



RIO RANCHO PUBLIC SCHOOLS

REQUEST FOR PROPOSAL RFP #2016-006-SEC

Security Equipment and Installation Services

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SECTION I: NOTICE TO RESPONDENTS

A. Intent: Rio Rancho Public Schools (RRPS) invites you to submit a proposal on a contract for furnishing all labor and materials for security systems equipment, cabling, maintenance and licensing fees at required school and administrative sites throughout the school district on monthly and/or on an as-needed basis. The proposal is to be itemized. The proposal may be for labor, materials, cabling or all three.

This RFP is for low-voltage cabling systems inclusive to data networking as it pertains to the security system, audio/visual and security systems. All cabling installations shall comply with National Electrical Codes, Telecommunications Industry Standards and RRPS District Standards and Specifications listed herein. Terms and conditions are as follows.

B. Exclusions: This RFP excludes any IT cabling installations for Communications or Data unless it directly pertains to the security equipment at hand required for the installation. It also excludes any Fire Alarm systems and local sub-system cabling. Cabling for these systems are procured under separate proposals with the IT Department. Sub-system cabling may include, but not limited to, local USB cables, parallel and serial cables, patch cables, firewire, SCSI and A/V cabling such as RCA, DVI, HDMI and VGA cables.

C. Timeline:

<u>Action</u>	<u>Date</u>	<u>Responsibility</u>
1. Issuance of RFP	11/08/15	Finance
2. Pre RFP Meeting (Non-Mandatory)	11/17/15	Finance / Security Dept
3. Questions / Clarifications at 12:00 noon	11/20/15	Potential Submitters
4. Final RFP Amendments Posted (if any)	11/24/15	Finance
5. Submission of Proposals at 2:00 p.m. MST	11/30/15	Potential Submitters
6. Evaluation of Proposals	12/01/15	District Evaluation
7. Present to RRPS Board of Education	12/14/15	Finance
8. Notice of Award Winner	12/15/15	Finance

D. Questions, Clarifications and Amendments: Questions and clarification requests are to be submitted via email only to the Chief Procurement Officer. The deadline is November 20, 2015, at noon. Any Amendments to the RFP will be posted by 4 p.m. on or before November 24, 2015.

E. Preparation of Proposal: **One original and three (3)** copies of the Proposal must be submitted on the prescribed form. All blank spaces for Proposal prices must be filled in with ink or typewritten. The person signing the Proposal shall initial any corrections in ink. The Proposal must be submitted in a sealed envelope bearing on the outside the name and address of the Submitter and the Proposal number as listed on the RFP. Improper identification may result in premature opening of, or failure to open proposal.

F. Receipt and Opening of RFP'S: Any Proposal may be modified or withdrawn prior to the scheduled time for the opening of Proposal or authorized postponement thereof. Proposals must be delivered to Rio Rancho Public Schools District Office, Room 120 no later than 2 pm on November 30, 2015 and labeled:

RFP #2016-006-SEC

Rio Rancho Public Schools

Attention: Randy Evans, Chief Procurement Officer

500 Laser Road NE

Rio Rancho, NM 87124

Any RFP'S received after the specified date and time shall not be considered.

Procurement law requires sealed RFP's or Proposals. Therefore, RRPS cannot accept Proposals, which are transmitted using facsimile equipment. This may not apply to amendments or addenda, which do not refer to pricing or to the transmittal of supplemental product literature, drawings and the like.

G. Qualification of RFP: RRPS may make such investigations as necessary to determine the ability of the Submitter to perform the work, and submitter shall furnish all such data for this purpose as RRPS may request. RRPS reserves the right to reject any proposal if the evidence submitted by, or investigation of, any submitter fails to satisfy RRPS that such submitter is qualified to carry out the obligations of the contract and to complete the work described therein.

Submitter shall also construe this provision to incorporate any necessary investigation and/or monitoring during the life of the contract to enforce any current policy of the Board of Education such as, but not limited to, appropriate dress, conduct and language, no smoking or alcoholic beverages on RRPS property. As a general rule, any such regulation or law applying to RRPS personnel shall be deemed to be in force for the contractor's work force occupying any work site.

H. Familiarity With Conditions: Clarification of submittal procedures are to be directed to the attention of Randy Evans, Chief Procurement Officer, at (505) 896-0667. Submitters shall become familiar with all terms and conditions of this contract before submitting a Proposal. Submission of a Proposal constitutes a

representation that the submitter has made all appropriate investigations and has included provisions as to the cost thereof in their proposal. No claim shall be made nor will one be allowed for negligence, misunderstanding, or error in this regard. There will be no allowance for anticipated profits, nor does this contract guarantee work. Solicitation is strictly forbidden.

I. Records: Records shall be maintained by the contractor in compliance with municipal, federal or state laws, ordinances, codes, and this contract. At any time during normal business hours and as RRPS may deem necessary, there shall be made available to RRPS for examination all of contractor's records with respect to all matters covered by this agreement. RRPS may audit, examine and/or make excerpts or transcripts from such records including but not limited to invoices, materials, payrolls, record of personnel, licenses, certifications, conditions of employment or any other such data as may be pertinent.

J. Conditional Proposals: Proposals in which acceptance is in some manner restricted or conditioned by the submitter will be reviewed by RRPS. If the limitations imposed are not in the best interest of RRPS or are prejudicial to other submitters, the proposal will be rejected. Proposals, which are submitted as a partnership between multiple contractors or firms will be rejected.

K. Awards: RRPS reserves the right: 1) to award Proposal received on the basis of an individual item, or groups of items, or on the entire list of items; 2) to reject any or all proposals or any part thereof; 3) to waive any informality in the proposals; 4) to accept the proposal that is in the best interest of RRPS. RRPS will award the RFP based on contractor qualifications and most cost-effective labor rates and pricing structure. It is the responsibility of the submitter to inquire as to proposal results and the status of any subsequent award. Multiple awards may be made to ensure adequate delivery, pricing and/or service.

L. Cancellation: Failure to comply with the terms of the contract documents and/or unsatisfactory work performance will constitute grounds for cancellation of the contract. If, after consultation between RRPS and the contractor, grounds for cancellation still exist, immediate notification of cancellation will be provided in writing by the RRPS – Finance Department. Upon such notification, the contractor shall cease work immediately and shall submit an invoice for work satisfactorily completed to date.

M. Contract Modification: No oral statement by any person shall modify or otherwise affect the terms, conditions, specifications, of this solicitation or a resultant price agreement. This RFP solicitation is the final expression of the agreement between parties unless amended in writing by the RRPS Chief Purchasing Officer.

N. Protest: Any submitter or contractor who is aggrieved in connection with a procurement action may protest to the RRPS Finance Department. Protests shall be submitted in writing within 15 calendar days from the date of RRPS Board approval. Address and submit the same as the RFP.

O. The Procurement Code: The Procurement Code, Sections 13-1-21 through 13-1-199 NMSA 1978, imposes civil and criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for illegal bribes, gratuities and kickbacks. RRPS retains the right to terminate any contractor who offers illegal bribes, gratuities and kickbacks.

