policies/terms-and-conditions.html>

PARKING PERMITS:

Contractor must obtain parking permits for all vehicles that will be parked on campus. Permits can be obtained at the welcome center for \$28.75/month.

<http://parking.nku.edu/rules/guidelines.html>

GOVERNING LAW:

Proposers shall conform to and observe all laws, ordinances, rules and regulations of the United States of America, Commonwealth of Kentucky, and all other local governments, public authorities, boards or offices relating to the Project Site or the improvements upon same, or the use thereof, and will not permit the same to be used for any illegal or immoral purposes, business or occupation. The resulting Contract shall be governed by Kentucky Law and any claim relating to this Contract shall only be brought in the Franklin Circuit Court in Accordance with KRS 45A-245.

TOBACCO FREE CAMPUS

Effective January 1st, 2014, NKU will be a tobacco free campus. The use of all tobacco products shall be prohibited in all campus buildings and outside areas on campus.

MULTIPLE AWARDS

N/A

STATUTORY AUTHORITY

Selection of firms to provide professional services to Northern Kentucky University are governed by the provisions of the Kentucky Revised Statutes, KRS 45A.085, <http://www.lrc.ky.gov/KRS/045A00/085.PDF>

FOREIGN CORPORATIONS

Foreign corporations are defined as corporations that are organized under laws other than the laws of the commonwealth of Kentucky. Foreign corporations doing business within the commonwealth of Kentucky are required to be registered with the Secretary of State, New Capitol Building, Frankfort, Kentucky and must be in good standing.

The Foreign Corporate Proposer, if not registered with the Secretary of State at the time of the bid submittal, shall be required to become registered and be declared in good standing prior to the issuance or receipt of a contract.

DOMESTIC CORPORATIONS

Domestic corporations are required to be in good standing

OCCUPATIONAL LICENCE

Northern Kentucky University was annexed by the city of Highland Heights in 2008. All contractors performing work for NKU must possess a Campbell County Occupational License and a city of Highland Heights Occupational License (administered by Campbell County) and must also pay applicable payroll taxes. For further information call

PERMITS

The Contractor shall obtain all permits necessary for any or all parts of the work from the authorities governing such work. The Contractor shall procure building permits, when required but no fee shall be applicable on projects for the Commonwealth. Evidence that such permits have been issued shall be furnished to the Owner before beginning work.

BID BONDS:

A 5% bid bond is required with submission of this ITB.

COMPLETION DATES

It is understood and agreed that time is of the essence. The Contractor will efficiently, diligently, and expeditiously conduct the work in a manner that will satisfy compliance with approved project schedules and completion by the completion date appearing in the body of this bid.

COORDINATION OF WORK

The Vendor shall be responsible for coordinating all work with the Project Manager. Contractor shall notify all subcontractors in ample time when their services are needed at the job site.

The Contractor is responsible for all security with regard to the construction. The Contractor shall cooperate completely with the Owner's security forces and measures.

DAMAGE AND REPAIRS

The Contractor shall exercise particular care to avoid damage to his own work, the Owner's property, and adjacent property of every description. He shall make good any damage resulting from or caused by the work under this contract at his sole expense in a manner satisfactory and without extra cost to the Owner including, but not limited to, finishes, furnishings, and landscaping.

HAZARDOUS MATERIALS

No asbestos containing materials, lead based paints, or other hazardous materials shall be furnished or installed in this work.

DEBRIS AND CLEANUP

All debris and waste materials and salvaged materials, unless required by the specifications to be reused or delivered to the Owner, shall become the property of the Vendor and shall be removed by the latter from the installation site and disposed of off University properties.

1. Debris shall not be thrown from windows, and generally, hoists or chutes shall be used for this purpose.
2. The vendor shall at all times keep the premises free from accumulation of waste materials or rubbish used by his employees or work.
3. Vendor will be responsible to leave all installation sites clean and free of all debris.

