



**Special School District**  
**Of St. Louis County**

**SSD 114-18**

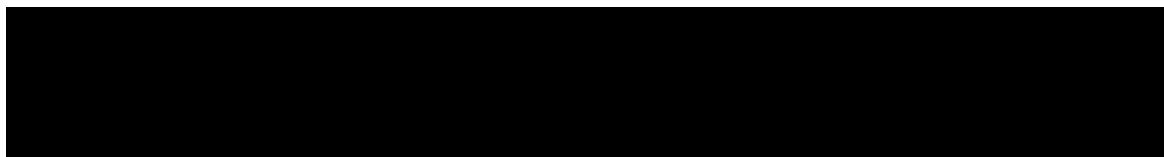
**Invitation For**  
**SOUTHVIEW SCHOOL**  
**ETHERNET CABLING INSTALLATION**

Request for Proposal and Guidelines for Submittal  
ISSUED: **DECEMBER 21, 2017**

**MANDATORY PRE-PROPOSAL WALKTHROUGH**  
**PLEASE NOTE INSTRUCTIONS ON PAGE 4**

**PROPOSALS DUE ON OR BEFORE:**

**JANUARY 19, 2018 @ 1:30 P.M.**  
**SPECIAL SCHOOL DISTRICT**  
**PURCHASING & MATERIALS DEPARTMENT**  
**12110 CLAYTON ROAD**  
**ST. LOUIS, MO 63131-2516**



**REQUEST FOR PROPOSAL**

SUBJECT: SSD 114-18	DATE ISSUED: DECEMBER 21, 2017
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1. Request for Proposals for furnishing the equipment and/or services described in Exhibit “B” Scope of Services will be received by the Special School District, PURCHASING DEPARTMENT, until the date and time specified below.

2. Due Date: **January 19, 2018** Time: **1:30 PM**

3. Submittal Location: Purchasing Department, 12110 Clayton Road, St. Louis, Missouri 63131-2516

4. District Contact Person: Dan Van Duyne 314-989-7107 [dvanduyne@ssdmo.org](mailto:dvanduyne@ssdmo.org)  
 314-989-7114 (fax)

5. All proposals are subject to the following: (checked)
- (X) EXHIBIT A Responsibilities
  - (X) EXHIBIT B Scope of Services
  - (X) EXHIBIT C Conditions
  - (X) EXHIBIT D District Rights
  - (X) EXHIBIT E Attachment 1: Insurance Requirements
  - (X) EXHIBIT F Attachment 2: Proposer Signature Section
  - (X) EXHIBIT G Attachment 3: Conflict of Interest
  - (X) EXHIBIT H Attachment 4: References
  - (X) EXHIBIT I Attachment 5: Terminated Contracts
  - (X) EXHIBIT J Attachment 6: MBW/WBE Enterprise
  - (X) EXHIBIT K Attachment 7: Federal Work Authorization (E-Verify)

6. To offer a proposal please complete and return all required sheets of this proposal on or before the opening date and time. Late proposals will not be considered and will be returned unopened.

In compliance with the above, the undersigned offers and agrees, to furnish and deliver to the designated point(s) within the time specified and or all of the items upon which a price is quoted at the price set opposite each item and will allow the following prompt payment discounts:

Name and Address of Proposer:		
Telephone Number	Fax Number	E-mail Address
Signature of Authorized Person:		
Prompt Payment Terms (if any)	Date of Proposal:	

**INVITATION**

**SSD 114-18**

Special School District of St. Louis County (the "District") hereby reissues this Request for Proposal ("RFP") to contract for SSD 114-18 Southview School Ethernet Cabling Installation (previously SSD 107-18). The new wired infrastructure will support our new wireless infrastructure proposal at the following location:

Southview School 11660 Eddie & Park Road Crestwood, MO 63126

Special School District requests prospective vendors provide pricing for labor and materials for a General Category 6 installation. The intent of this RFP is to establish the general specifications for a premises structured cabling system, which will meet the voice, video and data communications needs of the District. Installation is to include all pathway construction, copper cabling, and optical cabling. The system is to be fully tested, documented and supported by a minimum 15-year warranty program. Special School District utilizes Panduit products extensively, but will accept an alternate meeting specifications.

The System offered and quoted, shall incorporate all features and facilities listed in this specification.

**Please quote labor plus materials separately for a General Category 6 installation.**

The written proposal form shall contain the following information:

- Acceptance of proposal provisions, if not accepted in its entirety, should be noted or an explanation should be noted or inserted as Exhibits 1 and 2.
- Attachments 1 and 2 must be returned as part of the acceptance.
- The names of three (3) school districts or governmental agencies which your firm can use as a reference.

Each Proposer shall include three (3) copies of the proposal. Proposers must submit complete proposals covering all requirements identified in this RFP package to be considered. All proposals must be submitted in a sealed package(s) with the following information clearly marked on the front of the package:

**January 19, 2018 @ 1:30 p.m.**  
**Purchasing Department**  
**12110 Clayton Road**  
**St. Louis, MO 63131-2516**  
**RE: SSD 114-18 SOUTHVIEW SCHOOL ETHERNET CABLING**

A public bid opening will be held at the above listed date and time; late proposals will not be accepted. If the District is unexpectedly closed on the scheduled bid opening date due to unforeseen circumstances, the bid opening will automatically occur on the next regular working day at 11 a.m. All proposals will be reviewed by SSD personnel. All Contract awards will require the approval of the Board of Education of the District.

Unauthorized contact by the Proposer with other District employees regarding the RFP may result in disqualification.

**FOR ADDITIONAL INFORMATION CONTACT:**

**Dan Van Duyne**  
**(314) 989-7107**  
[dvanduyne@ssdmo.org](mailto:dvanduyne@ssdmo.org)

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**GENERAL INSTRUCTIONS**

**SSD 114-18**

- Prospective Proposers are urged to read all sections very carefully. All questions must be submitted in writing via mail, express mail, e-mail, fax, etc., to the attention of the Purchasing Agent listed above by the close of business **January 12, 2018**. Questions submitted after the deadline will not be answered. Unauthorized contact by the Proposer with other District employees regarding the RFP may result in disqualification.
- Oral communications cannot be relied upon and shall not be the basis for responding to any part of this RFP. All properly submitted substantive questions will be responded to, in writing, in the form of an addendum to the solicitation.
- Failure to submit questions or otherwise seek clarification(s) by the deadline for submitting questions shall constitute a waiver of any potential claim by the Proposer.
- Misinterpretation of the specifications by the Proposer shall not relieve the Proposer of responsibility to perform.

**NOTE: All vendors interested in participating in the proposal process are required to attend a mandatory pre-proposal conference on Friday January 5, 2018 beginning at 10:00 a.m. If you were present at the original RFP #SSD 107-18 walkthrough December 12, 2017, you are not required to attend. Only attendees of either meeting will receive any correspondence or communication after that date.**

**SOUTHVIEW SCHOOL  
11660 EDDIE & PARK ROAD  
CRESTWOOD, MO 63126**

**BACKGROUND INFORMATION**

**SSD 114-18**

Special School District of St. Louis County's unique status as a public school district providing special education services ensures that all students in St. Louis County receive quality and equal special education. The relative wealth of any local school district in St. Louis County does not influence the special education services offered to its students.

Special School District of St. Louis County provides services to more than 22,000 students with disabilities with approximately 97% of the students who receive special education services from Special School District attend a school in their local school district. In addition, the District provides a vocational technical education to about 2,000 students in two high schools.

**PAYMENT TERMS**

**SSD 114-18**

Payment under the Contract will be in accordance with the terms of the Contract after receipt and inspection of an invoice from the successful Proposer by the District Accounting Department. Days used to compute monthly prompt payment discounts will be the number of business days, excluding Saturdays and Sundays. All invoices must be sent to the Accounting Department--Accounts Payable, P.O. Box 31429, St. Louis, Missouri 63131-0429.

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**A. RESPONSIBILITIES**

**SSD 114-18**

**Special School District:**

- Allowing the contractor's employees free access to the premises and facilities at all reasonable hours during the installation. Some after-hours work may be required for schools and facilities.
- Providing access to 120 volt, 20 AMP, 60 Hz commercial power necessary for the installation and for future telecommunications equipment, or comparable 240 volt power.
- Making alterations and repairs to the building, equipment or services if it is determined by the company to be desirable or necessary for safe operation.
- Making inspections when notified by the contractor that the equipment or any part thereof is ready for acceptance.
- Participation in a joint communications plan.

**Contractor:**

- Maintain a Panduit (or alternate) Certified Installer (PCI) Certification Prior to and thru-out the bid process and work being performed.
- Providing all supervision, labor, tools, equipment, materials, transportation, erection, construction, unloading, inspection and inventory housing. Contractor must also return spare materials as specified.
- Furnishing and installing materials for a complete structured cabling system unless specific provisioning or installation of materials is denoted in this RFP.
- Obtaining Special School District permission before proceeding with any work necessitating cutting into or through any part of the building structure such as girders, beams, concrete, tile floors or partition ceilings.
- Promptly repairing all damage to the building due to carelessness of contractor employees and exercising reasonable care to avoid any damage to the building. Reporting to Laclede Gas any damage to the building that may exist or may occur during the contractor's occupancy of the building.
- Taking necessary steps to ensure that required firefighting apparatus is accessible at all times. Flammable materials shall be kept in suitable places outside the building.
- Installing the wire, cable and hardware in accordance with the specifications outlined herein.
- Conducting tests and inspections as specified post-installation.