P. Drug Testing & Background Checks: Contractor shall establish and maintain a drug-testing program for its employees. Any contractor employee who has a sex offender conviction is strictly prohibited from working on RRPS property. RRPS requires background checks on all district contractors, subcontractors, vendors and district contractor's employees, who have unsupervised access to students. Contact RRPS Human Resources Department at 896-0667 for background check requirements and procedures. The cost for RRPS background checks is the responsibility of the contractor and shall not be billed to RRPS.

Q. Submittals: Please return the following items with your bid response.

- RFP Security
- Proof of Insurance
- Pricing Schedules
- Labor Rate Form
- Company Profile
- Employee Certifications & Licenses
- Signed Agreement

R. Final Contract: The complete contract includes all documents included in the RFP, (i.e. amendments, attachments, worksheets, and signed Agreement) and all documents submitted by the contractor that have been mutually agreed upon by both parties.

THE FOLLOWING INFORMATION PERTAINS TO RFP BID BOND, PERFROMANCE AND PAYMENT BONDS, INSURANCE REQUIREMENTS, WAGE RATES, SUBCONTRACTING, AND TAXATION. PLEASE READ CAREFULLY.

S. Bid Bond: **Submitter** shall provide, with the RFP proposal, a Bid Bond in the amount of 5% of \$100,000 (\$5,000). RFP Security shall be payable by certified check, cashier's check, cash, money order or submitter's bond payable without condition to Rio Rancho Public Schools, Board of Education, Rio Rancho, New Mexico. Cash RFP security will be returned as soon as practical after the opening

of proposals and the successful submitter has furnished the performance and payment bonds, or if no award has been made within 45 days after the opening of proposals, upon demand of the submitter at any time thereafter, so long as he has not been notified of the acceptance of his proposal.

The RFP security shall be given as a guarantee that the submitter will enter into an agreement with the owner as provided within these documents and will furnish the required payment/performance bonds, insurance certificate(s), and applicable endorsement(s) if awarded this contract. If the submitter should fail to execute and deliver to RRPS the required bonds, insurance, and/or another required documents (or satisfactory evidence that said documents will be furnished) within ten (10) days after notice of award, then RRPS may collect on the RFP security, recover appropriate damages and terminate any and all rights or interest of the submitter with respect to this contract.

T. Bonding Requirements: The successful submitter shall deliver the required performance bond in the amount of 100% of \$50,000 within ten (10) calendar days upon notification of the award of the contract. Bonds shall be executed by a surety company authorized to do business in this state and said surety to be listed in Federal Circular 570 as published by the United States Treasury Department or may be approved by the State Board of Finance or the local governing authority.

The bond shall stay in full force and effect until final acceptance of all projects initiated under this contract. When the accumulative dollar amount of the various projects shall exceed the first \$50,000, contractor shall be responsible to bond all additional amounts as the work progresses. Should any surety become insolvent or cease to do business in New Mexico, notice will be given in a timely manner to the contractor who shall immediately provide a new surety company as listed above. No payment will be made under the contract until the new surety is qualified and approved by RRPS. Cost of bonding will not be paid by RRPS as a separate item. Include any such charges as a part of your overhead.

Note that other public entities may wish to "piggy back" on the open-end portion of this contract from time to time. RRPS has no objection; however, note that the bonds required in this document are for RRPS use only. Any successful contractor may not represent or market an award resulting from this solicitation as already "bonded". It is the responsibility of the agency, school district or any other institution desiring to utilize this contract to require and maintain separate bonding for their projects as necessary.

U. Insurance: The contractor shall, at their own expense, carry and maintain, during the entire performance period of this contract, at least the kinds and minimum amounts of insurance listed:

- **Workers' Compensation Insurance:** As required by the Labor Laws and the New Mexico Statutes.
- **Liability Insurance:** In the sum of one hundred thousand dollars (\$100,000) for damage to or destruction of property arising out of a single occurrence; three hundred thousand dollars (\$300,000) for all medical or medically related expenses arising out of a single occurrence for all damages other than property damage; four hundred thousand dollars (\$400,000) to any person for any number of claims arising out of a single occurrence for all damages other than property damage and medical or medically related expenses; and the sum of seven hundred fifty thousand dollars (\$750,000) for all claims other than medical or medically related expenses arising out of a single occurrence as permitted under the Tort Claims Act. Contractor shall furnish proof of coverage to the RRPS - Purchasing Coordinator prior to official award.

If any policy changes occur during the life of contract, it is the contractor's responsibility to provide updated proof of coverage to the RRPS - Finance Department in a timely manner.

V. New Mexico Prevailing Wage Rates: It is the contractor's responsibility to comply with all state regulations regarding payment of wages on public projects. Prevailing wage rates as established by the New Mexico Department of Workforce Solutions are listed in Section V – LABOR RATES, of this RFP and will be paid by the contractor for every job performed under this contract for more than \$60,000 on an individual project basis. The contractor shall pay all laborers employed on the site of the project, unconditionally and without subsequent unlawful deduction or rebate on any account, the full amounts accrued at time of payment, computed at wage rates not less than those stated in the advertised specifications.

In the event it is found by the State Labor Commission, that any laborer employed by the contractor or subcontractor on the site of a project covered by this contract has been or is being paid, as a result of a willful violation, a rate of wages less than the rate of wages required by the Contract, RRPS may, by written notice to the contractor and/or subcontractor terminate their right to proceed with the work, or such part of the work as to which there has been a willful failure to pay the required wages. RRPS may prosecute the work to completion by contract and their sureties shall be liable for any excess cost occasioned thereby. Any party receiving notice of termination of their contract or subcontract under the provisions of this section may appeal the finding to the State Labor Commissioner as provided in the Public Works Minimum Wage Act.

The wage rates enclosed in this RFP and subsequent contract award(s) govern work exclusively for RRPS located in Sandoval County. Entities located in other counties who may utilize these contract(s) under provision of the Procurement Code, Section 13-1-129, will need to secure separate prevailing wage rate decisions.

W. Taxes: Rio Rancho Public Schools holds a Class 9 Nontaxable Transaction Certificate (NTTC) and is exempt from payment of taxes on tangible personal property. A NTTC will be issued upon request. This does not apply to services or to materials that become part of a construction project. The contractor is responsible for payment of all New Mexico Gross Receipt taxes and any other taxes due as a result of this work. Tax rates will fluctuate as required by law and will be shown as a separate amount on each billing or request for payment.

X. Payment and Invoicing: Upon award, RRPS will issue a Blanket Purchase Order (BPO), which shall bind the contractor to the terms of the RFP. This BPO will accommodate multiple billings for the life of the contract. Depending on the size of the project, RRPS may opt to issue a separate PO for the project work utilizing the terms of this RFP contract. Invoices shall list and itemize all materials, Cost-plus a Fix Fee (CFF) percentage rate, labor and supplier costs. Invoices must also reference the BPO number, PO#, SoW# and the location of service. Invoices that are written using lump sums are declared unacceptable and will be discarded. Original invoices must be sent to Rio Rancho Public Schools, 500 Laser Road, Rio Rancho, NM 87124, Attention: Safety and Security Department (SSD). SSD will approve invoice and send onto Accounts Payable for payment. Contractor's invoices must be easily verifiable and traceable to the contract. Note that RRPS does review all payments for contract compliance. Progress billing is acceptable, but due to additional workload, it is discouraged.