EXAMINATION OF SITE

Each vendor shall fully acquaint and familiarize themselves with the conditions as they exist and the character of the operation to be carried on under the proposed contract and has made such investigation as may be reasonably necessary so that the vendor shall fully understand the facilities, physical conditions and restrictions attending to the work under the contract. The drawings and specifications furnished represent a fair approximation of the material needed but all quotations submitted should take into account knowledge gained as a result of the above referenced visual inspection.

EXAMINATION OF CONTRACT

Each vendor shall also thoroughly examine and become familiar with the specifications and associated contract documents. By submitting a proposal the vendor agrees that they have carefully examined the specifications and have thereupon decided that from their own investigation Contractor has satisfied themselves as to the nature and location of work, the general and local conditions and all matters which may in any way affect the work or its performance and that as a result of such examination and investigation, vendor fully understands the intent and purpose of the documents and conditions of the bidding. Claims for additional compensation and/or extension of time because of the vendor's failure to follow the foregoing procedure and to familiarize themselves with the Contract Documents and all conditions which might affect work will not be allowed.

FIELD VERIFICATION

It is the Vendor's responsibility to verify all measurements.

HOURS OF WORK

Working days at Northern Kentucky University are Monday through Friday, 8:00am to 4:30pm. Deviation from these working hours must be approved by said project manager.

WARRANTY

All work performed under this contract shall be warranted for both parts and labor for a period of one (1) year from the date any such work is completed.

CANCELLATION

The resulting contract, from this Request for Proposal may be cancelled by the University, for non-compliance with the terms and conditions of any part of the agreement.

TERMINATION FOR CONVENIENCE

Northern Kentucky University reserves the right to terminate the resulting contract without cause with a 30 day written notice. Upon receipt by the Contractor of "notice of termination" the Contractor shall discontinue all services with respect to the applicable contract. The cost of any agreed upon services provided by the Contractor will be calculated at the agreed upon rate prior to "notice of termination" and a fixed fee contract will be pro-rated (as appropriate).

INSURANCE

If awarded, bidder / proposer must provide NKU with an insurance certificate listing NKU as a certificate holder and additionally insured.

**Northern Kentucky University
617 Lucas Administrative Center
1 Nunn Drive
Highland Heights, KY 41099**

The Contractor shall furnish the University the Certificates of Insurance and guarantee the maintenance of such coverage during the term of the contract. The Contractor shall provide an original policy endorsement of its CGL insurance naming Northern Kentucky University and the directors, officers, trustees, and employees of the University as additional insured on a primary and non-contributory basis as their interest appears. Additionally, the Contractor shall provide an original policy endorsement for Waiver of subrogation in favor of the Northern Kentucky University its directors, officers, trustees, and employees as additional insured.

Our basic insurance requirements are:

Workers' Compensation insurance with Kentucky's statutory limits and Employers' Liability insurance with at least \$100,000 limits of liability.

Comprehensive General Liability (CGL) Insurance the limits of liability shall not be less than \$500,000 each occurrence for bodily injury and \$250,000 property damage.

Comprehensive Automobile Liability Insurance: To cover all owned, hired, leased or non-owned vehicles used on the Project. Coverage shall be for all vehicles including off the road tractors, cranes and rigging equipment and include pollution liability from vehicle upset or overturn. Policy limits shall not be less than \$500,000 for bodily injury and \$100,000 for property damage.

Excess liability insurance in an umbrella form for excess coverages shall have a minimum of \$1,000,000 combined single limits for bodily injury and property damage for each.

Scope of Services

PURPOSE:

Northern Kentucky University seeks bids for the following:

1. Per outlet pricing on data outlet moves, adds, changes and repairs - Labor Only
2. Per outlet pricing on data outlet moves, adds, changes and repairs - Labor and Materials
3. Project based costing on a per hour basis

The University intends to select a vendor to do (Superior Essex/Ortronics or General Cable/Ortronics) certified system cabling and non-certified cabling to provide moves, adds, changes and repairs for data.