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**A. RESPONSIBILITIES continued**

**SSD 114-18**

- Promptly notifying Special School District at least one week prior to completion of work on equipment wherein such portions are ready for inspection.
- Promptly correcting all defects for which contractor is responsible as determined by Special School District.
- Coordinating all work with Special School District representative that may be designated at a future date before the commencement of the installation.
- Maintaining insurance and appropriate warranty bonds on the proposed distribution system until such time as it is accepted by Special School District.
- Removing all tools, equipment, rubbish and debris from the premises and leaving the premises clean and neat upon completion of the work.
- Abiding by the safety and security rules in force on the work site per local and governmental regulation.
- Following industry standard installation practices and as defined by Section 2.

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**B. SCOPE OF SERVICES**

**SSD 114-18**

**1. SYSTEM REQUIREMENTS**

Proposals should include the installation, termination, cable routing, testing, and documentation of 96 Cat6 Ethernet cabling for 48 AP locations to the closest MDF or IDF network closet locations. Locations include classrooms, conference rooms, gymnasiums, and common areas.

Patch cables and inserts will be green in color. Field cables and network patch panel and the closet will be labeled with room number or description, IDF/MDF, A or B.

**Note: Special School District utilizes Panduit products extensively, therefore their part numbers are listed throughout this RFP. The District will accept an alternate, if it meets specifications.**

**Category 6 Cable:**

Each work area outlet shall consist of General Cable's Category 6 Plenum cables from designed MDF or IDF to each area; number of cables described in accompanying documentation.

General Cable GenSPEED 6000E Cat 6 – 7131940 (Blue Plenum Real-in-the-box). The Category 6 cable should be UL LP listed (Limited Power, LP).

**Category 6 Patch Panels:**

Adequate patch panel ports, if needed, are to be supplied in MDF and IDF to accommodate the number of WAO's in this RFP. All Patch Panels must be of modular design.

Panels are to be 24 or 48 Ports only:

Panduit 24 MiniCom Part # CPPL24WBLY

Panduit 48 Port MiniCom Part # CPPL48WBLY

96 Port Panels will not be accepted.

**Panduit Category 6 Inserts**

Panduit CJ688TGGR Green

Panduit CJ688TGBU Blue

Panduit CJ688TGRD Red

Panduit CJ688TGOR Orange

Panduit CJ688TGYL YellowP

**Patch cables (Replace # sign with length)**

Panduit UTPSP#GRY Green

Panduit UTPSP#BUY Blue

Panduit UTPSP#RDY Red

Panduit UTPSP#ORY Orange

Panduit UTPSP#YLY Yellow

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**B. SCOPE OF SERVICES continued**

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**Patch cables:**

Patch cables and patch panel jacks in MDF's and IDF's must match in color. (I.e. red patch cable goes in a red jack). Use appropriate lengths to obtain a dressed appearance.

All patch cords, cable, jacks, patch panels and any other device used in the cabling system must be labeled using Panduit Labels.

All drops including phone will be rack mounted.

**Contractor will supply the racks and wire management:**

Panduit Racks CMR19X84

Panduit Vertical PatchRunner wire manager PRV10 (1 on each side of Rack)

Panduit Vertical PatchRunner wire manager door PRD10 (2 per Wire Manager)

Panduit Threaded Rod Ladder rack bracket FEIAB58

Wire Management Panels are to be installed above and below each Patch Panel unless using angled patch Panels; then no wire management will be required.

Panduit Wire Management WMP1E

Each Rack will have at least one of each of these items installed:

CMUT19 Upper tray

CMLT19 Lower tray

**Cabinet details:**

Wall Mount Cabinets

PZC12P Wall Mount Cabinet for all wall mount applications

PZCGK Wall Mount Cabinet Grounding Kit

NCSM12 Wall Mount Cabinet Vertical Slack Manager

**Free Standing Cabinet:**

N8512B Free Standing Cabinet for all other applications

CNAE1 Cabinet Vent for Cisco 6509



**B. SCOPE OF SERVICES continued**

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**Fiber Optic Cable – Back Bone between closets:**

Each telecommunication closet shall have a fiber run of 24 fiber enhanced 10 Gig 50/125 (OM3) Indoor/Outdoor Innerlocking Armor plenum cable (General Cable Part number BE0244M1D-DT-ILPA). If the fiber optic run is over 500M, General Cable 24 fiber Singlemode Indoor/Outdoor Innerlocking Armor Plenum (General Cable Part number AP0244M1D-DT-ILPA) must be used. If a connection between buildings is required, an Outside Plant cable must be used. (General Cable Part Numbers AQ0244M1A-DWB for Singlemode, and BE0244M1A-DWB for 10 Gig OM3).

**Fiber Optic Connecting Hardware**

Panduit fiber optic patch cord matching the fiber optic run will be supplied for each fiber connection. Each two (2) fibers in the system will have a fiber patch cord supplied with it. A fiber optic patch cord must be tested and labeled according to TIA/EIA Standards.

Panduit Part number for the patch cords is as follows:

LC/LC Multimode Duplex Patch Cord – FX2ERQ1Q1SNM003

LC/LC Singlemode Duplex Patch Cord – F92ERQ1Q1SNM003

**Contractor will supply fiber optic hardware to match the fiber cable being installed that is listed below:**

LC 10 Gig Multimode Opti-Cam Connector      FLCDMCXAQY

LC Singlemode Opti-Cam Connector      FLCDSBUY

OPTICOM Rack Mount Enclosure      1U      FRME1U

2U      FRME2U

3U      FRME3

4U      FRME4

OPTICOM LC 10 Gig Adapter Panel 12 Pack      FAP12WAQDLCZ

OPTICOM LC Singlemode Adapter Panel 12 Pack      FAP12WBUDLCZ

(Connectivity, cable, materials available through Graybar Comm/Data Group)

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**B. SCOPE OF SERVICES continued**

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**Work Area Outlets:**

One patch cable on the WAO and one patch cable on the MDF or IDF is to be supplied per port

WAO Cat 6 copper patch cables - UTPSP#BUY

Panduit Faceplate 4 ports – CFPE4IWY

Panduit Category Cat 6 Inserts – CJ688TGBU BLUE

Panduit Jack Blockouts – PSL-DCJB

Use Panduit TIA/EIA 606 compliant labeling

All items will be labeled with a Panduit LS8E

5 meters slack to be provided at each installed WAO

**Pathways:**

Cables and raceways shall be rated according to EIA/TIA for the environment in which they are to be placed. Vertical support for cable shall be no greater than 4' intervals.

Open top cable supports shall be available as a pathway for communication cabling. The J-Pro cable supports shall be manufactured from a non-conductive material suitable for use in air-handling spaces. The cable support must maintain complete horizontal and vertical 1" bend radius control and must manage up to qty. 48, 4-pair UTP cables. The system must allow for the ability to add future cable routing capacity. The cable support must provide the ability to securely retain the cable bundle with Tak-Tape cable ties. Panduit J-Pro system part number shall be used. No more than qty. 48, 4-pair UTP category 6 cables shall be installed in each J-Pro. Fiber cable will be housed in its own J-Pro.

Vendor is responsible for installing all pathway structures for this project.

Chatsworth 12" Black ladder racks will connect the patch racks with the server racks. The ladder rack will be secured to the racks and walls to provide support. Seismic bracing must be used in area that is required by code. Ladder rack must be bonded and grounded according to the J-STD-607-A.

If threaded rod is used to connect the ladder rack to the ceiling for support threaded rod covers (TRC18FR-X8) must cover each threaded rod.

Cable management waterfall systems shall be utilized to transfer communication and data cable from ladder racks to enclosures or equipment racks below. These cable management waterfall systems shall maintain 1" bend radius control in both vertical and horizontal directions and be made of a plastic nonconductive fire rated material. The system shall be modular in order to allow for multiple widths.

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**B. SCOPE OF SERVICES continued**

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**Ground and Bonding**

Definitions:

Bonding – The permanent joining of metallic parts to form an electrically conductive path that will assure electrical continuity and the capacity to conduct safely any current likely to be imposed.

Common Bonding Network (CBN) – The principal means for affecting bonding and earthing inside a building.

Ground/Earth – A conducting connection, whether intentional or incidental, by which an electric circuit or equipment is connected to earth, or to some conducting body of relatively large extent that serves in place of the earth.

Retrofit Rack Grounding/Earthing – The application of grounding/earthing products and technology where equipment is already deployed and functioning.

**Overview**

The purpose of the grounding/earthing system is to create a low impedance path to earth ground for electrical surges and transient voltages. Lightning, fault currents, circuit switching (motors turning on and off), and electrostatic discharge are common causes of these surges and transient voltages. An effective grounding/earthing system minimizes the detrimental effects of these electrical surges, which include degraded network performance and reliability and increased safety risks.

The grounding/earthing system must be intentional, visually verifiable, adequately sized to handle expected currents safely, and directs these potentially damaging currents away from sensitive network equipment. As such, grounding/earthing must be purposeful in its design and installation. Four (4) issues require special consideration:

1. Although AC powered equipment typically has a power cord that contains a ground/earth wire, the integrity of this path cannot be easily verified. Thus, many equipment manufacturers require grounding/earthing above and beyond that which is specified by local electrical codes, such as the National Electrical Code, etc. Always follow the grounding/earthing recommendations of the manufacturer when installing equipment.
2. While the building steel and metallic water piping must be bonded to the grounding/earthing system for safety reasons, neither may be substituted for the telecommunications bonding backbone (TBB).
3. Electrical continuity throughout each rack or cabinet is required to minimize safety risks. Hardware typically supplied with bolt-together racks is not designed for grounding/earthing purposes. Additionally, most racks are painted. Paint is an insulator. Unless rack members are deliberately bonded, continuity between members is incidental, and in many cases, unlikely.
4. Any metallic component that is part of the data center, including equipment, racks, ladder racks, enclosures, cable trays, etc. must be bonded to the grounding system.