RRPS will strive to make prompt payment. Late payment charges may be assessed on any unpaid balance due over 60 days in arrears at the rate of one and one-half percent (1.5%) per month. RRPS will not automatically include late charges in your payment. Late charges, if assessed, must be properly documented with separate invoice showing invoice numbers, amount, date and method of computation. Typically RRPS payment schedule for uncontested invoices will be 30-45 days.

Y. Period of Contract: The open-end portion of this contract will be in effect for a period of one year from date of award. Contingent upon funding and mutual agreement, contract may be extended for up to three, one year renewals. Pricing structure both as to labor rates and method of material pricing will remain firm for the life of the contract. Bonds, insurance and any other required documents must continue in full force and effect. Submitter may decline any renewal with no penalty.

Z. Subcontractors: As a general rule, RRPS does **not** allow subcontracting. RRPS will award to only those contractors who are fully licensed and established to provide the cabling installation services represented by this solicitation and who are able in and of themselves to supply all labor and materials in response to the district's needs in an acceptable and timely manner. Do not submit with the intent to subcontract the main thrust of the work. RRPS may approve qualified and licensed subcontractors in certain circumstances where portions of the work are clearly minimal and incidental to the project or in the unlikely event of an occupancy deadline or similar. At the same time, RRPS assumes that a qualified contractor will have existing relationships with competent subcontractors for such incidental work. If a subcontractor should be approved, RRPS will pay the contractor's invoice, which must include an itemized invoice from subcontractor. RRPS will not accept double billing. At all times, the contractor shall be fully responsible for the work of the subcontractor(s), to the full extent of the requirements of the contract. Listing threshold for subcontractors work is established as \$5,000. During the times in which RRPS approves the use of a subcontractor on a project, the contractor shall provide on site supervision of the work and subcontractor employees at all times.

Each submitting contractor is required to submit a "Subcontractor List" form, found in Section VI – COMPANY PROFILE of this RFP. Contractors that do not utilize subcontractors must write-in N/A on this form. Contractor bids received without providing this information are subject to disqualification.

SECTION II: CONTRACTOR REQUIREMENTS AND PROJECT PROCEDURES

A: Electrical Codes: All work shall be executed in accordance with the current **National Electrical Code**, as amended by the **New Mexico State Electrical Code**, local and state ordinances, and FCC regulations governing the particular class of work involved. The contractor shall be responsible for the final execution of the work under this heading to suit these requirements. In the event of a conflict between the various codes and standards, the more stringent shall govern. Upon completion of the various parts of the work, the installation shall be tested by the constituted authorities and approved. Upon completion of the work, this contractor shall obtain and deliver to the RRPS final certificates of acceptance. The contractor shall hold and save the Board of Education free and harmless from liability of any kind arising from his failure to comply with codes and ordinances. Contractors are required to own and maintain the most current edition of the NEC Code Book.

B: Telecommunications Standards: All work and materials shall comply with the recommendations and standards as set forth in the latest edition(s) of IEEE and ANSI/EIA/TIA Telecommunication Standards. If substitute materials, equipment or systems are installed without prior approval or are installed in a manner not in conformance with the requirements of these specifications and for which the contractor has not received written approval, removal of all the unauthorized materials plus the re-installation of those indicated or specified shall be provided at no extra cost to the owner. Unless a specific date of issue or revision is cited, the documents listed below are the current issue in effect. The requirements contained become part of the contract to the extent specified herein. Except as may be modified by the governing codes and by the Contract Documents, the contractor will comply with all District and RRPS IT and Safety and Security Departments, Communications Division design and installation standards.

Contractors are also required to own and maintain the most current edition of BICSI Telecommunications Distribution Methods Manual (TDMM), and the United States National CAD Standards manual.

Listing of Reference Documents:

- National Electrical Code (NEC)
- Electronics Industries Alliance / Telecommunications Industry Association (568, 569, 606, 607, TSB40)
- Institute of Electrical and Electronics Engineers, Inc. (IEEE)
- American National Standards Institute, Inc. (ANSI)
- BICSI's Telecommunications Distribution Methods Manual (TDMM)
- BICSI's Network Design Reference Manual (NDRM)
- BICSI's Wireless Design Reference Manual (WDRM)
- BICSI's Customer-owned, Outside-Plant Design Manual (CO-OSP)
- National CAD Standard (NCS)
- National Electrical Manufacturers Association (NEMA)
- American Society of Testing Materials (ASTM)

C: Licensing and Personnel Qualifications: Contractor shall comply with all required codes and licensure. Contractor shall be properly licensed and carry a Ten Code license/certification for all security equipment cabling and install. Contractor shall be properly licensed, under the New Mexico Construction Industries Regulations, for all aspects of work requirements, including at least one New Mexico Electrical Licensee - EE98. Actual work is to be performed only by workmen properly licensed and skilled in applicable trade. No one under age 18 is to be employed on any RRPS project. Contractor must employ two (2), full-time BICSI Registered Communication Distribution Designer (RCDD) on the local payroll. The contractors exclusive Point-of-Contact will be their RCDD(s).

Contractors are not permitted to borrow, lease, sub-contract, form partnerships or establish retainers with any individuals or with other companies in order to fulfill the licensing and qualifications of this contract. Value-add preferences will be considered for contractors RCDD/Specialty certifications, such as Network Transport Specialist (NTS), Wireless Design (WD) or Customer-Owned Outside Plant (CO-OSP).

Contractor must use Journeymen installers who have and maintain BICSI Technician certifications or Apprentice installers with a minimum of 6 months experience with a BICSI Installer Lever 1 certifications at all RRPS job sites. Contractors must maintain current manufacture certifications. Contractors are required to establish and maintain a local office with sufficient and qualified personnel to support this contract.

D. Permits and Reimbursement of Fees: It is the contractor's responsibility to secure in a timely manner and pay for all necessary permits required for any particular job. RRPS will reimburse the contractor the cost of job permits. These reimbursements must be pre-approved, with no markup and must be added to invoices as a separate and documented line item. RRPS does not pay for business licenses, contractor licenses, certifications, or renewals of same, memberships in professional affiliations, and similar costs of doing business, which are the contractor's obligation to secure and maintain. Contractor will pull permits from the State of New Mexico's Constructions Industry Department (CID) and will also be subject to state inspections for code compliance and/or any other relevant aspect of the job. The contractor will coordinate state inspections with the RRPS Safety and Security Department Project Manager.

E. Supervision: The work shall be performed under the direction of a qualified project manager experienced in the trade who shall be thoroughly familiar with the complete requirements and details of the work and shall make regularly scheduled visits to the site during the execution of the work and work in conjunction with contractor site foreman and RRPS Safety and Security Project Manager (SSPM). Depending on length and duration of the project, weekly project meetings may be requested by the SSPM and will be complied with at no additional cost. The cost of the contractor project manager will be considered as a part of the contractor's overhead and may not be billed as a separate charge. If the project manager should perform actual work at the site, contractor may bill at the appropriate job classification for the hours worked. All work performed will be supervised by a site foreman and identified as such at the start of the project. Changing project managers or site foreman after as project has started is strongly discouraged and should only be entertained in emergency situations. During vacations etc. the contractor will give written notice to the SSPM who the substitute will be – all RRPS background check clearances apply. The substitute will be brought up to speed on RRPS expectations and the status of the project. The

substitute will be introduced to SSPM before contractor project manager or foreman leaves. Failure to comply may result in the shutdown of the project at no cost to RRPS. No verbal communication between students and staff is permitted, except in case of emergency. Communication with the front office administration staff is permitted within the confines of project emergencies and appropriate social etiquette.