The University Campus buildings contain a (Superior Essex/Ortronics, General Cable/Ortronics or General Cable/Panduit) structured cabling system for voice and data and will continue using the (General Cable/Ortronics) system throughout all buildings for new installations.

BACKGROUND:

The University's existing data and telephone system cabling is not vendor specific, but most recent data outlets have been installed using Ortronics and General Cable components and specifications.

The campus has 150 communication closets, with more than 13,000 data and voice outlets. Using a combination of CAT5e, CAT6 and CAT6a cabling.

Most existing outlets use separate cable paths and wall boxes for voice and data. Current practice during renovation projects is to share conduit and wall boxes.

VENDOR REQUIREMENTS:

Contractor Qualifications:

The contractor's office from where the technicians will be based must be located within a 50-mile radius of NKU and NKU must be served from that office. During peak times, based on academic calendar, one or more qualified technicians must be available to cover increased workload. The contractor is required to respond to all emergency outages within two hours.

Data and Voice Contractor Qualifications:

The contractor is required to have a Registered Communications Distribution Designer (RCDD) and a minimum of two Building Industry Consulting Service International (BICSI) certified installers on staff. The contractor must be certified to install and maintain (Superior Essex/Ortronics, General Cable/Ortronics or General Cable/Panduit) structured cabling systems. In addition, the contractor must be certified by the manufacturer on design, installation and testing of the products to be supplied. In addition, the technician must have a minimum of two years of prior experience with telecommunication technology.

Project work:

Cabling systems other than data and voice systems to be considered are speaker systems, coaxial cable systems, video monitoring systems and all control cabling systems used in conjunction with Smart classroom technologies. These systems and all major renovation projects and new construction projects are subject to individual bids and are awarded per bid specifications.

Identification:

The technicians are required at all times to wear apparel that identifies the contracting vendor and should have proper ID. The contractor is required to purchase and display a valid NKU parking sticker on every vehicle on site

and should display the company logo and contact information , in case of emergency .

INSTALLATION:**Certified (Warranted) System Installs:**

Installation shall be done in compliance with (Superior Essex/Ortronics, General Cable/Ortronics or General Cable/Panduit) design and installation guidelines. The end-to-end system warranty must guarantee the electrical performance of the installed solution to meet or exceed the requirements per the EIA/TIA standards. The 25 year extended product warranty shall ensure against product defects for all cabling components.

Non-Certified System Installs:

The wiring shall use the same components as the certified system to whatever extent practical (i.e. from the wall outlet to the patch panel).

All System Installs:

"J" hooks, cable trays or conduit must be used. It is completely unacceptable to lay cables on the ceiling tiles, attach them to the ceiling grid, or to attach them to some other structure within the ceiling such as the sprinkler system. If conduit or cable trays are unavailable, cable bundles shall be supported with "J" hooks that must be attached to the building structure. The "J" hooks shall be no more than 2 meters apart and should allow for future growth.

All fire and building codes must be observed, such as use of plenum wire in all return air areas and fire stopping between floors and fire rated walls. When creating openings for a cable path, fire retardant sealing material shall be used to plug the unused portion of the opening. Consult the local fire codes to determine which is needed for each particular application.

The contractor is to refer to the "IT Wiring Standards" for all cabling installations. (See Appendix "A")

Additional Installations:

Besides the running of cabling the vendor will assist NKU staff with the hanging of wireless devices, chasing dial tone between the phone switch and end device, assigning extensions and mounting network equipment.

Materials:**A list of standard materials is defined in the "IT Wiring Standards "**

At the contractor's request the University will provide a small amount of space for storage of materials, but NKU is not and will not be responsible for any loss or theft of property from that area.

Color and Style:

Wherever possible, modular data and phone outlets in shared wall boxes shall be used. In all cases faceplate colors (normally beige) and location of outlets will be as directed by the University's office of Architecture and Construction Services, and communicated by the Office of Information Technology liaison to the vendor. Cable color shall be white for phone wiring and blue for data cables.