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**B. SCOPE OF SERVICES continued**

**SSD 114-18**

**Workmanship**

The ground/earth system must be designed for high reliability. Therefore, the grounding/earthing system shall meet following criteria:

1. Local electrical codes shall be adhered to.
2. The grounding/earthing system shall comply with J-STD-607-A and ANSI/TIA-942.
3. All grounding/earthing conductors shall be copper.
4. Lugs, HTAPs, grounding strips, and busbars shall be UL Listed and made of premium quality tin-plated electrolytic copper that provides low electrical resistance while inhibiting corrosion. Antioxidant shall be used when making bonding connections in the field.
5. Wherever possible, two-hole lugs shall be used because they resist loosening when twisted (bumped) or exposed to vibration. All lugs shall be irreversible compression and meet NEBS Level 3 as tested by Telcordia. Lugs with inspection windows shall be used in all non-corrosive environments so that connections may be inspected for full conductor insertion (battery rooms are an exception where windowless lugs may be used).
6. Die index numbers shall be embossed on all compression connections to allow crimp inspection.
7. Cable assemblies shall be UL Listed and CSA Certified. Cables shall be a distinctive green or green/yellow in color, and all jackets shall be UL, VW-1 flame rated.

**B. SCOPE OF SERVICES continued**

**SSD 114-18**

**Grounding and Bonding**

The Telecommunications Grounding Busbar (TGB) in each telecommunications space will be grounded/earthed to the Telecommunications Main Grounding Busbar (TMGB) located at the service entrance. The gauge of the connecting ground/earth cable, known as the Telecommunications Bonding Backbone (TBB) will follow J-STD-607-A guidelines, as is shown in the table below.

<b>Sizing of the TBB</b>	
<b>TBB Length in Linear meters (feet)</b>	<b>TBB Size (AWG)</b>
Less than 4 (13)	6
4-6 (14-20)	4
6-8 (21-26)	3
8-10 (27-33)	2
10-13 (34-41)	1
13-16 (42-52)	1/0
16-20 (53-66)	2/0
Greater than 20 (66)	3/0

The TMGB will be bonded to building steel and grounded/earthed to the electrical service ground according to BICSI TDM Manual and J-STD-607-A guidelines. Local codes may supersede these requirements. In telecommunications spaces with only one rack, the rack jumper cable can be connected directly to the TGB.

**B. SCOPE OF SERVICES continued**

**SSD 114-18**

<b>Cable Sizes for Other Grounding/Earthing Applications</b>	
<b>Purpose</b>	<b>Copper Code Cable Size</b>
Aisle grounds (overhead or under floor) of the common bonding network	#2 AWG or larger (1/0 preferred)
Bonding conductor to each PDU or panel board serving the room.	Size per NEC 250.122 & manufacturer recommendations
Bonding conductor to HVAC equipment	6 AWG
Building columns	4 AWG
Cable ladders and trays	6 AWG
Conduit, water pipe, duct	6 AWG

Panduit STRUCTUREDGROUND Grounding System (STRUCTUREDEARTH™ Earthing System) kits, components, and hardware shall be used to construct the grounding/earthing system.

Use Panduit GB4 series BICSI/J-STD-607-A telecommunications grounding busbars for the TMGB, which is ideally located at the AC service entrance. Use a Panduit GB2 series busbar for the TGB in each of the other telecommunications/equipment spaces throughout the building. Use Panduit LCC-W series lugs when connecting conductors to the TMGB and TGB.

Route the TBB to each TGB in as straight a path as possible. The TBB should be installed as a continuous conductor, avoiding splices where possible. Use Panduit HTAP kits, family HTWC, to provide a tap from the TBB to each TGB. When more than one TBB is used, bond them together using the TGBs on the top floor and every third floor in between with a conductor known as a grounding equalizer (GE). Use the J-STD-607-A guidelines for sizing of the TBB when sizing the GE (shown in the table above).

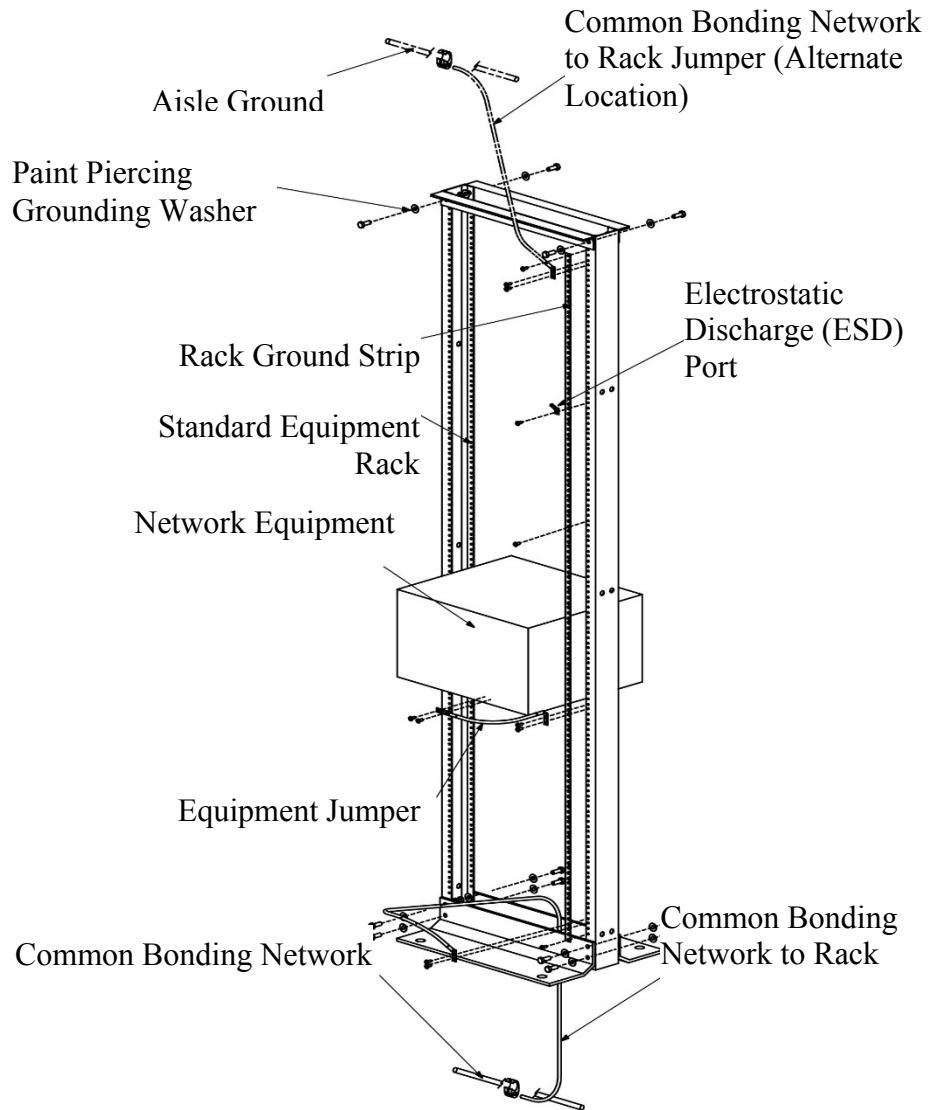
Avoid routing grounding/earthing conductors in metal conduits. If the grounding/earthing conductor must be routed through a metal conduit, bond each end of the conduit to the grounding/earthing conductor. Use Panduit GPL series grounding clamps to bond to the conduit, a Panduit HTWC HTAP with clear cover to bond to the grounding/earthing conductor, and a #6 AWG copper conductor to connect the GPL grounding clamp to the HTWC HTAP.

**B. SCOPE OF SERVICES continued**

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**Rack Grounding**

Equipment and racks shall be bonded in accordance with the methods prescribed in ANSI/TIA-942, as is shown in the figure below.



**Figure 1 - Properly Grounded/Earthed Rack (Back of Rack Shown)**

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**B. SCOPE OF SERVICES continued**

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To provide electrical continuity between rack elements, Panduit paint piercing grounding washers, series RGW, shall be used where rack sections bolt together, on both sides, under the head of the bolt and between the nut and rack.

All racks and cabinets shall utilize a full-length rack ground strip, Panduit part number RGS134-1Y, attached to the rear of the side rail with the thread-forming screws provided to ensure metal-to-metal contact.

Mount an electrostatic discharge (ESD) port kit, Panduit part number RGEDS2-1 directly to the rack grounding strip on the back of the rack at approximately 48 inches from the floor. Mount a second RGEDS2-1 directly to the vertical mounting rail of the rack in the front at approximately the same height. Use the thread-forming screws provided to form a bond to the rack. Place the ESD protection identification stickers directly above the ESD ports.

When the equipment manufacturer provides a location for mounting a grounding connection, that connection shall be utilized. Use the appropriate Panduit RG series jumper for the equipment being installed and the thread-forming screws provided in the kit.

Use Panduit part number RGCBNJ660PY (Common Bonding Network to Rack Jumper) to attach the rack ground strip to the common bonding network. Do not bond racks or cabinets serially. Use the copper compression HTAP that comes with the kit to bond the conductor to the common bonding network.

Patch panels will be bonded to racks using the Panduit bonding screws, part number RGTBSG-C for racks having #12-24 equipment mounting holes, and RGTBSM6G-C for racks having M5 equipment mounting holes.