F: Project Performance: Work performed under this contract is subject to RRPS strict internal controls and industry standards. RRPS may elect to perform all or a portion of any project utilizing this contract, or use other contractors to complete any project separately. Past work performance and work history may be used as a criteria to use other contractors separately on projects under this contract. If RRPS shall elect to use this contract, RRPS will expect to receive a quote within five (5) business days, sent via email, to the RRPS SSPM, on a per project basis. Quotes are based off of a written Scope of Work (SoW), from an RRPS Safety and Security Designee. RRPS does not pay for estimates. Quote shall list Make / Model / Description / Quantity / Price for all materials for electronic equipment, cabling, connectivity, enclosures and pathways. A separate line item will list the Cost-plus a Fix Fee (CFF) percentage rate as part of the materials subtotal. RFP requirements for CFF are detailed in Section IV – Pricing, of this RFP. Labor costs must also be line-itemed in the quote. Based upon RRPS calculations, internal estimates, budget etc. the quote will be approved or discrepancies renegotiated with the contractor. Change orders will follow the same guidelines. Estimates submitted as lump sums are unacceptable and will be disqualified.

G: Project Procedures: Upon project initiation, the contractor shall coordinate all projects with RRPS SSPM. The contractor and any approved subcontractor will participate in a kick off meeting and a pre-installation/construction meeting as coordinated by the RRPS SSPM. Participation is mandatory. Contractor coordination and collaboration is also required with all other project affiliated vendors and contractors through the SSPM. All projects will be initiated by the RRPS SSPM or Director of Safety and Security. An SoW will accompany all project initiations but may not be finalized until after a walk thru of the project site. The SSPM will review each quote prior to requisition submittals. Upon project initiation, contractor will coordinate project staging and scheduling with the SSPM. The SSPM will be responsible for any site coordination. Contractor contact of site administration for scheduling or clarification of work is strictly prohibited. Upon completion of a project, the contractor and SSPM will perform a final inspection and list any punch list items to be resolved by the contractor. These items will be taken care of within one business week unless otherwise specified. Contractor will comply with all State and local inspections and will be responsible for coordinating such. Contractor

will also send drawings to CID if applicable and follow permitting procedure. Occasionally projects require other trades to be involved and may involve working with RRPS Facility or IT Department. *In such cases, all communication and direction for said projects will come from the RRPS SSPM.* Contractor will provide applicable As-Builts within 10 business days and warranties within 20 business days. In cases where projects require utility spotting on school property, contractor shall make all provisions thereof and pathways must be pre-approved prior to project initiation. All utility spotting is to be photographed and sent via email to the SSPM prior to starting the work. Photographs of any connections or terminations points are to accompany the as-builts.

The following RRPS personnel list has been designated as authorized contacts for purposes of this solicitation. This list is subject to change at any time without notice.

- Chief Procurement Officer – Randy Evans

H: Work Request(s) NOT Defined in Scope of Work: Contractor shall be held accountable to NOT perform work requests which are clearly beyond the defined Scope of Work (SoW). Contractor has the responsibility of calling such violations to the attention of the RRPS Safety and Security Project Manager. All project communications will be limited to the contractor and SSPM. Changes in SoW may not be initiated by school site staff or other RRPS staff other than the Director of Safety and Security and the RRPS Safety and Security Project Manager. No changes to the scope of work can move forward without a written change by the RRPS Safety and Security Project Manager. Violations may become the personal liability of the individual requesting such work and RRPS will be under no obligation to make payment. Contractor may at times be required to work in conjunction with an RRPS Facility Project Manager if projects require other trades. The contractor will only take direction from the RRPS Safety and Security Project Manager and all communications will be limited to such.

I. Work Scheduling: All work shall be, insofar as possible, performed during normal operating hours (7:00am to 4:00pm), Monday through Friday. However, contractors are not permitted to work during testing schedules. After hour and weekend shifts are acceptable, if necessary, to complete a project in the most expeditious and feasible manner with prior approval and coordination with the SSPM. Contractors are required to participate in school site fire drills if they occur during the course of scheduled work. Contractors will also work their hours around school site events and heavy traffic times. These will be identified for the contractor during the pre-install/construction meeting.

The project foreman will sign in daily at the administrative office when arriving at the site, and sign out when leaving. The project foreman will keep a list on site

daily of the contractors on the project and will turn in weekly to SSPM. The list will be available for review by the SSPM at any time. A list of worker's name(s) and job classifications(s) shall be included. Site workers must wear distinctive and appropriate clothing identifying the company e.g., shirt with company logo and a company badge. If doing inside work, contractor must obtain an RRPS badge from Human Resources. All shirts must have sleeves. These requirements includes sub-contractors. A reasonable code of conduct must be observed. Profanity and other forms of vulgarity will not be tolerated. No music. No smoking on any school site or district property. Smoking breaks taken off site are not to be within view of the students and staff.

J. Support Service: The contractor shall be able to provide timely service in the event of needed repairs, malfunctioning of equipment, warranty problems and similar.

- **Required Test Equipment** - Contractor shall own Cable Testers and Analyzers, Network Testers (Fluke or Wirescope), power source and light meter, Visual Fault Locators and an OTDR.
- If a **major malfunction** of the equipment occurs, the contractor shall respond onsite to the customer within four (4) hours from the time the contractor first receives the customer's request for maintenance and will complete such repairs within 48 hours. The contractor shall be able to respond to multiple major malfunction calls at any one time. Overtime hours must receive prior approval from the Safety and Security Director or Project Manager.
- If a **minor malfunction** occurs, the contractor shall respond to the customer during normal working hours within 24 hours from the time the contractor first receives the customer's request for maintenance and shall complete such repairs within 48 hours. The contractor shall be able to respond to multiple minor malfunction calls at any one time.
- **Emergency Requests** - Contractor will be expected to respond immediately to a request for work to be performed.

K. Interrupting Services: Absolutely no interruption of the existing services will be permitted without prior approval of RRPS Safety and Security Department. One business week's notice will be given with any request to interrupt or shut down services. Use of RRPS calendar of days off will always be a consideration when needing to interrupt or shut down services.

L. Safety: The contractor shall take all necessary precautions to protect the site occupants from hazardous conditions. The contractor shall abide by all Occupational Safety and Health Administration (OSHA) regulations and all State of New Mexico Environmental Improvements Board Occupational Health and Safety regulations that apply to this contract. The contractor shall defend,

indemnify, and hold the Board of Education and its agents, officer, administrators, and employees free and harmless against all claims, loss, liability, and expense resulting from any alleged violations of said judgments, court costs, and attorneys' fees. The contractor also shall be responsible for damage to persons or property that occurs as a result of his fault or negligence, or that of his employees, agents, and/or subcontractors, in connection with this contract.