Labeling:

Hand-written labels are not acceptable. All labels shall be machine printed on clear or opaque tape, stenciled onto adhesive labels, or type written onto adhesive labels. The font shall be at least one-eighth inch (1/8") in height, block characters, and legible. The text shall be of a color contrasting with the label such that it may be easily read. If labeling tape is utilized, the width of the tape shall not exceed 3/8", and the font color shall contrast with the background. Patch panels shall exhibit cable numbers, in sequential order, for all workstations served by the MDF or IDF. Each data outlet shall be labeled (machine labels only) with the following numbering system: room number-wall plate number-cable number. For example, if there were two cables run into the same outlet in room 519, they would be labeled 519-1-1 and 519-1-2. If two new outlets were then added on a different wall, they would be labeled 519-2-1 and 519-2-2. The room number shall be the actual room number, not necessarily the same as the

room number shown on the drawings. Each workstation cable shall be machine labeled as well, at each end of the cable.

Voice cables shall also have the same machine printed labels as described for data ports; however the labeling shall be of the form 519-A-1 for the first outlet. If another voice line were added, 519-A-2 would be used. The only exception to this is that the existing 66 wiring blocks don't contain space for labels. Therefore, the cable itself should be labeled and the numbering shall be written legibly on the 66 block with a black felt-tip (sharpie-type) marker. Please refer to the "IT Wiring Standards" document.

Technician Assignment:

One verified technician shall be assigned to the University's account as the primary installer. At least one certified backup technician shall be trained and current with NKU systems, as part of the contractor's responsibility to cover for vacations and possible unavailability of the primary installer.

Campus Renovations:

Outlet moves will sometimes consist of renovations on campus where the cables are removed from the walls and hung temporarily on the ceiling. Once the wall structure is in place, the cables would be re-run to the new outlets for the renovated area. In some cases new outlets must be run and some old outlets must be removed because the cables are not long enough. Northern Kentucky University will have the option to bid construction renovation and construction projects in a separate RFP process.

Coordination:

Contractor must coordinate the installations with the University's authorized agent to ensure they are the least disruptive to the campus as possible. The contractor is also required to work with other contractors or installers who may be involved in a construction area to achieve a high quality project in a timely fashion.

Site Conditions:

Unless project conditions prevent it, outlets must be installed in the locations specified. Approval of changes must be obtained from the University's authorized agent.

Technicians must ensure that the wiring closets are kept clean of wiring and debris.

Testing:

Testing of all copper wiring shall be performed prior to usage. 100 percent of the horizontal wiring pairs shall be tested for opens, shorts, polarity reversals, transposition and presence of AC voltage. Voice and data horizontal wiring pairs shall be tested from the information outlet to the closet. Category 5, Category 5e and Category 6 cable runs shall be tested for conformance to the specifications of EIA/TIA 568A. Testing shall be done with an EIA/TIA TSB-67 UL Certified Level 2 test set. Test shall include length, mutual capacitance, characteristic impedance, attenuation, and near-end and far end cross-talk. The contractor, at no charge, shall bring any pairs not meeting the requirements of the standard into compliance.

Meetings:

Contractor is required to schedule, at a minimum, monthly meeting with the University's authorized agent and billing coordinator to cover billing statements and communicate progress on projects and timelines.

Rush Orders / Heavy Workload:

Due to university schedules, sometimes there will be more work requested than possible for a single technician to complete within the requested timelines. The contractor would be expected to supply additional technicians at this time to accomplish the requested work within the schedule. If that is not possible; NKU can acquire additional contractors to complete the work. The awarded contractor will be informed when these situations occur, and the extra work will be quoted / awarded by the second and third ranking contractors that bid.

End Cabling Specifications

REFERENCES

Bidder Qualifications: The bidder is required to submit a list of completed projects where he has performed similar work to that specified herein.