**Retrofit Rack Grounding/Earthing**

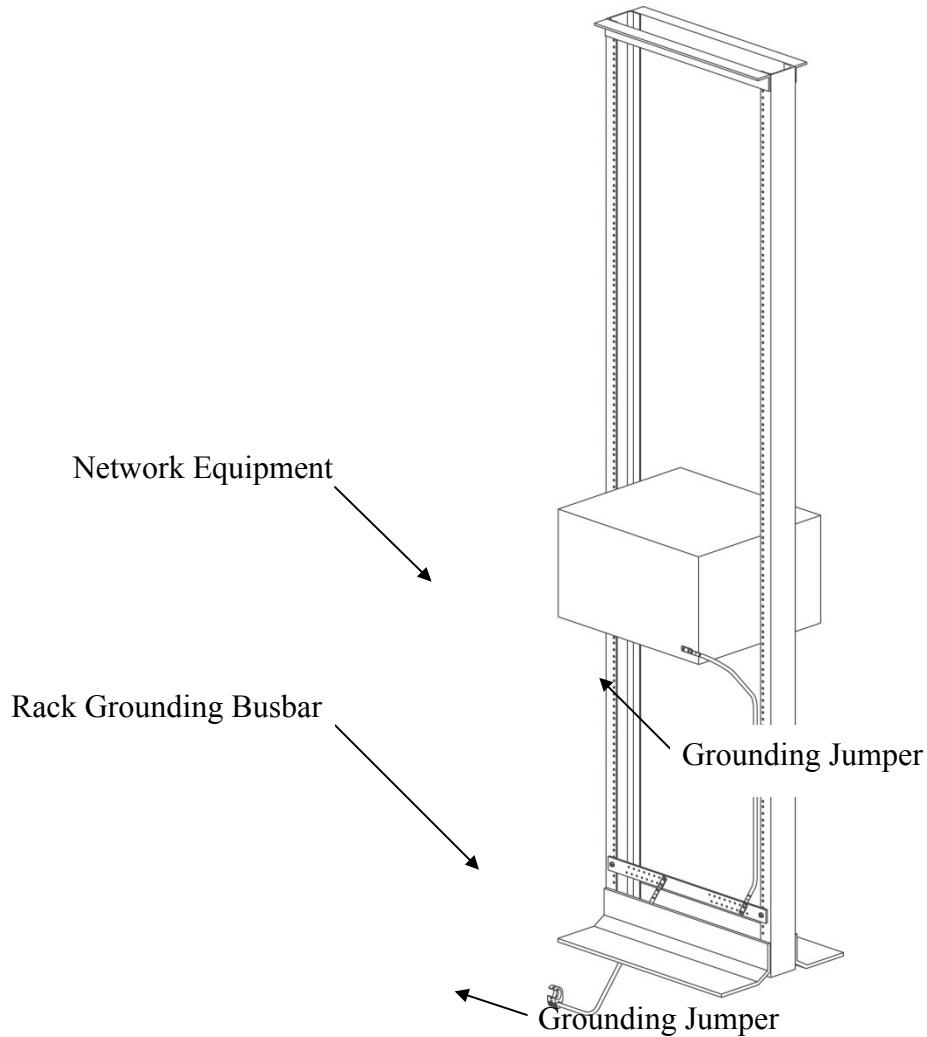
If the racks already have network equipment installed, it may not be feasible to install the rack ground strip without disrupting data cables. Further, it may be undesirable to disassemble rack hardware to install paint piercing grounding washers. In these circumstances, the Panduit Retrofit Rack Grounding Kits, Panduit part family RGR, are to be installed.

For retrofit rack grounding installations, use Panduit part number RGRKCBNJ to ground/earth the rack to the common bonding network. Use Panduit part number RGEJ636 (provided with #6 AWG grounding conductor) or Panduit part number RGEJ1036 (provided with #10 AWG grounding conductor) to ground/earth equipment chassis to the rack grounding busbar provided with the RGRKCBNJ as is shown on page 17.



**B. SCOPE OF SERVICES continued**

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**Figure 2 - Retrofit Rack Grounding**

RGW paint piercing grounding washers are not used in this scenario. Thus, the grounding busbar provides continuity through the vertical channels of the rack, but not the top and bottom of the rack. Thus, wherever practical, the solution using the RGS rack grounding strip and the RGW paint piercing washers shall be used instead of the retrofit rack grounding kits.

All other grounding/earthing requirements apply to retrofit installations without exception.

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**B. SCOPE OF SERVICES continued**

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**Other**

Use Panduit (STRUCTUREDGROUND™ Grounding System (STRUCTUREDEARTH™ Earthing System) in every application possible. See <http://www.panduit.com> for the latest grounding and bonding solutions.

**Raceway System**

If a raceway system is required to be installed, only where a cable cannot be placed in a wall, 25 feet of Panduit Twin 70 raceway will be installed on the wall designated by the client. The raceway shall be sized to fit the application with future group to be anticipated and shall not be filled past the 40% ratio that TIA/EIA has set. All Twin 70 raceway shall be anchored and match the color used in the building or as instructed by the client. All fittings shall be installed and match the color of the raceway that included but not limited to drop ceiling clips, junction boxes, and coupler fittings. A wire-retaining clip will be installed in each Twin 70 raceway system for possible separation of voice, data and fiber cabling.

**Conduit System and Sleeving**

If conduit needs to be installed whether required by code or by the client it shall be installed according to TIA/EIA, NEC and BISCII standards. Conduit and sleeve sizing must be able to accommodate current installation and allow for 30% growth. If sleeve is required a 4" sleeve shall be installed using Wiremold Flamestopper FS4R-RED, SPMGL and FSPCC4758. A pull string must be left in conduit or sleeve to allow for future installation. The conduit and sleeve shall be grounded and bonded at all times. All conduits and sleeves used in installation must be fire stopped per code.

**B. SCOPE OF SERVICES continued**

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**2. CHANNEL PERFORMANCE**

This section further defines the complete end-to-end channel requirements for the combined channel solution. Channel compliance is only applicable following successful compliance to individual component specifications listed above. This section specifies the minimum requirements that cables, connecting hardware and assembled patch cords must meet when combined into a full cabling system.

**Normative Reference**

Reference Documents

The latest edition of referenced standards (from the latest available draft in the case of proposed standards) shall be the controlling document. Where the standards appear to conflict with one another, the one with the most stringent requirements shall be applicable.

ANSI/ICEA S-90-661

CSA

UL 444

ANSI/TIA/EIA-568-A

ISO/IEC 11801

CENELEC EN50173: 1995

NEC, NFPA70

NEMA WC-63/66

In addition to the requirements shown above, UTP cables shall previously meet the requirements of:

ANSI/TIA/EIA-568-A-5 Category 5e

ANSI/TIA/EIA-568-A Category 5

ISO/IEC 11801 Category 5 & 6

All connecting hardware and patch cords shall previously meet, as a minimum, all the requirements including the electrical and mechanical performance requirements of:

CSA

UL 1863

ANSI/TIA/EIA-568-A

ISO/IEC 11801

ISO/IEC 60603-7

CENELEC EN50173: 1995

NEC, NFPA70

ANSI/TIA-942

**B. SCOPE OF SERVICES continued**

**SSD 114-18**

**Applicable Testing Standards**

Testing of individual components and channel shall be conducted in accordance with the following standards:

ASTM D 4566-94, Standard Test Methods for Electrical Performance Properties of Insulation and Jackets for Telecommunications Wire and Cable, 1994

ANSI/TIA/EIA-568-A, Commercial Building Telecommunications Standard, 1995

ANSI/TIA/EIA-568-A-1, Propagation Delay and Delay Skew Specifications for 100 Ω 4-pair cable, 1997

ANSI/TIA/EIA-568-A-2, Corrections and Additions to TIA/EIA-568-A, 1998

ANSI/TIA/EIA-568-A-4, Production Modular NEXT Loss Test Method and Requirements for Unshielded Twisted Pair Cabling, 1999

ANSI/TIA/EIA-568-A-5, Transmission Performance Specifications for 4-pair 100 Ω Category 5e Cabling, 1999

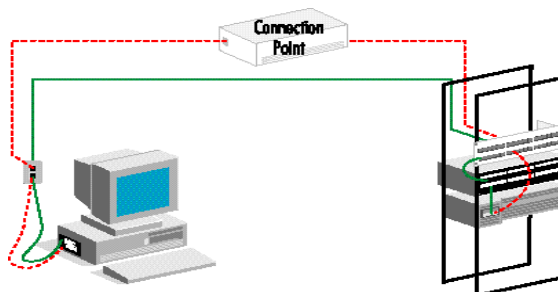
ANSI/TIA/EIA-TSB 67, Transmission Performance Specifications for Field Testing of Unshielded Twisted Pair Cabling Systems, 1999

ISO/IEC 11801

**Requirements**

**Applicable Channels**

Performance applies to 4-pair unshielded twisted pair cables, assembled patch cords and connecting hardware used with 100 ohm, 4-pair Unshielded UTP Cables. Channel will consists of an equipment patch cord, information outlet, horizontal cabling (90m) with a transition point near the information outlet (I/O), two telecom closet connection points and patch cords for a total of four (4) connection points, as shown below.



**B. SCOPE OF SERVICES continued**

**SSD 114-18**

**3. Installation Requirements**

In order for unshielded twisted-pair cabling infrastructure to deliver high-speed performance, it is manufactured to very tight specifications. Consequently, to maintain the unshielded twisted-pair cabling system performance proper installation practices must be followed. Listed below are some requirements that shall be followed:

Use of Tak-Tape cable ties in the computer room is required.

Do not exceed the minimum bend of 4 x Outside Diameter (OD) for 4 pair UTP, 10 x OD for multi pair (more than four (4) pair) UTP, 1.18 in. for two fiber cable, and 10 x OD for multi-fiber cable.