M. Emergency / Lockdown Procedures: In case of a work related emergency or accident, the contractor shall immediately contact 911 as applicable. The contractor shall also contact the site administrator, RRPS SSPM, Safety and Security Director and Facilities Director. In case of a site lockdown, contractor employees shall adhere to all RRPS procedures.

N. Guarantee: The contractor shall guarantee all materials, equipment and workmanship furnished and installed under this contract to be free from all defects and shall agree to replace at their expense, without expense to RRPS, any and all defective equipment, parts, etc., within 12 months after service or as warranted by manufacturer and as accepted by RRPS. This excludes normal maintenance and daily servicing of equipment, which is RRPS responsibility.

O. Protection of Work, Materials and Adjacent Surfaces: The contractor is responsible for the protection and security of all materials, tools, equipment and installed work until the final acceptance of the work has been completed. RRPS will not be held responsible for lost or stolen equipment, tools or materials from job sites. The contractor shall take all measures necessary during the course of work to protect existing property including adjacent surfaces, equipment, electrical systems, piping, furnishings, and landscaping from damage during the course of the work and shall repair promptly any such damage at his own expense and to the satisfaction of RRPS. All open trenches will be protected by orange fencing or six foot chain link fencing as noted by the SSPM.

P. Clean-up: The contractor shall keep the site reasonably clean and neat during the execution of work, remove accumulations of debris at the end of each day and leave all surfaces and areas completely clean at final completion. Contractor will make sure area working in is locked and secure at the end of the work shift.

Q. Final Acceptance: The contractor shall notify the SSPM when project is ready for final inspection, whereas arrangements will be scheduled. The SSPM will either accept the project as complete and satisfactory or provide a written list of items to be corrected and/or completed within one week of meeting unless otherwise specified. The Contractor will supply the SSPM with a certificate of completion for SSPM sign off a when punch list items are complete. This will be attached to the final invoice.

S. Releases of Lien: If applicable, the contractor shall provide unconditional releases of lien from all subcontractors and major material suppliers when submitting his final invoice at the end of each project. When applicable, final invoice for each project shall be accompanied by all required guarantees, operations manuals, as-builts and/or other submittal required by the contract.

T. Surplus Equipment: Upon acquiring any surplus equipment from a project, the contractor will promptly deliver all surplus items to the RRPS Safety and Security Department.

U. Scope of Services not included above: The District owns and operates approximately 425 surveillance cameras with its appropriate servers, switches, cabling and other infrastructure in order for operations and storage. Vendor shall perform maintenance services for the Video Surveillance Systems/CCTV at the District's facilities located at the following RRPS locations:

Shining Star Preschool, Cielo Azul Elementary, Colinas del Norte Elementary, Enchanted Hills Elementary, E. Stapleton Elementary, Martin Luther King Jr. Elementary, M. Cordova Elementary, Puesta del Sol Elementary, Rio Rancho Elementary, Sandia Vista Elementary, Vista Grande Elementary, Eagle Ridge Middle/Desert Pathways, Lincoln Middle, Mountain View Middle, Rio Rancho Middle, Cleveland High, Rio Rancho High, Rio Rancho Cyber Academy, Independence High, Student Transportation facility, and Rio Rancho Public School District Office (including Facility Warehouse and Training Facility). Other facilities that require service may be included in the contract at any time or on an hourly basis as set forth.

Vendor shall provide 24/7 online and telephone technical assistance, equipment replacement, password management, basic system training and four scheduled annual maintenance visits. Each of the four scheduled maintenance visits will include a complete system inspection and cleaning of all equipment covered under this plan. Any equipment found by the inspecting personnel that are in need of replacement or repair will be addressed during the scheduled visit. Any equipment found to be out of service or in need of service outside of these scheduled maintenance visits shall be made known so vendor could repair as soon as possible. Vendor will be on site within 72 hours of official notice that there is a service request at a location. Emergency service calls will be responded to in 24 hours or less from time of official notification.

Vendor shall monitor said system in order to inform District that camera(s) and/or system comes off-line.

Vendor will cover replacement of defective equipment. During the term of this contract, total equipment replacement costs covered by Vendor shall not exceed 60% of the contract amount. Equipment in need of replacement that was found damaged will not be covered under maintenance.

Vendor will provide all software updates and maintain system to latest revision of software. If major hardware increases are required to adjust to latest software, separate pricing will be provided to Client for those services.

SECTION III: TECHNICAL SPECIFICATIONS

A. Brand Name or Equal Specifications: The follow manufacturer’s products are being used to describe the items desired and to establish acceptable levels of quality and performance. Offers of equal performance products will be considered, provided your firm provides complete product descriptions, specifications and literature.

Based on in-depth, internal studies and extensive evaluations, RRPS has specified the following approved manufactures for all district cabling and infrastructure projects:

UTP - CAT5e, Cabling & Patch cables	CommScope - Uniprise	CommScope - Systimax
UTP - CAT5e, Connectivity	CommScope - Uniprise	CommScope - Systimax
UTP - High-pair count, Cabling	Superior / Essex	

Fiber - Cabling & Patch cables	Optical Cabling Corp.
Fiber - OSP Enclosures	Optical Cabling Corp.

Equipment Racks - Floor Mount	Chatsworth Products Inc.	
Equipment Racks - Wall Mount	Chatsworth Products Inc.	OCC - TERAX
Equipment Racks - Portables	Engineered Data Products	

Media Converters	SignaMax
Lightning Protectors	Porta Systems
Battery Backups - UPS	APC
Security Systems - Product	Axis

Note: Substitute equipment and materials may be used of equal or better quality as determined and agreed to by the District.

B: Specification Deviations: RRPS retains the right to approve alternate manufacturers.

C: Cabling Warranties: Contractors are required to provide a Manufacture Warranty Certification for all completed cabling installation projects. This warranty shall be hand-delivered to the RRPS Safety and Security Department no later than one month after project completion.

D. Materials, Delivery, Storage and Handling: The contractor shall be responsible for the receipt, safe storage, and delivery of materials and equipment to the job site. All products and materials will be shipped and stored in a manner that will protect from damage, weather and entry of debris. Damaged items will not be installed and contractor will take immediate action to obtain replacement. Materials (except bulk materials) shall be delivered in the manufacturer's unopened container, fully identified with the manufacturer's name, trade name, type, class, grade, size and color.

Any materials required to be stored shall be suitably sheltered from the elements. Items subject to moisture damage kept in dry storage. On-site secure storage area may or may not be available. Contractor to discuss RRPS site storage availability with SSPM. The contractor shall not store or place materials on RRPS floors in excess of the floors' designed load limits.

E. Procurement of Other Materials: RRPS reserves the right to procure any material through normal procurement channels and to furnish such materials to contractor for installation; but the general intent is for the contractor to supply all materials and labor for a given job. Contractor and RRPS shall be in agreement as to exact parts/materials to be used prior to commencement of any work.

F. General Installation Requirements: Contractor will adhere to any and all District Standards for Safety and Security and IT – Cabling Installations. The

locations of telecommunications outlets (TO), enclosures, panels, equipment racks and other related products as indicated on project drawings will be understood to be approximately correct and will be subject to such revision as may be found necessary or desirable at the time of installation. Particular caution will be exercised with reference to location of surface raceways, power poles, floor boxes, TO's, etc., with precise locations accepted by the owner before proceeding with the installation. The contractor shall ensure that the maximum pulling tensions of the specified distribution cables are not exceeded and that cable bends maintain the proper radius during the placement of facilities. Failure to follow the appropriate guidelines will require the Contractor 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 contractor during the implementation.