Organization: _____
Contact Name: _____
Phone Number: _____
Date Work Completed: _____ **Value of Contract:** _____
Project Manager assigned to this project: _____
Brief Project Description: _____

Organization: _____
Contact Name: _____
Phone Number: _____
Date Work Completed: _____ **Value of Contract:** _____
Project Manager assigned to this project: _____
Brief Project Description: _____

Organization: _____
Contact Name: _____
Phone Number: _____
Date Work Completed: _____ **Value of Contract:** _____
Project Manager assigned to this project: _____
Brief Project Description: _____

SUBCONTRACTORS: The following is a list of subcontractors proposed by the bidder to be used to complete the project. All subcontractors are subject to approval by Northern Kentucky University. Failure to submit this list completely filled out may invalidate bid. **SUBCONTRACTORS MAY NOT BE CHANGED AFTER CONTRACT AWARD WITHOUT APPROVAL BY NKU.**

[illegible]

NKU GENERAL SAFETY & COORDINATION REQUIREMENTS

1. The University strives to continuously maintain both a safe and secure work environment for its students, employees, and the employees of all Contractors assigned to our campus. Therefore, it is essential the following criteria be met by all Contractors (and all their subcontractors) working at NKU.
2. **BACKGROUND CHECKS:** The Contractor shall furnish the University upon request with written documentation that verifies each of their employees working on the property of the University has cleared a background check, has no felony convictions, is not a sex offender, and has the legal right to work in the United States.
3. **DRUG-FREE WORKPLACE:** Northern Kentucky University is a drug-free and alcohol-free workplace, and all employees of Contractors and subcontractors are subject to this policy while working on University property. If there is verifiable suspicion or probable cause that an employee of the contractor or subcontractor is under the influence of drugs or alcohol, the University reserves the right to require the Contractor to have the employee tested immediately at no expense to the University. If the test results are positive the employee will be prohibited from working on University property for a period of one (1) year from the positive test, or the duration of the project, whichever is longer. The banned employee of the Contractor must pass a drug and alcohol test before working again on university property. Effective January 1st, 2014, NKU will be a tobacco free campus. The use of all tobacco products shall be prohibited in all campus buildings and outside areas on campus.
4. **CONTRACTOR PRESENCE ON CAMPUS:** All persons working for (or on behalf of) the Contractor whose duties bring them on campus shall obey the rules and regulations that are established by the University and shall comply with the reasonable directions of the University representatives. Contractor's employees shall never enter or use existing areas of campus where they are not required to be performing work. Contractors and subcontractors are always responsible for providing and maintaining portable restroom facilities for all their workers working on the project. Contractor shall be responsible for the acts of his employees and agents while on campus. Accordingly, Contractor agrees to take all necessary measures to prevent injury and loss to persons or property located on campus. Contractor shall be responsible for all damages to persons or property caused by Contractor or any of his agents or employees. Contractor shall promptly repair any damage that he, or his employees or agent may cause to the campus or to the University equipment. Contractor agrees that in event of an accident of any kind on university property, Contractor will immediately notify the University's Department of Public Safety (859) 572-5770 and furnish a full written report of the accident. All Contractor employees and subcontractors shall present a neat and clean appearance while on University property, and be able to present proper identification upon request.
5. **PROJECT WORK SITE SAFETY & SECURITY:** The University does not, and will not, assume any responsibility for any tools, materials, equipment, or property belonging to the Contractor, his employees or agents, which may be lost or stolen from University property. All contractors and subcontractors are solely responsible for properly securing and protecting their tools and equipment. When working within or on top of an existing building, the Contractor shall work with the assigned University project manager in developing a strategy for securing the project work site and protecting the campus staff and community from the project work site. When working in an open area on campus, the Contractor shall provide securable barricades/fencing around the project site to protect the campus community from the dangers within the project work site. The Contractor shall maintain this project work site protection 24 hours a day, 7 days a week for the duration of the project.
6. **PARKING:** All Contractors and their subcontractors are required purchase a monthly parking pass from NKU at the rate of \$28.75/month, or at a daily rate of \$5.00/day. Weekly passes are also available. This will entitle workers to park at all NKU campus lots and garages, EXCEPT for faculty and staff lots which are noted accordingly. This pass also allows for parking in any of the garages if your vehicles will fit. Parking within the jobsite WILL NOT BE PERMITTED. Workers who do so will be subject to immediate towing, without warning, and at their cost. Vehicles may be parked near a worksite for reasonable times for loading and unloading, providing normal access and egress to buildings is not hindered. All workers shall park their personal vehicles in the Welcome Center parking garage, which is located just north of the Power Plant across from the Bank of Kentucky Center.
7. **GENERAL PROJECT COORDINATION:** All work and information requests by the Contractor shall be coordinated through the assigned NKU Project Manager. Any direction provided by the campus Operations & Maintenance Staff and/or the project user group shall NOT be considered official direction from the University unless authorized in writing from the assigned NKU Project Manager. Contractor will NOT be compensated for work performed without written authorization from the assigned NKU Project Manager.
8. **TEMPORARY USE OF CAMPUS UTILITIES:** As a general rule, utilities required by the Contractor to perform their work can be obtained from the University. However, the University reserves the right to require the Contractor to