Per TIA/EIA 568-A never un-twist the pairs of cable beyond the absolute minimum required for termination.

The cable jacket on UTP shall only be stripped back the minimum required to terminate to connecting hardware.

Vertical and horizontal cable management panels shall be used when terminating cable unless installing angled panels which would only request vertical management.

Maximum cable lengths shall not be exceeded.

Properly rated patch cables will be provided and tested. Silver satin line cord is not acceptable.

All horizontal runs, moves, adds, and changes must be documented. Link and Channel test results must be provided.

The use of different colored icons for jacks (e.g., one for data (BLUE), and one for voice (BLACK) and different colored matching icons to match jacks (which aide in cable identification and administration) are required.

Only one pin-out throughout the total installation (T568B) is allowed.

Reinstalling cable that has been pulled out of modular furniture is not allowed.

All penetrations through fire rated building structures (walls and floors) shall have a metal stuffing pipe that extends 12" beyond each side of the building structure and sealed with an appropriate fire stop system as per code. This requirement applies to through penetrations (complete penetration) and membrane penetrations (through one side of a hollow fire rated structure). Any penetrating item i.e., riser slots and sleeves, cables, conduit, cable tray, and raceways, etc. shall be properly fire stopped and grounded.

Any sleeve penetration that must be made will be a 4" conduit extending 1" on both sides unless otherwise specified and sealed with a Wiremold Flamestopper FS4R-RED, SPMGL and FSPCC4758.

All Cable that the feel client deems not useable must be removed for the cabling infrastructure.

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**B. SCOPE OF SERVICES continued**

**SSD 114-18**

#### **4. Labeling and Documentation**

Each cable shall be labeled

Each identifier shall be unique and conform to the TIA/EIA-606 standard.

Components shall be marked where they are administrated (label at all punch down points, panels, blocks, outlets, etc.).

Moves, adds or changes: all labels, records, and reports shall be updated.

All pathways labeled (conduit, trays etc.).

All dedicated telecommunications grounding bus bars shall be labeled.

All WAO shall have labels on the plate and on the jack.

Cross-connect fields shall be labeled according to ANSI/TIA/EIA 606.

Contractor shall supply final As-Built drawings to **Special School District** to cutover. These drawings shall show details of each WAO, IDF locations and cable routings. All drawings are to be saved electronically in AutoCAD format

Test documentation shall be provided in a three-ring binder(s) and CD/DVD within three (3) weeks after the completion of the project. The binder(s) shall be clearly marked on the outside front cover and spine with the words "Test Results", the project name, and the date of completion (month and year). The test equipment by name, manufacturer, model number and last calibration date will also be provided at the end of the document. The test document shall detail the test method used and the specific settings of the equipment during the test.

All test documents are to be saved in electronic format utilizing MS Excel, MS WORD, MS Access or AutoCAD.dwg.

#### **5. Grounding**

Grounding shall meet the requirements of the NEC and additionally grounding and bonding shall conform with ANSI/TIA/EIA-607, ANSI/TIA-942 and the Emerald book and the above mentioned specifications.

**B. SCOPE OF SERVICES continued**

**SSD 114-18**

**6. Testing and Certification**

Testing of all installed “Basic Links” shall be performed using a Level II hand held tester and performed to the latest revision of TIA/EIA TSB-67 and TSB95. All reports shall be recorded and presented to the end user before acceptance

**Testing**

Testing of cabling shall be performed prior to system cut-over, 100 % of the UTP horizontal and riser pairs shall be tested for opens, shorts, polarity reversals, transposition and presence of AC voltage. UTP voice, data and building control device horizontal wiring pairs shall be tested to TIA/EIA 568A addendum 1, 2, 5 and TSB-67 and TSB-95 from the information outlet to the TC and from the TC to the information outlet. In addition, all assigned circuits shall be tested from the information outlet/building control device to the MDF.

High speed unshielded twisted pair (UTP) data cable shall be performance verified using an automated test set. This test set shall be capable of testing for the continuity and length parameters defined above, and provide results for the following tests:

Near End Cross-Talk (NEXT)

Power Sum Near-End CrossTalk (PSNEXT)

Attenuation

Ambient Noise

Attenuation to CrossTalk Ratio (ACR)

Line Mapping

Cable Length

Return Loss

Equal Level Far-End CrossTalk (ELFEXT)

Power Sum Equal Level Far-End CrossTalk (PSELFEXT)

Propagation Delay

Delay Skew

Test results shall be automatically evaluated by the equipment, using the most up-to-date criteria from the TIA/EIA Standard, and the result shown as pass/fail. Test results shall be printed directly from the test unit or from a download file using an application from the test equipment manufacturer. The printed test results shall include all tests performed, the expected test result and the actual test result achieved.

Contractor shall have the most up-to-date Personality module at time of testing that is put out by a Panduit approved cable tester manufacture.

**B. SCOPE OF SERVICES continued**

**SSD 114-18**

**Workmanship**

Components of the premise distribution system shall be installed in a neat, orderly manner consistent with the best telephone and data installation practices. Wiring color codes shall be strictly observed and termination shall be uniform throughout. Identification marking and systems shall be uniform, permanent and readable and in accordance with TIA/EIA-606 standards. TIA/EIA 568A wiring codes as shown on the drawings shall standardize all twisted pair wiring.

**Inspection**

On-going inspections shall be performed during construction by the **Special School District** Project Manager and Installation Project Manager(s). All work shall be performed in a high quality craftsman manner and the overall appearance shall be clean, neat and orderly.

The following points will be examined:

Is the design documentation complete? Are all cables properly labeled from end-to-end?

Have all terminated cables been properly tested in accordance with the specifications for the required performance Level as well as tested for opens, shorts, polarity reversals, transposition and presence of AC and/or DC voltage?

Is the cable type suitable for its pathway? Are the cables bundled in parallel?

Have the pathway manufacturer's guidelines been followed? Are all cable penetrations installed properly and fire stopped according the code?

Have the contractors avoided excessive cable bending?

Have potential EMI and RFI sources been considered?

Is Cable Fill correct?

Are hanging supports within 4 ft?

Does hanging cable exhibit some sag?

Are telecommunications closet terminations compatible with applications equipment?

Have Patch Panel instructions been followed?

- a) Jacket removal point
- b) Termination positions
- c) All pair terminations tight with minimal pair distortions
- d) Twists maintained up to the Index Strip

Have Modular Panel instructions been followed?

- a) Cable dressing first
- b) Jackets remain up to the Connecting Block
- c) All pair terminations tight and undistorted
- d) Twists maintained up to the Connecting Block



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**B. SCOPE OF SERVICES continued**

**SSD 114-18**

**Inspection continued**

Are the correct outlet connectors used and turned right side up?

Are identification markings uniform, permanent and readable?

**Warranty**

Product Warranty and System Assurance Warranty for this Structured Cabling System shall be provided. Upon successful completion of the installation and subsequent testing by the installer, **Special School District** shall be provided with a PanGen 25 Year Warranty certificate registering the installation by specified suppliers.

**7. Final Acceptance**

During the three-week period between final inspection and delivery of the test and as-built documentation, the Owner will activate the cabling system. The Owner will validate operation of the cabling system during this period. If the Owner is not able or willing to activate the cabling system at this time, it will not negate the contractor's responsibilities as outlined in this document. This validation may be done, as network equipment becomes available.

Completion of the installation, in-progress and final inspections, receipt of the test validation, as-built documentation, and successful system performance for a one-month period, will constitute acceptance of the system. Also manufacture warranty paperwork must be filed and presented to the client.

**C. CONDITIONS**

**SSD 114-18**

1) **GENERAL**

- a) The following general information is provided and shall be carefully followed by all Proposers to insure that the proposals are properly prepared.
- b) Each Proposer must furnish all information required by the RFP. The person signing the proposal must initial erasures or other changes. Proposals signed by an agent of the corporation must be accompanied by evidence of his or her authority.
- c) The District reserves the right to conduct discussions with qualified Proposers in any manner necessary to serve the best interest of the District.
- d) **UNDUE INFLUENCE** The Proposer shall not, under penalty of law and immediate disqualification of the proposal, offer or give any gratuities, favors or anything of monetary value to an officer, employee, agent, Board of Education member, Governing Council member or Parent Advisory Council member of the District for the purpose of influencing favorable disposition toward a submitted proposal or for any reason while a proposal is pending or during the bidding process.
- e) **COMPETITION** No Proposer shall engage in any activity or practice, by itself or with other companies, the result of which may be to restrict or eliminate competition or otherwise restrain trade. Violation of this instruction will result in immediate rejection of the Proposer's proposal.
- f) **DISCLOSED DATA** All materials submitted become the property of the Special School District of St. Louis County, Missouri. SSD understands that proposals may contain data that the Proposer does not want used or disclosed for any purpose other than evaluation of the proposal. However, any and all information submitted to a Missouri public school district is subject to the Missouri Sunshine Law and subject to disclosure upon request. SSD will attempt to provide you notice of any Missouri Sunshine Law requests seeking disclosure of the information you submitted prior to disclosure. However, given that SSD is obligated to make open records available to the public within three (3) business days, you herein agree and acknowledge that SSD bears no responsibility not to disclose such documents upon request. Finally, SSD retains no responsibility on behalf of you or your organization not to disclose the information. Rather, should you choose to do so, it is your sole responsibility to work to enjoin the disclosure of the records you submit without the involvement of SSD, its board, administration, agents, assigns, stakeholders, students, student's families', and/or employees.
- g) **ELECTRONIC OFFERS** Electronic or facsimile offers will not be considered in response to this RFP, nor will modifications by electronic or facsimile notice be accepted.
- h) **WITHDRAWAL** Proposals may be modified or withdrawn by written notice or in person by a Proposer or its authorized representative, provided its identity is disclosed on the envelope containing the proposal and such person signs a receipt for the proposal, but only if the withdrawal is made prior to the Deadline.
- i) **EQUAL EMPLOYMENT OPPORTUNITY** The District is an equal opportunity employer and does not discriminate on the basis of race, color, sex, age, physical or mental disability, national origin, religion, disabled veteran status or Vietnam era veteran status.
- j) **PURCHASING PREFERENCE** When contracting for any job or service, the District will give first consideration to Minority-Owned Business Enterprises (MBE), Woman-Owned Business Enterprises (WBE), Disability-Owned Business Enterprises (DOBE), and service-disabled veteran businesses (SDVE) that are Missouri businesses or businesses that maintain Missouri offices or places of business. See § 34.074, RSMo.
- k) **INSURANCE REQUIREMENTS** Proposer must sign and return a copy of Attachment #1 indicating ability to meet insurance requirement levels. Details included in Attachment #1, Insurance Requirements.