Installers must be qualified to perform the work and be knowledgeable in the following activities:

- Cable installations and terminations for specified copper, fiber optic and coaxial cables.
- ANSI/EIA/TIA 606A Administration labeling and documentation.
- Bonding and grounding where required.
- Testing of copper and fiber cabling for performance compliance.

Industry Cable Installation Standards as well as manufacturer's instructions will be used for in-process quality control and final acceptance of the work installation. Installers will be required to provide and use the proper tools in the performance of each activity. The tools must be in good working order. The owner reserves the right to review the tool lists and tool maintenance procedure for the contractor. RRPS reserves the right to bring in the manufacturer's representative to inspect the workplace and quality of workmanship.

G. Horizontal Cabling:

- Contractor shall supply horizontal cables to connect each TO to the backbone subsystem on the same floor.
- The minimum type of horizontal cabling shall be rated as Category 5e UTP.
- Voice drops shall have "White" jacketed cable and wall jacks.
- Data drops shall have "Blue" jacketed cable and wall jacks.
- The Category 5e UTP cables shall be run using a star topology format from Telecommunications Room on each floor or classroom wing, to each individual Telecommunication Outlet.
- All cable routes shall be approved by RRPS – IT Designee prior to installation of the cabling.

- The maximum length of each permanent link from the Telecommunication Closet on each floor to the Telecommunication Outlet shall not exceed 295 ft (90 m).
- Contractor shall observe the bending radius and pulling strength requirements of the Category 5e UTP cable during handling and installation.
- Each cable between the termination block and the information outlet shall be continuous without splices.
- Plenum rated cable will be used in all appropriate areas.
- The Category 5e UTP cable shall be Underwriter's Laboratories (UL) listed type MPR, MPP, CMR, or CMP.
- Conduit runs installed by the contractor shall not exceed 100 feet or contain more than two 90 degree bends without utilizing appropriately sized pull boxes.
- All cabling terminations will comply with ANSI/EIA/TIA 568B Standard and utilize 110 blocks and IDC type jacks.
- All voice and data cabling shall be terminated using 110 blocks and IDC type jacks and patch panels.
- All face plates shall be stainless steel type
- Avoid drop locations near any heat and water sources and cubbies and coat rack areas.

H. Patch Cables:

- All patch cords shall exceed ANSI/TIA/EIA and ISO/IEC Category 5e Specifications
- Patch cords shall be UL listed and UL-C certified.
- Patch cables for Voice drops shall have "White" jacketed cable.
- Patch cables for Data drops shall have "Blue" jacketed cable.
- All fiber patch cables shall be labeled to identify associated link designation.

I. Backbone Cabling:

- Minimum, 6 – strand, tight-buffer fiber backbones between Distribution Frames.
- Aerial, OSP cables shall be made of an indoor/outdoor/plenum rated cabling.
- Contractor shall supply and install the transmission media and terminating hardware to provide interconnection between the MDF and each IDF in a star topology.
- All cable routes to be approved by project manager prior to installation.
- Contractor shall observe the bending radius and pulling strength requirements of all backbone cables during handling and installation.
- All cable routes to be approved by project manager prior to installation.

- Contractor shall install electrical protection devices for OSP copper trunk cabling.
- Contractor shall install a tracer wire in all applicable UG conduits.
- Use self-supporting cable rather than lashed cable if: (1) It is available in the required size, (2) there is no existing strand for voice and data, (3) new cable cannot be lashed to existing cable unless approved by an RRPS representative, and (4) adequate space exists for growth.
- Aerial connecting hardware and enclosures must be UV and NEMA4 rated.
- All clearances and separations must meet NEC and local codes. NO contractor will install any cable on the roof/s of any RRPS facilities, or make any roof penetrations unless given written permission by RRPS – Safety and Security Department.
- Backbone fiber cable runs will include a minimum, 30-foot service loop at MDF and minimum, 10' service loop at each IDF.

J. Fiber Specifications:

Multi-mode - 50 micron Fiber

10 Gigabit bandwidth capacity
300 meters (984') maximum distance
LC type terminations and connectors
"Aqua" colored patch cables

Single-mode Fiber

10 Gigabit bandwidth capacity
40 kilometers (~25 miles) maximum distance
LC type terminations and connectors
"Yellow" colored patch cables

K. Coaxial Distribution Overview:

The typical A/V distribution cabling standard for RRPS is based on a hybrid design, which combines the "MDF/IDF" star topology with the "Trunk and Tap" daisy-chain design. Homerun trunks and backbones are specified between the MDF and each IDF and are typically rated as Series 11 coaxial cable. Feeder cables are specified from the IDF and tapped or split to each TV outlet. Feeder cables are typically rated as Series 6 coaxial cabling. Fiber optic cabling is specified when distribution distances have exceeded the coaxial cabling limitations. Plenum and OSP rated cabling shall be used in all applicable areas. Coaxial connectors shall be compression type.

L. Security Distribution Overview: The typical distribution cabling standard for RRPS security systems are primarily based on manufactures requirements. Contractor is required to coordinate each security cabling installation project with

associated manufactures and their product resellers for cabling specification requirements.

M. Wireless Specifications: Physical plant design locations of a wireless network will be provided by the RRPS Safety and Security or RRPS Designee. Drop locations for access points are typically installed at 96" AFF and not to exceed 10' in height. Contractors shall install wireless access enclosures in gym environments. These enclosures must be non-metallic.

N. Pathways: In suspended ceiling and raised floor areas where duct, cable trays or conduit are not available, the contractor shall bundle, 50 cables or less, with cabling Velcro. Cable bundles shall be supported via "J" hooks attached to the existing building structure and framework at a maximum of five foot (5') intervals. The contractor shall adhere to the manufacturer's requirements for bending radius and pulling tension of all data cables. 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. Cables shall not be attached to ceiling grid supports or laid directly on the ceiling grid.

OSP aerial pathways shall consist of rigid conduit masts and 30' utility poles, not to exceed a span of 75,' and wedge clamps as secure attachments to aerial messengers. OSP - Riser racks must comply with RRPS Safety and Security and IT standards. Contractor shall coordinate riser rack design and installation with SSPM for project specifications and approvals.

O. Portable Buildings: Connections to portable buildings shall be made via aerial or underground cabling. Contractor shall coordinate portable building projects with the RRPS SSPM or RRPS Designee for design and installation specifications. The following is a list of aerial specifications for a Quick-Disconnect Industrial connector for fiber backbones installations:

Part# Manufacturer w/ Description

TBD	OCC, LC, MM Industrial plug
TBD	OCC, LC, MM Industrial outlet
TBD	OCC, Outlet Dust Cap
TBD	OCC, Plug Dust Cap
OC-040818-01	OCC, 2 strand, 62.5 Multimode Fig. 8, w/ Blue jacket
BX__-WLS-900-OFNR	OCC, Multi-strand, Indoor/Outdoor/Plenum rated

P. Equipment Racks and Enclosures: The equipment racks shall be made of lightweight steel and include mounting hardware. Enclosures shall be lockable, vented, include fan kits (50 cfm max per fan), and mounted in compliance with NEC clearance codes and ANSI/EIA/TIA mounting standards. Ladder rack is required for any applicable floor-mounted racks. All racks shall be grounded to

the isolated ground bar within the TR / ER using a standard ground lug and #6 jacketed green cable. Contractor shall install Surge Protected Device (SPD), electrical receptacles as required to power up equipment in MDF and IDF racks and enclosures.