furnish a meter to record the usage of each provided utility for the duration of the project. For projects requiring utility metering, a deduct change order will be issued at the end of the Project to reimburse the University for the Contractor utility usage. The Contractor is responsible for determining and coordinating the procurement of any utility where the University cannot reasonably provide.

9. **CAMPUS UTILITY SHUTDOWNS:** Unless noted otherwise for a specific project, at least seven (7) calendar days notice is required for any campus utility shutdowns and/or any road/parking lot closures necessary for the Contractor to perform their work. All utility shutdowns and closures shall be coordinated with the assigned NKU Project Manager, and the University reserves the right to schedule these shutdowns and closures at night and/or on weekends to minimize disruptions to the campus community. All requests for assistance from NKU's Operations & Maintenance staff in locating existing utilities shall also be submitted to the assigned NKU project manager at least (7) calendar days in advance.
10. **PAYMENT AND PERFORMANCE BONDS:** 100% Payment and Performance Bonds may be required for work arising from this ITB.

Bid Bond

5% of Contract Price

KNOW ALL MEN BY THESE PRESENTS, that we _____ (here insert full name and address or legal title of Contractor)
as Principal, hereinafter called the Principal, and _____ (here insert full name and address or legal title of Surety)
a corporation duly organized under the laws of the State of Kentucky as Surety, hereinafter
called Surety, are held and firmly bound unto **Northern Kentucky University** as Obligee,
hereinafter called Obligee, in the sum of :

Dollars (\$ _____),
representing 5% of the Principal's total bid price and for the payment of which sum well and
truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors,
administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for _____ (Here insert full name, address and description of project)
NOW THEREFORE, if the Obligee shall accept the bid of the Principal within the period specified, or if no period
is specified, within 45 days after its opening, and the Principal shall enter into a Contract with the Obligee in
accordance with the terms of such bid, and give such bid or bonds as may be specified in the bidding or Contract
Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt
payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to
enter such Contract and give such bonds or bonds, if the Principal shall pay to the Obligee the difference not to
exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee
may in good faith contract with another party to perform the Work covered by said bid, then this obligation shall be
null and void, otherwise to remain in full force and effect.

Signed and sealed this day of _____ 2020

(Principal)	(Seal)
-------------	--------

(Witness)

(Title)

(Surety)	(Seal)
----------	--------

(Witness)

(Title)

THIS DOCUMENT MUST BE NOTORIZED

This is only an example. Other forms may be used.