**C. CONDITIONS** continued

**SSD 114-18**

- l) **BARRED LIST**. By submitting a proposal, the Proposer certifies that it is not currently barred or otherwise prohibited from submitting proposals for contracts to any political subdivision or agency of the State of Missouri and it is not an agent of a person or entity that is currently barred or otherwise prohibited from submitting proposals for contracts by any political subdivision or agency of the State of Missouri.
  - m) **CONFLICT**. In the event of a conflict between the proposal and the RFP, the District shall resolve any inconsistency in favor of the RFP and provide written notice of it to the Proposer. Additionally, the District shall in good faith decide all inconsistencies and/or disputes pertaining to the Contract, the RFP and the proposal. The Proposer agrees to abide by the decisions of the District.
- 2) **TERMINATION**
    - a) **TERMINATION FOR CAUSE** The District, in its discretion, may terminate the Contract in whole or in part at any time, whenever it is determined that the successful Proposer has failed to comply with or breached one or more of the terms and conditions of the Contract or specifications incorporated therein and the successful Proposer has failed to correct such failure or breach to the District's satisfaction within a period of 15 days after receiving written notice thereof from the District. In the event of the partial or total termination of the Contract, it is hereby agreed that the District shall only be obligated to pay in accordance with the terms of the Contract for materials and services, which have been accepted by the District.
    - b) **TERMINATION FOR CONVENIENCE** The District may terminate the Contract without cause by notifying the successful Proposer in writing 30 days prior to the effective date of termination. The successful Proposer shall not incur new obligations after the effective date of termination and shall cancel as many outstanding obligations as possible.
    - c) **TERMINATION FOR NON-APPROPRIATION** In the event the Board of Education of the District fails to approve the appropriation of funds sufficient to provide for the District's obligations under the Contract, or if the funds are not appropriated due to federal, state or local action, the District shall have the right to terminate the Contract by providing written notice to the successful Proposer and the District will thereby be relieved from all further obligations under the Contract.
  - 3) **CONFLICT OF INTEREST** The successful Proposer must agree that under no circumstances shall a member, officer or employee of the District, the Board of Education, or the Governing Council during his/her tenure and for one year thereafter be permitted to participate in the Contract, or any part thereof, or to derive any benefits therefrom.
  - 4) **INSPECTION OF RECORDS** During the term of the Contract and for a period of 36 months after the termination of the Contract, the successful Proposer shall make available for the inspection, examination and audit by the District or its agents, the records of all costs of and disbursements for providing services pursuant to the Contract, and all books, accounts, memoranda and any and all other documents of the successful Proposer or any affiliated organization, indicating and substantiating the cost of any and all expenditures related to the performance of the Contract, to assure compliance with this requirement. The successful Proposer shall grant the District access to such records upon 72 hours written notice from the District.
  - 5) **INDEPENDENT CONTRACTOR** It is understood that the successful Proposer is an independent contractor supplying services to the District. Neither the successful Proposer nor its employees shall represent themselves to be employees, agents, representatives, partners or joint ventures of the District for any purposes whatsoever.
    - a) The successful Proposer shall comply with all federal, state and local laws, regulations and ordinances, including but not limited to, the compliance with all employment tax requirements for withholding and all applicable state and federal employment and workers' compensation laws. The District shall not withhold taxes from the successful Proposer's compensation. The District shall not be construed to be the successful Proposer's employer, nor be held liable for any obligation as an employer.

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**C. CONDITIONS continued**

**SSD 114-18**

- b) The successful Proposer will be required to assume full responsibility for the faithful execution of all the services outlined in their proposal. Special School District of St. Louis County will consider the successful Proposer to be the prime contractor and the sole point of contact with regard to contractual matters, including payment of any and all charges relating to this contract.
- 6) **ASSIGNMENT** The Proposer's obligations under the proposal or the Contract shall not be assignable or transferable without the written consent of the District.
- 7) **TAX EXEMPTION** The District is exempt from the payment of City, State and Federal Taxes. Such taxes must not be included in the Proposal price.

**D. DISTRICT RIGHTS**

**SSD 114-18**

- 1) **REJECTION OF PROPOSALS**
  - a) The District reserves the right, at its sole discretion, to reject all proposals that it receives because of this RFP. The District also reserves the right to waive informalities and minor irregularities in those proposals received, and retains the right to negotiate separately with any source whatsoever, in any manner necessary, to serve the best interests of the District. The District will, at its discretion, award the contract to responsible vendor(s) submitting the best proposal that complies with the RFP.
- 1) **LIABILITY AND RESERVED RIGHTS**
  - a) The District is not liable for any costs incurred by the vendor prior to the issuance of any agreements, contracts or purchase orders, and will not pay for information solicited or obtained in response to the RFP. The information obtained will be utilized solely to determine the suitability of the products or services offered. Subsequent procurement, if any, will be in accordance with appropriate rules and regulations.
  - b) This RFP does not commit the District to pay any cost incurred in the preparation or submission of any proposal or to procure or contract for any services. The District reserves the right to amend this RFP by an addendum issued up to five (5) business days prior to the date set for receipt of proposals. Addenda or amendments will be mailed or faxed to all vendors who have procured copies of the RFP. If revisions are of such a magnitude to warrant, in the District's opinion, the postponement of the date for receipt of proposals, an addendum will be issued announcing the new date.
- 2) **AWARD TIME** The District contemplates awarding the Contract within 90 calendar days from the Deadline for Proposals. Should the award of the Contract be delayed in whole or in part beyond the period 90 calendar days, such award shall be conditioned upon the Proposer's acceptance.
- 3) **CONTRACT AWARD** The Contract will be awarded to that Proposer whose proposal will be most advantageous to the District based on conformity to the RFP, reputation of the Proposer, cost and other factors. The award will be subject to approval by the Board of Education.
- 4) **INTERVIEWS** After reviewing all submitted proposals, the District may conduct interviews with any, all or none of the Proposers. Those Proposers who are interviewed will then have the opportunity to submit best and final proposals to the District. The District may, at any time, and in its sole discretion, interview any of the Proposers.

**D. DISTRICT RIGHTS continued**

**SSD 114-18**

- 5) **NEGOTIATION** The District reserves the right to negotiate Contract terms with any, all or none of the Proposers. After reviewing all submitted proposals, interviewing Proposers and receiving best and final proposals from selected Proposers, the District shall begin negotiation of the final Contract terms with the Proposer whose proposal is deemed most advantageous by the District. If negotiation does not result in mutual agreement of terms, the District may commence negotiations with a second Proposer, and so on.
  - a) The District reserves the right to recommence negotiations with any Proposer, regardless of whether negotiations have ceased or the District has commenced negotiations with a second Proposer.
  - b) The District reserves the right to enter into arrangements to acquire the same or competing services from other sources.
  - c) The District reserves the right to negotiate final Contract terms with any Proposer, regardless of whether such Proposer was interviewed or submitted a best and final proposal.
  - d) The District reserves the right to hold negotiations in an attempt to clarify and qualify terms of any proposal.
  - e) The District may accept any proposal as submitted whether or not negotiations have been conducted between the parties
  - f) Neither the commencement nor cessation of negotiations shall constitute rejection of the proposal or a counteroffer on the part of the District.
  - g) Initial proposals may not be withdrawn for 90 calendar days from the Deadline for Proposals except with the express written consent of the District. If a proposal is accepted as submitted, the negotiated final Contract shall consist of the Contract, this RFP, plus any addenda thereto, and the Proposer's proposal.
  - h) In the event the Contract initially awarded by the District is terminated for any reason within 120 days of the Deadline for Proposals, the District reserves the right to negotiate and accept any other submitted proposal.
- 6) **ALTERNATE OFFER** The District reserves the right to accept other than the lowest cost proposal if an alternate proposal is considered to be more advantageous to the District based on factors other than cost, at the sole discretion of the District.
- 7) **REJECTION/WAIVER** The District reserves the right to reject any or all proposals and to waive informalities and minor irregularities in proposals received. The District, in its sole discretion, will determine whether an irregularity is minor.
- 8) **SPECIFIC LIMITATIONS** The District may accept one part, aspect or phase, or any combination thereof, of any proposal unless the Proposer specifically qualifies its offer by stating that the proposal must be taken as a whole.
- 9) **REMOVAL FROM MAILING LISTS** The District reserves the right, in its sole discretion, to remove from mailing lists for future RFP's for an indeterminate period, the name of any Proposer for any reason.
- 10) **REDUCTION IN SCOPE OF WORK** In the event the District decides to make a minor reduction in the scope of the work of the Contract due to a change of conditions, the District shall notify the successful proposer of such decision in writing at least 30 days in advance and the Contract amount shall be equitably adjusted.
- 11) **PRE-CONTRACT EXPENSES** The District shall not be responsible for any pre-Contract expenses of any Proposer, including the successful Proposer, incurred prior to the commencement of the Contract.
- 12) **REVIEW SERVICES** The District reserves the right to periodically review and inspect the services performed by the successful Proposer.