Q. Battery Backups / UPS: For projects requiring battery backups, contractor shall coordinate with RRPS – IT Designee for size and type specifications. Typical UPS installations will be mounted at the bottom of a 4-post rack and serve power to rack mounted, vertical and horizontal power strips. Electrical receptacles for UPS's shall be installed on the ladder rack and/or on adjacent walls at 84" AFF, below ladder rack. UPS's shall have installed an SNMP network card, which will monitor input power and ambient temperature.

R. Administration

Identification

All cables and conduits shall be labeled by the contractor at each exposed point or end with a unique identifier and a description of the cable function to ease individual cable tracing based on ANSI/EIA/TIA 606A and District standards. Labels shall be permanent, waterproof, and shall not be removable by normal cable handling or normal operations.

As-Builts Requirements

Contractor is required to provide As-Built drawings at the completion of each project. They must be of professional quality, capable of being reproduced and with reasonable archival standards. As-Builts shall be delivered within 10 working days after project completion. Hand-drawn As-Builts are not acceptable. Upon completion of the project, paper and electronic copies of the As-Builts are to be provided to the RRPS – Safety and Security Department, as well as a hard copy to the SSPM. As-Builts are required to be drawn in the latest version of autodesk's AutoCAD software and comply with the United States National CAD Standard as follows:

- ES - Electrical Site Plan
- TN-DATA, Telecommunications Network Layer
- TT-PHON, Telecommunications Voice Layer
- TA-CATV, Telecommunications Audio/Visual Layer
- TI-INT, Telecommunications Intercom Layer
- TY-SEC, Telecommunications Security Layer
- Labeling compliance with ANSI/EIA/TIA 606A standards and District standards
- Electronic As-Builts will be sent as a complete set which include both the .dwg and .dxf formatted files
- Security Layer

S. Electrical, Grounding and Bonding Requirements: The contractor shall be responsible for providing an approved ground at all newly installed distribution frames, and or insuring proper bonding to any existing facilities. The contractor shall also be responsible for ensuring ground continuity by properly bonding all appropriate cabling, closures, cabinets, service boxes and framework. All grounds shall consist of #6 AWG copper wire and shall be supplied from an approved building ground and bonded to the main electrical ground. Bonding and grounding shall be in compliance with the NEC and ANSI/EIA/TIA 607 standards.

When required by local code, provide a Telecommunications Bonding Backbone utilizing a #6-AWG or larger bonding conductor that provides direct bonding between equipment rooms and telecommunications closets. This is part of the grounding and bonding infrastructure (part of the telecommunications pathways and spaces in the building structure), and is independent of equipment or cable.

As applicable to a Safety and Security project SoW, contractor shall install electrical receptacles for computer, network, phones, security, audio/visual equipment and other Safety and Security and IT end-devices.

T. Fire stopping and Penetration Sealants: Sealing of openings between floors, through rated fire and smoke walls, existing or created by contractor for cable pass through shall be the responsibility of the contractor. Any openings created by or for the contractor and left unused shall also be sealed as part of this work. All sealant materials will be installed according to manufacturer's directions and recommendations. No foam sealants are to be used. Contractor is required to provide UL and ATSM approved fire stopping systems to restore fire ratings to all wall or floor or ceiling penetrations. Contractor must provide certification of such fire stopping along with as-builts indicating the locations of such penetrations.

The fire rating of the penetration seal shall be at least that of the floor or wall into which it is installed, so that the original fire rating of the floor or wall will be maintained as required by Article 300-21 & 22 of the NEC. Sealing of annular space of conduits is also required.

The sealant shall remain resilient and pliable to allow for the removal and/or addition of cable without the necessity of drilling holes. It shall adhere to itself in order to allow any and all repairs to be made with the same material. It shall allow for vibration, expansion and/or contraction without affecting the seal, cracking or crumbling.

U. Cable Testing and Signal Certifications: Contractor will provide a cable certification from the manufacture based on their warranty period, as proof that the system is fully operational. If at any time during this period, cable or workmanship should be defective, the contractor will repair or replace in a timely

manner at no charge. The above-referenced certifications must be delivered to RRPS no later than 30 days after completion of the project. Test equipment manufactures may include only Wireshope or Fluke. The contractor shall perform the cable tests for all cables specified as follows unless otherwise noted or approved by the owner:

UTP CAT5e, Cabling

- All installed cable will be Channel and Permanent Link tested determining continuity, shorts, reversed pairs, split pairs, attenuation, return loss, NEXT, PSNEXT, ACR, PSACR, ELFEXT and PSELFEXT. The continuity of all grounds and bonds will also be tested.
- All of the installed station cables shall be tested for attenuation loss at 100 MHz and results reported in dB.
- Test 100% of all the station cable runs and provided patch cables for the correct jack pin terminations as specified.

Fiber Optic Cabling

- All multi mode fiber optic tests will be performed at the 850nm and 1300nm windows in both directions. All single mode fiber optic tests will be performed at the 1310nm and 1550nm windows in both directions.
- All connectors will be tested and the loss measured in dB, connectors will have a loss of 0.5 dB or less to be accepted.
- All fiber optic links will be tested and the loss measured in dB/KM.
- All fiber optic links will be tested with an Optical Time Domain Reflectometer.
- The length of each fiber optic link shall be recorded.
- End to end testing is considered to be from the equipment end through the cross-connect to the terminal end.

Coaxial Cabling

- A/V cabling systems shall support frequencies between 1Mhz to 1Ghz
- Each TV outlet must be tested for acceptable signal strength of 0-10 db minimum
- Contractor shall install all necessary components to acquire acceptable signal strength

V. Reports and Certifications: The contractor shall be responsible for recording and providing all test data. Copies of all test results are to be submitted to the RRPS Safety and Security Department in an electronic format and delivered via email to the SSPM. For all fiber optic cables within the required distance, a printout from an Optical Time Domain Reflectometer will be provided and correspond to a labeled fiber cable. All UTP CAT5e cable must have an output of the test results with the station ID assigned.

SECTION IV: PRICING

Annual Maintenance/Licensing Fees – with optional renews years 2016-2019

December, 2015 – December, 2016	\$ _____
December, 2016 – December, 2017	\$ _____
December, 2017 – December, 2018	\$ _____
December, 2018 – December, 2019	\$ _____

Material Pricing: Under this contract, RRPS will utilize a pricing format for materials described as Cost-plus a Fixed Fee (CFF). CFF is a percentage rate, established by the contractor, to be applied to the supplier(s) cost of any and all materials on a specific SoW. Materials may include the cost of specialized tools, rental equipment and sub-contractors. CFF percentage rates are used in calculating the sub-total cost of materials exclusively. CFF is **NOT** applied to the calculations to costs such as labor rates and performance bonds, which are sub-totaled separately from that of materials.