FORM OF PROPOSAL

LUMP SUM BASE BID

The Bidder agrees to furnish all labor, materials, supplies, supervision and services required to perform this contract in a workmanlike manner. These services to be provided in accordance with Specifications and Contract Documents, and any duly issued Addenda for the LUMP SUM BASE BID set forth below:

For purposes of bid evaluation; enter the appropriate information and calculate the total. Quantities cited are only estimates and neither a typical or guaranteed amount of work.

Standard install: 4 Pair Cat. 5e outlet (voice or data) (line 1) 550 drops X _____ = \$ _____

Project work: Price per hour for data/voice infrastructure services (line 25)
Up to 1800 hrs. X _____ = \$ _____

TOTAL EXTENDED \$ _____
(use figures)

_____ Dollars _____ Cents
(USE WORDS) (USE WORDS)

\$ _____
(USE NUMBERS)

This offer is for, at minimum, _____ calendar days from the date this offer is opened. In submitting the above it is expressly agreed that upon proper acceptance by Northern Kentucky University of any or all items offered, a contract shall thereby be created with respect to the items accepted.

THIS BID SUBMITTED BY:

(Name and Address of Bidder)

DATE: _____ AUTHORIZED SIGNATURE: _____

NOTE: *The Authentication of Bid and Statement of Non-Collusion and Non-Conflict of Interest must be properly executed for this Bid to be valid.*

This Bidder, in compliance with this Request for Bid, and having carefully examined the complete contract documents, as well as the specifications for the work as prepared by Northern Kentucky University, hereby proposes to furnish all labor, supervision, materials, supplies and services required to perform the specifics of the Contract Documents, within the time set forth herein and for the final negotiated price.

The Bidder, hereby acknowledges receipt of the following Addenda:

ADDENDUM NO. _____ DATED _____ ADDENDUM NO. _____ DATE _____

ADDENDUM NO. _____ DATED _____ ADDENDUM NO. _____ DATE _____

For the purpose of creating a Price Contract, please fill in prices, where appropriate in the table below.

Line	Description Interior cabling – MDF/IDF to Desktop wall outlet	PRICE	Price per duplex outlet where applicable
	<u>Standard installs - materials and labor</u>		
1	4 Pair Cat. 6 outlet		
2	Dual 4 Pair Cat. 6 outlet		
3	4 Pair Cat. 6a outlet		
4	Dual 4 Pair Cat. 6a outlet		
5	Fiber outlet		
6	Dual Fiber outlet		
7	Additional cost if surface mounted raceway is required for phone or data (cost per foot)		
8	Repair of Cat. 6 outlet		
9	Repair of Dual Cat. 6 outlet		
10	Repair of Cat. 6a outlet		
11	Repair of Dual Cat. 6a outlet		
12	Repair of Fiber outlet		
13	Repair of Dual Fiber outlet		
14	Renovation - move single data or voice outlet		
15	Renovation - move dual data or voice outlet		
16	Renovation - data or voice outlet removal - single or dual		
17	Phone extension move* (e.g. when an employee moves to another office)		
18	Installation of a wireless access point (excluding price of the network drop, will use price from above)		
19	Remove of wireless access point		
	<u>Vendor Response - Trip Charges</u>		
20	Additional price per trip for Grant County Campus requests		
21	N/A	N/A	N/A
22	Price per hour during holidays and weekends		
23	Price per hour for requests before 8:00am and after 5:00pm		
24	Price for Emergency Response - Two hour response		
	<u>Project Work</u>		
25	Price per hour for data and voice infrastructure services		
26	Price per hour for non-certified telecommunication services		
27	Price per hour for project related work		
28	Price per hour for data and voice infrastructure services - 40 hrs/week for 9 months - time and materials for 3 months		
29	Price per hour for data and voice infrastructure services - 40 hrs/week for 12 months		
	<u>Standard installs - Labor only</u>		
30	Cat 6 data only outlet		
31	Cat 6a data only outlet		