**E. ATTACHMENT #1  
INSURANCE REQUIREMENTS**

**SSD 114-18**

CONTRACTOR shall, unless otherwise approved in writing by DISTRICT, obtain and maintain throughout the duration of this Agreement (or as otherwise specified) insurance written through a company duly authorized to conduct business in the State of Missouri and with a A.M. Best Rating of A, financial size VI or higher and of the types and in the amounts described below.

1. **Commercial General Liability Insurance.** Commercial general liability ("CGL") in the amount of \$1,000,000 each occurrence/\$2,000,000 aggregate. If such CGL insurance contains a general aggregate limit, the policy shall be endorsed so that the aggregate limit applies separately to each Project authorized hereunder.
  - a. CGL insurance shall cover liability arising from but not limited to premises, operations, independent contractor, products-completed operations and personal injury and advertising liability and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).
  - b. DISTRICT shall be included as an insured under the CGL, using an ISO Additional Insured Endorsement. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance programs afforded to, or maintained by, DISTRICT.
2. **Business Auto Liability Insurance.** Business auto liability and, if necessary, commercial umbrella insurance with a limit of not less than \$1,000,000 each accident. Such insurance shall cover liability arising out of any auto (including owned, hired, leased/rented and non-owned autos).
3. **Workers Compensation Insurance.** Workers' compensation and employer's liability insurance.
  - a. The employers liability limits shall not be less than \$ 1,000,000 each accident for bodily injury by accident and each employee for bodily injury by disease.
  - b. The alternate employer endorsement shall be attached showing DISTRICT in the schedule as the alternate employer.
  - c. Worker's compensation limits shall not be less than the statutory limits.
4. **Excess Umbrella Insurance.** Excess umbrella liability insurance with a limit of not less than \$ 1,000,000 in excess of the above liability policies.
5. If the policies require an endorsement to provide for continued coverage where there is a waiver of subrogation, the CONTRACTOR shall cause such policies to be so endorsed.
6. By requiring the insurance as set out herein, DISTRICT does not represent that coverage and limits will necessarily be adequate to protect CONTRACTOR, and such coverage and limits shall not be deemed as a limitation on CONTRACTOR'S liability under the indemnities provided to DISTRICT in this Agreement, or any other provision of the Contract Documents.
7. Prior to commencing the work, CONTRACTOR shall furnish DISTRICT with a certificate(s) of evidence of insurance (ACORD Form 27 or equivalent), executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above.
  - a. The words "endeavor to" and "but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives" shall be deleted from the cancellation provision of all certificates provided by CONTRACTOR.
  - b. Failure of DISTRICT to demand such certificate or other evidence of full compliance with these insurance requirements or failure of DISTRICT to identify a deficiency from evidence that is provided shall not be construed as a waiver of CONTRACTOR'S obligation to maintain such insurance.
8. DISTRICT shall have the right, but not the obligation, to prohibit CONTRACTOR from entering the Project site until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by DISTRICT.

**E. ATTACHMENT #1  
INSURANCE REQUIREMENTS continued**

**SSD 114-18**

- 9. Failure to maintain the insurance required in this Section may result in termination of this Agreement at DISTRICT'S option. DISTRICT may, but is not obligated to, obtain any insurance required hereunder and not maintained by the CONTRACTOR and charge the cost thereof to CONTRACTOR.
- 10. With respect to insurance maintained after final payment in compliance with a requirement above, an additional certificate(s) evidencing such coverage shall be promptly provided to DISTRICT when requested.
- 11. CONTRACTOR shall provide certified copies of all insurance policies required above within ten (10) days of DISTRICT'S written request for said copies.
- 12. CONTRACTOR shall include the above requirements for types of insurance requirements in all of its subcontracts, if any. Limit amounts for subcontractors may be less than those set forth above, upon written agreement of DISTRICT. CONTRACTOR shall be responsible for collecting certificates of insurance and monitoring insurance coverage of its subcontractors to verify that the required coverage is maintained as required. All Subcontractors providing professional services shall be required to provide professional liability insurance. In addition, all subcontracts shall include a similar indemnification of DISTRICT as provided in this Agreement.
- 13. DISTRICT reserves the right to request CONTRACTOR to obtain additional insurance and limits on individual Projects authorized hereunder. CONTRACTOR shall endeavor to obtain such insurance as soon as possible after such request and advise DISTRICT if the CONTRACTOR will be required to pay any additional premium. If so, the DISTRICT shall pay such additional premium in excess of the premium for the above insurance. If CONTRACTOR cannot obtain such additional insurance, DISTRICT may terminate this Agreement in full or in part upon notice to CONTRACTOR.

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In order for the District to ensure that the minimum insurance requirements can be met by your firm, please check one of the following:

**Minimum insurance requirements can be met--a copy of insurance certificate is attached.**

**OR**

**Do not currently have minimum insurance levels--attached is a copy of a letter from insurance carrier stating that if awarded the Contract, levels of coverage will be met.**

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Signature Date

\*\*\*\*\*

**F. ATTACHMENT #2  
PROPOSER SIGNATURE SECTION**

**SSD 114-18**

- 1) Designate one individual as the Proposer's representative to the District during the Contract period. The representative will be contacted to solve any and all problems that may arise concerning the Contract or proposal. The undersigned Proposer hereby agrees to be bound by the terms of the RFP and that the enclosed proposal is submitted in accordance therewith. Once completed and returned, this proposal becomes the primary basis for evaluation and selection of the Proposer to provide the services required by SSD for the specified Contract period. By signing this proposal, the Proposer certifies that there are no "PARTIES OF INTEREST" or "CONFLICTS OF INTEREST", as defined by state and/or federal regulations, existing between the Proposer and SSD or any of its employees, Board of Education members or Governing Council members.

\_\_\_\_\_  
Legal name (Prime Contractor)

\_\_\_\_\_  
Representative's Name Title

\_\_\_\_\_  
Address Telephone Number

\_\_\_\_\_  
City, State & Zip Fax Number

Size of firm, extent of market, business strength, business stability

\_\_\_\_\_  
Years in Operation    Years under current structure and/or under    Previous structure

The undersigned Proposer hereby agrees to be bound by the terms of the RFP and that the enclosed proposal is submitted in accordance therewith.

\_\_\_\_\_  
Company Name Authorized Signature/Title

\_\_\_\_\_  
Address Telephone Number

\_\_\_\_\_  
City, State & Zip Fax Number



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**F. ATTACHMENT #2  
PROPOSER SIGNATURE SECTION continued**

**SSD 114-18**

1. Name of Proposer's Officers:

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2. The undersigned hereby acknowledges the receipt of the following addenda:

Addendum Number	Date Issued	Acknowledged Signature
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3. Number of Employees:

FULL TIME	_____
PART TIME	_____
TOTAL	_____

**G. ATTACHMENT #3  
NO CONFLICT OF INTEREST**

**SSD 114-18**

Special School District of St. Louis County

Once completed and returned this proposal becomes the primary basis for evaluation and selection of the Proposer to provide the services required by the District for the specified Contract period.

By signing this proposal the Proposer certifies that there are no "PARTIES OF INTEREST" or "CONFLICT OF INTEREST", as defined by state and/or federal regulations, existing between the Proposer and the District or any of its employees, Board of Education members or Governing Council members.

**NAME OF PROPOSER:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

**FAX:** \_\_\_\_\_

I certify that the above information is true, correct and complete.

\_\_\_\_\_  
Date of Proposal Submittal

\_\_\_\_\_  
Signature of Proposer's Representative Title

\_\_\_\_\_  
Signature of Proposer's Representative Title

**H. ATTACHMENT #4  
REFERENCES**

**SSD 114-18**

Each Proposer must submit a minimum of three (3) references. Each reference must be presently using the services similar to those requested in this RFP in both quality and quantity. No reference may be an affiliate of the Proposer or the Proposer's officers, directors, shareholders or partners.

1) Company Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Name/Title of Contact: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Contract Length: \_\_\_\_\_ Contract Value: \_\_\_\_\_

2) Company Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Name/Title of Contact: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Contract Length: \_\_\_\_\_ Contract Value: \_\_\_\_\_

3) Company Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Name/Title of Contact: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Contract Length: \_\_\_\_\_ Contract Value: \_\_\_\_\_

**I. ATTACHMENT #5  
TERMINATED CONTRACTS**

**SSD 114-18**

All Contracts terminated for default within the last five (5) years should be noted below. Termination for default is defined as notice to stop performance due to Proposer's nonperformance or poor performance. Submit full details of all terminations for default experienced. Special School District of St. Louis County will evaluate the facts and may at its sole discretion reject the Proposer's proposal if the facts discovered indicate that the completion of a Contract resulting from this RFP may be jeopardized by selection of the Proposer. If the Proposer has experienced no such terminations for default in the past five (5) years, so indicate.