In general, the CFF pricing format will cover overhead and G&A costs of materials. The CFF will then become a line item price on the resultant quote, purchase order and corresponding invoice, covering a specific SoW. Under CFF, actual costs per SoW may vary, but the CFF percentage rate will remain the same.

Each submitting contractor must provide a CFF - Percentage Rate Schedule. Submitting contractors must submit the CFF – Percentage Rate Schedule below, as part of their corresponding RFP package. Proposal packages submitted without the CFF – Percentage Rate Schedule will disqualify the contractor’s proposal. The contractor will determine their CFF percentage rate for the duration of this contract and shall not increase during the contractual period. The percentage rate may vary by size classification of the SoW as listed in the CFF – Percentage Rate Schedule.

CFF – Percentage Rate Schedule:

Instructions: In the schedule below, fill in the CFF Percentage Rate for each size classification. The CFF percentage rate established by the contractor may vary for each size classification or may be the same percentage rate across the board.

PRICING: Materials

Material Cost Classifications	CFF Percentage Rate
\$40,000 & below	%
\$40,001 & above	%

Equipment Pricing: Due to the variance in a SoW, contractors may involve the use of specialized tools, rental equipment or sub-contracting to complete the work. The contractor is required to establish the equipment cost, which will apply. Some contractors own these items, while others may need to rent or contract for them separately. Contractors must establish equipment pricing based on an hourly rate, the CFF or "No Charge."

SECTION V: LABOR RATES

Labor rates established under this contract apply to two types of wages rates: base wage rates and prevailing wage rates. Base wage rates are hourly labor rates defined by the contractor for each trade classification. Prevailing wage rates are based on a wage decision from the state of New Mexico, Department of Workforce Solutions and designated for specific trade classifications, which relate to this RFP.

Contractor shall establish and provide the base wage rates for all trade classifications. These wages will remain unchanged for the duration of this contract. Contractor shall also provide prevailing wage rates for the trade classifications applicable to the NM wage decision. Reflected upon variations in future wage decisions, the prevailing wage rate may change accordingly.

Submitting contractors must submit the Labor Rate Response Form below, as part of their corresponding bid package. RFP packages submitted without the Labor Rate Response Form will disqualify the contractor's proposal. Provide all labor classifications your company typically utilizes. If you do not find an exact classification, attach extra pages as necessary and include a brief job description as defined within your company.

Instructions: In the Labor Form below, fill in the wage rates associated with the applicable trade classification. Calculate Prevailing wage rates from the Prevailing Wage Schedule below. All wage rates shall include, as applicable, fringe, apprenticeship, profit, G&A, FICA, pension, workman's compensation, liability, holiday, unemployment and health and wellness.

Labor Rate Response Form:

Labor Rates	Apprentice Telecomm.	Journeyman Telecomm.	Apprentice Electrical	Journeyman Electrical	Project Manager – RCDD	CAD - Draftsman
Hourly Wage Rate	\$	\$	\$	\$	\$	\$
Overtime Hourly Rate	\$	\$	\$	\$	\$	\$
Prevailing Wage Rate	\$	\$	\$	\$	\$	\$

Fees and Expenses for Time and Material for non-warranty, out-of-contract work

1. Online or Telephonic Technical Assistance
 \$_____ per hour billed in 30 minute increments with contract
2. Programming Assistance
 \$_____ per hour billed in 30 minute increments with contract
3. After normal working hours technical or programming assistance (4:30 pm – 8:00 am)
 \$_____ per hour billed in 30 minute increments with contract
4. Normal working hours onsite services (Monday-Friday 8:00 am – 4:30 pm)
 \$_____ per hour billed in 30 minute increments with contract
5. After normal working hours onsite services (Monday-Friday 8:00 am – 4:30 pm)
 \$_____ per hour billed in 30 minute increments with contract
6. Weekends and Holidays onsite services
 \$_____ per hour billed in 30 minute increments with contract
7. Materials will be charged at _____% off MSRP
8. Move camera 0 – 50 foot
 Each \$_____

SECTION VI: COMPANY PROFILE

Instructions: Complete the company profile in its entirety. If additional space is needed, attach additional pages with questions and answers identified accordingly.

- A. Provide a short company profile, including years in business, gross earnings of previous fiscal year, number of employees, name of the owner(s) and local office address location(s). What is your primary line of work? Also include your federal identification number, CRS number and copy of W-9.
- B. Discuss how your company monitors job costs. Describe your system for purchasing of materials, equipment and components. How are records kept to ensure that the correct costs are properly allocated to the appropriate project? If a job were to exceed the original estimate, how and when do you inform the owner?
- C. Does your company have a safety plan? If so, please describe or attach a copy.
- D. Describe how your company's Drug-testing Program works, including what you test for and how often. How are violations handled?
- E. Describe your company's apprenticeship or continued education training program.
- F. Describe how your company keeps job records. How do you account for time spent on each job and properly identify each person's working hours? Do they work on both public and private during the same time frame? How do you communicate with personnel in the field and/or their supervisors as to appropriate schedules, change orders, etc?
- G. Please provide three pictures, of security systems, no larger than 8x10, for work done by your firm for clients other than RRPS within the last 2 years.
- H. Enclose a sample hard copy of an As-Built of one of your company's cabling project, approximately equivalent to 40,000 square feet.
- I. List below, the total licenses and professional certifications of your current staff. Provide copies of these certifications and licenses.

New Mexico Electrical Licenses

BICSI Certifications

_____ BICSI RCDD
_____ BICSI NTS
_____ BICSI WD
_____ BICSI OSP

_____ ²⁹ BICSI
Technician

_____ BICSI ITS Installer

Level 1

_____ NM EE 98

New Mexico Electrical Specialty Licenses

_____ NM ES 7

_____ NM ES 3

New Mexico Electrical Journeyman Licenses

_____ NM JEE 98

_____ NM JES 7

_____ NM JES 3

InfoComm Certifications

_____ CTS – Certified Technology Specialist

_____ CTS - I Certified Technology Specialist: Installation

_____ CTS - D Certified Technology Specialist: Design

Security Certifications and Licenses

_____ Ten Fold

_____ Other

NICET Certifications

_____ Audio Systems Technician, Level I

_____ Audio Systems Technician, Level II

_____ Audio Systems Technician, Level III

11. Subcontractor Listing

In the space provided, supply the name and location of place of business for each subcontractor who will perform work or labor or render service to the contractor in or about the construction requirements of this RFP. State also the contractor's license number and nature of the work to be done by each subcontractor. Please

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their duly authorized representatives.

ATTEST:

SCHOOL AUTHORITY:

Rio Rancho Public Schools

Name of District

Signature of Authorized Representative

Print Name of Authorized Representative

Title

Date

ATTEST:

CONTRACTOR:

Name of Contractor

Signature of Authorized Representative

Print Name of Authorized Representative

Title

Date Signed

Business Mailing Address

Contractor Employer EIN (Attach W-9) City, State, Zip

Contractor NM CRS#, if applicable Contractor Phone Num

APPENDIX B

CAMPAIGN DISCLOSURE