**TERMINATED CONTRACTS WITHIN THE LAST FIVE (5) YEARS**

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

Name/Title of Contact: \_\_\_\_\_

Business Address: \_\_\_\_\_

Contact Number(s): \_\_\_\_\_

Contract Length: \_\_\_\_\_

Contract Value: \_\_\_\_\_

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

Name/Title of Contact: \_\_\_\_\_

Business Address: \_\_\_\_\_

Contact Number(s): \_\_\_\_\_

Contract Length: \_\_\_\_\_

Contract Value: \_\_\_\_\_

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

Name/Title of Contact: \_\_\_\_\_

Business Address: \_\_\_\_\_

Contact Number(s): \_\_\_\_\_

Contract Length: \_\_\_\_\_

Contract Value: \_\_\_\_\_

**J. ATTACHMENT #6  
MINORITY/WOMEN BUSINESS ENTERPRISE**

**SSD 114-18**

**MINORITY AND WOMEN BUSINESS PROGRAM**

The purpose of the Special School District of St. Louis County Minority Business Enterprise and Women Business Enterprise (MBE/WBE/DBE/SDVE) Program is to promote greater and more consistent participation in District programs. The District is committed to the principles of the program for the following purposes:

1. To achieve equal opportunity for MBE/WBE/DBE/SDVE companies to perform projects on behalf of the District.
2. To ensure that the District does not deny equal opportunity of participation to firms conducting business with the District because of race or gender.
3. To outline steps to be taken by the Superintendent through designated employees of the District to promote throughout the District the fulfillment of the district's MBE/WBE/DBE/SDVE policies.

**Definitions**

For purposes of this administrative program, the following shall apply:

*Minority and Women Business Enterprise* – A business enterprise which is, at minimum, 51 percent owned by one (1) or more minority or women individuals, or in the case of a corporation, at minimum, 51 percent of the stock is owned by one (1) or more minority or women individuals. Daily business operations are independently controlled by one (1) or more minority or women owners.

*Disadvantage and Service-Disabled Veteran Enterprise* – A business enterprise which is, at minimum, 51 percent owned by one (1) or more socially and economically disadvantaged persons, or service-disabled veterans, or in the case of a corporation, at minimum, 51 percent of the stock is owned by one (1) or more disadvantaged or service-disabled veterans. Daily management and business operations are independently controlled by one (1) or more of the individuals.

*Construction Project* – Any construction or renovation program with a value of \$100,000 or more awarded by the district, and whose cost is to be paid from funds belonging to or administered by the district, regardless of source.

*Non-Compliance* – Any company that fails to comply with this administration policy and/or this program's operating procedures; or any company that fails to comply with the MBE/WBE/DBE/SDVE terms of the contract, or any company that fails to use the MBE/WBE/DBE/SDVE as stated in the bid, shall constitute Non-Compliance.

*Non-Responsive* – Any company that fails to properly complete the MBE/WBE/DBE/SDVE Subcontractor Utilization Form or the Subcontractor Solicitation Form (as applicable) provided in the bid package shall be considered Non-Responsive.

**J. ATTACHMENT #6**

**SSD 114-18**

**MINORITY/WOMEN BUSINESS ENTERPRISE continued**

**Implementation of Program**

This program shall be implemented by the Superintendent or designee. The District will be responsible for monitoring the program and will ensure that the District's annual goals are consistently achieved. A reporting system will be developed and maintained to provide for the continuous monitoring and evaluation of all contracts let by the District to assure compliance.

**Recommended Goal and Procedures**

The District is committed to involving MBE/WBE/DBE/SDVE firms in all District projects. As such, the District has established a MBE/WBE/DBE/SDVE combined goal of 15%. This goal will become part of the specifications of the RFP package. All MBE/WBE/DBE/SDVE firms whose efforts will go towards satisfying the 15% goal must be certified by one or more of the following agencies on or before the date of the bid opening:

- Missouri Regional Certification Committee
- City of St. Louis (St. Louis Development Corporation/Airport Authority)
- Missouri State Certification
- Women's Business Enterprise National Council

A response to the RFP that has achieved the participation goals and provided said information on the Subcontractor Utilization Form will be in compliance with this specification.

In the event a respondent to an RFP cannot achieve the goals for MBE/WBE/DBE/SDVE participation, they must then provide documentation and be able to demonstrate that positive efforts were initiated prior to submittal of a response on the Subcontractor Solicitation Form.

**NOTE: Failure to provide evidence of the required positive efforts will result in the rejection of the proposal as non-responsive or non-compliant.**

**Non-Compliance and Non-Responsive**

The District will consider a company non-compliant if that company fails to comply with this administrative procedure or if the company fails to comply with MBE/WBE terms of a contract, or if the company fails to use the MBE/WBE/DVE/SDVE as stated in the bid.

**J. ATTACHMENT #6** **SSD 114-18**  
**MINORITY/WOMEN BUSINESS ENTERPRISE continued**

**SPECIAL SCHOOL DISTRICT  
SUBCONTRACTOR UTILIZATION FORM**

**Project number/name:** \_\_\_\_\_

**General Contractor:** \_\_\_\_\_

Work/Trade to be subcontracted	MBE/WBE/DBE/SDVE Firm Name	Subcontract amount
-----------------------------------	-------------------------------	--------------------

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

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

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

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

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

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

**SUBTOTAL: \$** \_\_\_\_\_

**MBE/WBE/DBE/SDVE TOTAL: \$** \_\_\_\_\_

**GRAND TOTAL: \$** \_\_\_\_\_

**Percentage of Work: MBE** \_\_\_\_\_ **WBE** \_\_\_\_\_ **DBE** \_\_\_\_\_ **SDVE** \_\_\_\_\_

**J. ATTACHMENT #6  
MINORITY/WOMEN BUSINESS ENTERPRISE continued**

**SSD 114-18**

**SPECIAL SCHOOL DISTRICT  
SUBCONTRACTOR SOLICITATION FORM**

**Project name/number:** \_\_\_\_\_

**Prime Contractor:** \_\_\_\_\_

I have contacted the following MBE/WBE/DBE/SDVE businesses and will not subcontract with them due to the reasons cited below: (Attached additional pages as necessary)

**Firm Name/Contact Person:**

\_\_\_\_\_

**Address:**

\_\_\_\_\_

**Contact Number(s):**

\_\_\_\_\_

**Reason not utilized:**

\_\_\_\_\_

**Firm Name/Contact Person:**

\_\_\_\_\_

**Address:**

\_\_\_\_\_

**Contact Number(s):**

\_\_\_\_\_

**Reason not utilized:**

\_\_\_\_\_

**Firm Name/Contact Person:**

\_\_\_\_\_

**Address:**

\_\_\_\_\_

**Contact Number(s):**

\_\_\_\_\_

**Reason not utilized:**

\_\_\_\_\_



**K. ATTACHMENT #7  
FEDERAL WORK AUTHORIZATION**

**SSD 114-18**

**FEDERAL WORK AUTHORIZATION PROGRAM (“E-VERIFY”) ADDENDUM**

Pursuant to Missouri Revised Statute 285.530, all business entities awarded any contract in excess of five thousand dollars (\$5,000) with a Missouri public school district must, as a condition to the award of any such contract, be enrolled and participate in a federal work authorization program with respect to the employees working in connection with the contracted services being provided, or to be provided, to the District (to the extent allowed by E-Verify). In addition, the business entity must affirm the same through sworn affidavit and provision of documentation. In addition, the business entity must sign an affidavit that it does not knowingly employ any person who is an unauthorized alien in connection with the services being provided, or to be provided, to the District.

Accordingly, your company:

- a) agrees to have an authorized person execute the attached “Federal Work Authorization Program Affidavit” attached hereto as Exhibit A and deliver the same to the District prior to or contemporaneously with the execution of its contract with the District;
- b) affirms it is enrolled in the “E-Verify” (formerly known as “Basic Pilot”) work authorization program of the United States, and are participating in E-Verify with respect to your employees working in connection with the services being provided (to the extent allowed by E-Verify), or to be provided, by your company to the District;
- c) affirms that it is not knowingly employing any person who is an unauthorized alien in connection with the services being provided, or to be provided, by your company to the District;
- d) affirms you will notify the District if you cease participation in E-Verify, or if there is any action, claim or complaint made against you alleging any violation of Missouri Revised Statute 285.530, or any regulations issued thereto;
- e) agrees to provide documentation of your participation in E-Verify to the District prior to or contemporaneously with the execution of its contract with the District (or at any time thereafter upon request by the District), by providing to the District an E-Verify screen print-out (or equivalent documentation) confirming your participation in E-Verify;
- f) agrees to comply with any state or federal regulations or rules that may be issued subsequent to this addendum that relate to Missouri Revised Statute 285.530; and
- g) agrees that any failure by your company to abide by the requirements a) through f) above will be considered a material breach of your contract with the District.

By: \_\_\_\_\_ (signature)

Printed Name and Title: \_\_\_\_\_

For and on behalf of: \_\_\_\_\_ (company name)

**K. ATTACHMENT #7** **SSD 114-18**  
**FEDERAL WORK AUTHORIZATION continued**

EXHIBIT A

FEDERAL WORK AUTHORIZATION PROGRAM AFFIDAVIT

I, \_\_\_\_\_, being of legal age and having been duly sworn upon my oath, state the following facts are true:

1. I am more than twenty-one years of age; and have first-hand knowledge of the matters set forth herein.
2. I am employed by \_\_\_\_\_ (hereinafter "Company") and have authority to issue this affidavit on its behalf.
3. Company is enrolled in and participating in the United States E-Verify (formerly known as "Basic Pilot") federal work authorization program with respect to Company's employees working in connection with the services Company is providing to, or will provide to, the District, to the extent allowed by E-Verify.
4. Company does not knowingly employ any person who is an unauthorized alien in connection with the services Company is providing to, or will provide to, the District.

FURTHER AFFIANT SAYETH NOT.

By: \_\_\_\_\_ (individual signature)

For: \_\_\_\_\_ (company name)

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

Subscribed and sworn to before me on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My commission expires: