Procurement and Contracting Services

Request for Proposals for University Outside Plant Wiring

Please mark all proposal submission Envelopes with the following information

Sealed RFP # L171203
Due on June 8, 2012, no later than 2:00PM, MST
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For
REQUEST FOR PROPOSALS NO. L171203

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1.0 STATEMENT OF WORK

1.1 Summary. The Arizona Board of Regents (ABOR), on behalf of the University of Arizona, is soliciting proposals from interested vendors to establish an on-call list of qualified telecommunications contractor(s) with pricing to perform the tasks outlined in Section 5 of this request for proposal.

1.2 Coverage and Participation. The intended coverage of this RFP and any Agreement resulting from this solicitation shall be for the sole use of the University Information Technology Services Department at the University of Arizona.

2.0 DEFINITIONS

2.1 Agreement / Contract. All types of agreements entered into by the Arizona Board of Regents, regardless of what they may be called, for the procurement of materials, services or construction, or the disposal of materials. Meaning is interchangeable.

2.2 Customer. Unless otherwise implied by the context of the specific provision within this RFP, "Customer" means a customer of the vendor, other than the University.

2.3 Contractor. Same as Successful Vendor.

2.4 May, Should. Indicates something that is not mandatory but permissible, recommended or desirable.

2.5 MST. Mountain Standard Time. We do not observe Daylight Savings Time.

2.6 Must, Shall, Will. Indicates a mandatory requirement. Failure to meet these mandatory requirements may result in rejection of your proposal as non-responsive.

2.7 Proposal. The entirety of the vendor's responses to each point of this RFP, including any and all supplemental offers or information not explicitly requested within this RFP.

2.8 Proprietary Information. Information held by the owner that if released to the public or anyone outside the owner's organization, would be detrimental to its interests. It is an issue of fact rather than opinion. Pricing and/or revenues cannot be considered proprietary or confidential.

2.9 Provider. Same as Vendor.
2.10 **Request for Proposals (RFP).** A competitive process under which discussions and negotiations are allowed, it is not to be confused with a Request for Bid (RFB), in which goods or services are precisely specified and price is substantially the only competitive factor. This RFP provides the University the flexibility to negotiate to arrive at a mutually agreeable relationship. Price will be considered, but will not be the only factor of evaluation.

2.11 **Respondent.** Same as Vendor.

2.12 **Response.** Same as Proposal.

2.13 **Responsible Vendor.** A person who has the capability, including necessary experience, to perform the contract requirements; who has the integrity and reliability which will ensure good faith performance and appropriate quality of the materials, services, construction or construction services, to be provided; and who is in compliance with any and all licensing requirements of the State of Arizona.

2.14 **Responsive Vendor.** A person who submits a proposal which conforms in all material respects to the Request for Proposals.

2.15 **Successful Vendor.** Any vendor selected by the University to receive a notice of award as a result of this RFP and to enter into a contract to provide the University with the products or services sought by this RFP.

2.16 **Supplemental Agreement.** Any supplemental terms and conditions agreed to by the parties in writing taking precedence over all other documents governing the transaction.

2.17 **Supplier.** Same as Vendor.

2.18 **University.** Arizona Board of Regents (ABOR), a body corporate, for and on behalf of the University of Arizona, and the other institutions named in Section 1.2 of this RFP document.

2.19 **Vendor.** For purposes of this RFP, "Vendor" means any entity responding to this RFP with the intention of winning the resulting award of contract, performing the work, and/or delivering the goods specified herein.

2.20 **Vendor's Proposal.** Same as Proposal.

2.21 **Vendor's Response.** Same as Proposal.

### 3.0 GENERAL INFORMATION AND INSTRUCTIONS TO PROPOSERS

3.1 **Original RFP Document.** The Office of Procurement and Contracting Services shall retain the RFP, and all related terms and conditions, exhibits and other attachments, in original form in an archival copy. Any modification of these, in the vendor’s submission, is grounds for immediate disqualification.
3.2 **University Demographics.** For information about the University of Arizona, please visit the University’s Internet web page at: [www.arizona.edu/](http://www.arizona.edu/). For specific demographic information, visit [http://oirps.arizona.edu/UAFactBook.asp](http://oirps.arizona.edu/UAFactBook.asp).

3.3 **Schedule of Events.** The following is the tentative schedule that will apply to this RFP, but may change in accordance with the University’s needs.

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<thead>
<tr>
<th>Date</th>
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<tr>
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<td>Issuance of RFP</td>
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<td>06-15-12</td>
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<td>Award Notification</td>
</tr>
<tr>
<td>06-25-12</td>
<td>Commence Service</td>
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</table>

3.4 **Pre-Proposal Conference.** A mandatory pre-proposal conference will be held for vendors who intend to respond to this RFP. The purpose of the conference is to provide for questions and answers regarding terms, conditions, or specifications of the RFP. Notification of attendance or nonattendance should be made to Evangelina Perez, at telephone # 520-621-2061, or facsimile # 520-626-5179, or email: evperez@email.arizona.edu.

**Date:** May 30, 2012  
**Time:** 9:00 AM, MST  
**Place:** The University of Arizona  
Computer Center (University Information Technology Services, (UITS))  
1077 N. Highland  
Room 320

The University will not accept a proposal from any vendor who did not have a representative attend the mandatory pre-proposal conference.

The Buyer may choose to call for additional pre-proposal conference(s) if, in the sole judgment of the Buyer, there is a need for such conference(s) in order to promote competition.

3.5 **Pre-Proposal Site Visit.** No Pre-Proposal Site Visit required for the RFP

3.6 **Accommodations for People with Disabilities.** If the vendor or any of the vendor's employees participating in this RFP need, or have questions about the University's accommodations for people with disabilities, please make arrangements with Buyer, Evangelina Perez at telephone # 520-621-2061, facsimile # 520-621-5179, email address evperez@email.arizona.edu. Such requests should be made as early as possible to allow time to arrange the accommodation(s).

3.7 **PROPOSAL PREPARATION INSTRUCTIONS**

3.7.1 **Vendor's Understanding of the RFP.** In responding to this RFP, the vendor accepts the responsibility fully to understand the RFP in its entirety, and in detail, including making any inquiries to the University as necessary to gain such understanding. The University reserves the right to disqualify any vendor who demonstrates less than such understanding. Further, the University
reserves the right to determine, at its sole discretion, whether the vendor has demonstrated such understanding. Related to this, the University's right extends to cancellation of award if award has been made. Such disqualification and/or cancellation shall be at no fault, cost, or liability whatsoever to the University.

3.7.2 University Provides Information in Good Faith without Liability. All information provided by the University in this RFP is offered in good faith. Individual items are subject to change at any time. The University makes no certification that any item is without error. The University is not responsible or liable for any use of the information, or for any claims attempted to be asserted therefrom.

3.7.3 Verbal versus Written Communication. Verbal communication shall not be effective unless formally confirmed in writing by the specified University procurement official in charge of managing this RFP’s process. In no case shall verbal communication override written communication.

3.7.4 Questions, Communications and Inquiries between the University and Vendors. All Vendor inquiries, questions and requests for clarification related to this RFP are to be directed, in writing (email and facsimile are also acceptable), ONLY to the Buyer listed below. Once this RFP has been sent out, Vendors are not to contact any University Department, other than Procurement and Contracting Services, concerning this RFP, or risk disqualification (see Section 3.7.1 above):

For U.S. Mail – Only (Please note that all U.S. Mail, including Express Mail, is delivered to the University’s Postal Services office and is then distributed to University Departments, including Procurement and Contracting Services, which may delay it by a day or more):

The University of Arizona
Procurement and Contracting Services
PO Box 210300
Tucson, Arizona 85721
Attn: Evangelina Perez

For other methods of delivery (e.g. FedEx, UPS, etc.):

The University of Arizona
Procurement and Contracting Services
University Services Annex, Bldg. 300A
220 W. 6th Street, 5th Floor
Tucson, Arizona 85701
Attn: Evangelina Perez

Telephone No. 520-621-2061
Facsimile No. 520-626-5179
Email Address: evperez@email.arizona.edu

Applicable terms and conditions herein shall govern communications and inquiries between the University and vendors, as they relate to this RFP.
**Informal communications** shall include but are not limited to requests from/to vendors or vendors' representatives of any kind or capacity, to/from any University employee or representative of any kind or capacity, *with the exception of the Purchasing Department*, for information, comments, speculation, etc. Inquiries for clarifications and information that will not require addenda may be submitted verbally to the Buyer named above, at any time.

**Formal communications** shall include but are not limited to the following.

- Questions concerning this RFP must be submitted in writing, and be received *no later than June 5, 2012, no later than 4:00 PM, MST*.
- Errors and omissions in this RFP and enhancements. Vendors shall bring to the University’s attention any discrepancies, errors, or omissions that may exist within this RFP. Vendors shall recommend to the University any enhancements in respect to this RFP, which might be in the University’s best interests. These must be submitted in writing, and be received *no later than June 5, 2012, no later than 4:00 PM, MST*.
- Inquiries about technical interpretations must be submitted in writing, and be received *no later than June 5, 2012, no later than 4:00 PM, MST*.
- Inquiries for clarifications / information that will *not* require addenda may be submitted verbally to the Buyer named above at any time during this process.
- Verbal and/or written presentations and pre-award negotiations under this RFP.
- Addenda to this RFP.

**Informal communications shall cease on the date of distribution of this RFP and formal communications shall commence. On the date that the University notifies responding vendors of this RFP's results and executes the resulting contract with the successful Vendor, informal communications may resume and formal communications may cease.**

### 3.7.5 Addenda and the University’s Response to Communications from Vendor.

The University will make a good-faith effort to provide a written response to each question or request for clarification that requires addenda within five (5) University business days.

*All addenda will be posted to our web site only:*

http://pacs.arizona.edu/RFP-BID_Opportunities

- *Vendors who want the addenda supplied to them in another form must notify Evangelina Perez of that requirement. Otherwise, it will be the vendor’s responsibility to check the web site for any additional information and addenda concerning this RFP.*

The University will not respond to any questions / requests for clarification that require addenda, if received by the University after *June 5, 2012, no later than 4:00 PM, MST.*

### 3.7.6 Pricing and/or Revenue Proposal.

Vendors shall indicate pricing and/or revenue offers in the appropriate spaces and/or areas provided in this RFP.
The University may presume and hold as the vendor's final offer all pricing and/or revenue offerings, whether stated as amounts or percentages, and/or whether or not offered on an all-or-none basis, if not specified by the vendor. The University may accept or reject in part or entirely the vendor's pricing and/or revenue offerings when such offerings are not on an all-or-none basis. Vendor's pricing and/or revenue proposals may not be modified after the RFP Due date and time unless University at its sole discretion decides that future negotiations will only enhance the Vendor's offer to University. Should University decide that such negotiations would not be in University's best interests, pricing and revenue offer by Vendor at Due date and time may be considered by University as the Vendor's best and final offer. Unless otherwise specifically proposed by the vendor, the University reserves the right to hold such pricing and/or revenue proposal as effective for the entire intended contract term. The University may prescribe the manner and method by which pricing and/or revenue offerings shall be communicated in the vendor's proposal. The University may reject any proposal in which the pricing and/or revenue offering does not conform to such prescribed manner and method. Vendors shall indicate pricing and/or revenue offers in the appropriate spaces and/or areas provided in this RFP. Vendors shall ensure that any departure from this condition results in an offer that is clearly cross-referenced to the applicable sections within this RFP. For any material departure from this condition, vendors shall provide clear and unambiguous explanations how the departure relates in detail to the applicable sections within this RFP. If the vendor responds with an "All-or-None" proposal, it shall be clearly and unambiguously marked as such.

3.7.7 Revisions to the RFP. The University may revise any part of this RFP for any reason by issuing addenda. The University will communicate additional information and addenda to this RFP by posting them on our web site.

http://pacs.arizona.edu/RFP-BID_Opportunities

➢ Vendors that want the revisions supplied to them in another way must notify the Buyer listed in this document of that request. Otherwise, it will be the vendor’s responsibility to check the web site for any additional information and addenda concerning this RFP.

Vendors are responsible for the information contained in such addenda, whether or not they acknowledge receipt. The University is under no obligation to communicate such addenda to vendors who notify the University that they will not be responding to this RFP. The University may determine whether an addendum will be considered as part of this RFP and/or as part of any resultant contract. The University shall reject vendors' responses to addenda if such responses are received after the RFP Due date and time.

3.7.8 Attention to Terms and Conditions. Vendors are cautioned to thoroughly understand and comply with all matters covered under the Terms and Conditions section of this RFP. The successful Vendor is expected to enter into a form of agreement approved by the Arizona Board of Regents. The University agreement terms and conditions included in this RFP are intended to be incorporated into this agreement. Proposals that are contingent upon
any changes to these terms and conditions may be deemed to be non-responsive and may be rejected.

3.7.9 **Required Signatures.** The University may reject any vendor's response if it is not signed as indicated and/or required by the areas, spaces, or forms provided within this RFP.

3.7.10 **Proposal Organization.** Vendors shall present proposals in a format that can be readily incorporated into a contract. Vendors may present narrative proposals provided that such proposals follow the same outline and numbering scheme of this RFP, including full descriptive cross-references to all requirements listed in **Section 5.0.** Vendors should ensure that their proposals include page numbers and are organized in a manner that will facilitate the University's evaluation of them. The University reserves the right to reject without prior notice and without liability of any kind or amount any proposal that it deems overly complex, disorganized, or difficult to evaluate. The University reserves the right to make such a decision without any input or communication from any other party. Vendors shall ensure that, at a minimum, their proposals contain the components set forth in the following list.

- Original required sections from this RFP
- Any additional responses in corresponding sequence order
- Any additional supporting data

3.7.11 **Collusion Prohibited.** In connection with this RFP, vendor collusion with other vendors or employees thereof, or with any employee of the University, is prohibited and may result in vendor disqualification and/or cancellation of award. Any attempt by the vendor, whether successful or not, to subvert or skirt the principles of open and fair competition may result in vendor disqualification and/or cancellation of award. Such disqualification and/or cancellation shall be at no fault or liability whatsoever to the University.

3.7.12 **Improper Business Relationships / Conflict of Interest Prohibited.** In connection with this RFP, each vendor shall ensure that no improper, unethical, or illegal relationships or conflict of interest exists between or among the vendor, the University, and any other party to this RFP. The University reserves the right to determine the materiality of such relationships, when discovered or disclosed, whether intended or not; and to decide whether or not vendor disqualification and/or cancellation of award shall result. Such disqualification and/or cancellation shall be at no fault or liability whatsoever to the University.

3.7.13 **Corrections, Changes, and Providing Information on Forms within the RFP.** Vendors shall ensure that an authorized individual initials each correction using pen and ink. Vendors shall use pen and ink or typewriter in providing information directly on pages, or copies thereof, contained within this RFP.

3.7.14 **Proposal Bond.** Not Applicable

3.7.15 **Performance and / or Payment Bonds.** Not Applicable
3.7.16 **Anti-Kickback.** In compliance with FAR 52.203-7, the University has in place and follows procedures designed to prevent and detect violations of the Anti-Kickback Act of 1986 in its operations and direct business relationships.

3.8 **PROPOSAL SUBMISSION AND SUBSEQUENT ACTION**

Proposals must be delivered sealed; be received and be date/time stamped at the University’s Procurement and Contracting Services office reception desk, which is located on the 5th floor of the University Services Annex Building, 220 W. 6th Street, Tucson, AZ 85701, June 8, 2012, no later than 2:00 PM, MST

Vendors, please be advised that it is your sole responsibility to ensure that your proposal is received as described in the paragraph above. The University shall not be responsible for any delay’s that may occur.

Proposals must be delivered sealed to:

For U.S. Mail – Only (please note that all U.S. Mail, including Express Mail, is delivered to the University’s Postal Services office and is then distributed to University Departments, including Procurement and Contracting Services, which may delay it by a day or more):

The University of Arizona  
Procurement and Contracting Services  
P.O. Box 210300  
Tucson, Arizona 85721  
Attn: Evangelina Perez

For other methods of delivery (e.g. FedEx, UPS, etc.):

The University of Arizona  
Procurement and Contracting Services  
University Services Annex, Bldg. 300A  
220 W. 6th Street, 5th Floor  
Tucson, Arizona 85701  
Attn: Evangelina Perez

no later than June 8, 2012, no later than 2:00 PM, MST. The University shall not accept proposals received by facsimile or email. The University shall, at the specified Due date and time, accept all proposals that are otherwise in order. The University will allow interested parties to be present for purposes of identifying which vendors have responded. The University will make no immediate decision at such time, and there will be no disclosure of any information contained in any proposal until after formal notice of award and execution of any contract resulting from this RFP. When multiple solicitations have been scheduled to open at the same date and time, the University will open solicitations that have interested individuals present in sequential order by solicitation number. **The University will hold unopened any proposals received after the Due date and time, and will not consider such proposals.** The University reserves the right to retain or dispose of such proposals at its discretion; however, the University may return such proposals to their related vendors, but only at such vendor’s request and at no cost or expense whatsoever to the University.
If only one proposal is received, the University may extend the Due date in order to determine why other vendors did not respond and to encourage other vendors to respond.

3.8.1 Proposal Costs. The University is not liable in any manner or to any extent for any cost or expense incurred by any vendor in the preparation, submission, presentation, or any other action connected with proposing or otherwise responding to this RFP. Such exemption from liability applies whether such costs are incurred directly by the vendor or indirectly through the vendor’s agents, employees, assigns or others, whether related or not to the vendor.

3.8.2 Faxes and Emails Not Accepted. The University shall not accept proposals received by fax or email.

3.8.3 Number of Proposal Copies to be Furnished. Vendors are to submit two (2) originals, in hardcopy form, along with a copy in electronic form, on a CD, flash drive or other removable storage device, in either Microsoft Word or as an Adobe PDF file.

3.8.4 Binding and Marking. Vendors shall ensure that the original and each copy are individually bound. When submitting more than one (1) proposal, vendors shall ensure that units are clearly marked; for example, as "Original of Proposal One," "Copy One of Proposal One," "Original of Proposal Two," "Copy One of Proposal Two;" and so on.

3.8.5 Marking of Envelopes. Vendors shall ensure that the submittal envelope(s) clearly and conspicuously display the following identifying information in addition to any other information otherwise required for transmittal, and are sealed.

Sealed RFP # L171203
June 8, 2012, no later than 2:00 PM, MST

3.8.6 Withdrawal of RFP. Vendors may withdraw their proposals any time prior to the RFP Due date and time. Vendors may request to withdraw their proposals after the RFP Due date and any time prior to selection and notice of award. The University shall have sole authority to grant or deny such a request. In the event the University grants such a request, it may withhold issuing future RFP’s to such vendors.

3.8.7 University’s Right to Use Vendor's Ideas / Proprietary Information. If the vendor needs to submit proprietary information with the proposal, the vendor shall ensure that it is enclosed in a separate envelope from the proposal and that it is clearly designated and conspicuously labeled as such.

The University shall have the right to use any ideas that are contained in any proposal received in response to this RFP, along with any adaptation of such ideas. Selection or rejection of the proposal shall not affect the University’s right of use. Provided, however, that the University will, in good faith, honor any vendor information that is enclosed in a separate envelope from the proposal and clearly designated and conspicuously labeled as proprietary, and the University concurs that the information is proprietary. **The envelope must also**
contain the reason(s) why the enclosed material is to be considered proprietary. Trade secrets or other proprietary data contained in the proposal documents shall be maintained as confidential in accordance with procedures promulgated by the procurement officer and subject to limitations in Arizona or Federal law. 
Pricing information cannot be considered proprietary or confidential. The university shall not be liable in any manner or in any amount for disclosing proprietary information if such information is not clearly so designated and conspicuously so labeled. The university shall likewise not be liable if it did not know or could not have reasonably known that such information was proprietary. At no time will the entire proposal be considered proprietary and be kept confidential.

3.9 EVALUATION PROCESS AND AWARD

3.9.1 Contractual Intent / Right to Terminate and Recommence RFP Process. The university intends to contract with one or more vendors whose proposal(s) are considered to be in the best interests of the university. However, the university may terminate this RFP process at any time up to notice of award, without prior notice, and without liability of any kind or amount. Further, the university reserves the right to commence one or more subsequent RFP processes seeking the same or similar products or services covered hereunder.

3.9.2 Effective Period of Proposals. Under this RFP, the university shall hold that vendors' responses to this RFP shall remain in effect for a period of ninety (90) days following the Due date, in order to allow time for evaluation, approval, and award of the contract. Any vendor who does not agree to this condition shall specifically communicate in its proposal such disagreement to the university, along with any proposed alternatives. The university may accept or reject such proposed alternatives without further notification or explanation.

3.9.3 Proposal Acceptance/Rejection. The university reserves the right to reject any or all proposals. Such rejection may be without prior notice and shall be without any liability of any kind or amount to the university. The university shall not accept any proposal that the university deems not to be in its best interests. The university shall reject proposals submitted after the Due date and time.

3.9.4 Errors and Omissions in Vendors Proposals. The university may accept or reject any vendor's proposal, in part or in its entirety, if such proposal contains errors, omissions, or other problematic information. The university may decide upon the materiality of such errors, omissions, or other problematic information.

3.9.5 Determination of and Information Concerning Vendor's Qualifications. The university reserves the right to determine whether a vendor has the ability, capacity, and resources necessary to perform in full any contract resulting from this RFP. The university may request from vendors information it deems necessary to evaluate such vendors’ qualifications and capacities to deliver the products and/or services sought hereunder. The university may reject any vendor's proposal for which such information has been requested but which the vendor has not provided. Such information may include but is not limited to:

- Financial resources
 Personnel resources  
 Physical resources  
 Internal financial, operating, quality assurance, and other similar controls and policies  
 Resumes of key executives, officers, and other personnel pertinent to the requirements of the RFP  
 Customer references  
 Disclosures of complaints or pending actions, legal or otherwise, against the vendor

3.9.6 **Apparently Conflicting Information Obtained by Vendor.** The University is under no obligation whatsoever to honor or observe any information that may apparently conflict with any provision herein, regardless of whether such information is obtained from any office, agent, or employee of the University. Such information shall not affect the vendor's risks or obligations under a contract resulting from this RFP.

3.9.7 **Rejection of Vendor Counter-offers, Stipulations and Other Exceptions.** Any vendor exception, stipulation, counter-offer, requirement, and/or other alternative term or condition shall be considered rejected unless specifically accepted in writing by the University and thereafter incorporated into any contract resulting from this RFP.

3.9.8 **Method of Award.** Each response to this RFP will be reviewed for its overall competence, compliance, format, and organization. Proposals which the University deems overly complex, disorganized, or difficult to evaluate may be rejected in accordance with [Section 3.7.10](#) of this RFP. The award shall be made to the responsive and responsible vendor whose proposal is determined to be the most advantageous to the University of Arizona, taking into consideration the following evaluation criteria listed in the relative descending order of importance. Pricing must be a criterion. However, the University is under no obligation whatsoever to select, as most responsive the proposal that demonstrates the lowest pricing.

**Evaluation Criteria**

- Ability to perform work
- Labor & Equipment Costs
- Unit Costs
- Time & Materials Costs (per job)
- Lump Sum Costs (per job)
- Availability (per job)
- Continuity (per job)

The contract will consist of the University’s RFP, the proposal with any and all revisions, award letter, and/or purchase order, and/or the signed agreement between the parties, as stated in that agreement.

3.9.9 **Selection, Negotiation, Additional Information.** Although the University reserves the right to negotiate with any vendor or vendors to arrive at its final decision and/or to request additional information or clarification on any matter
included in the proposal, it also reserves the right to select the most responsive and responsible vendor or vendors without further discussion, negotiation, or prior notice. The University may presume that any proposal is a best-and-final offer.

3.9.10 Pre-Award Presentations. The University reserves the right to require presentations from the highest ranked vendors, in which they may be asked to provide information in addition to that provided in their proposals.

3.9.11 Pre-Award Negotiations. The University reserves the right to negotiate prior to award with the highest ranked vendors for purposes of addressing the matters set forth in the following list, which may not be exhaustive.

- Resolving minor differences and scrivener’s errors
- Clarifying necessary details and responsibilities
- Emphasizing important issues and points
- Receiving assurances from vendors
- Obtaining the lowest and best pricing and/or revenue agreement

3.9.12 Notification of Non-selection. The University reserves the right not to notify vendors whose RFP responses are not selected for further consideration or notice of award. If the University decides to notify such vendors in writing, it will send the notifications to the address indicated in each such vendor’s proposal. Once the award has been finalized, a notice of award may be posted on our website.

3.9.13 Vendor’s Need to Use Proprietary Rights of the University. All information proprietary to the University and disclosed by the University to any vendor shall be held in confidence by the vendor and shall be used only for purposes of the vendor’s performance under any contract resulting from this RFP.

3.9.14 Public Record. After the award and execution of a contract resulting from this RFP, vendors’ proposals become public record and are available for review during the University’s regular office hours. The University will, in good faith and to the extent allowed by law, honor any vendor information that is clearly designated and conspicuously labeled as proprietary, and the University agrees that the information is proprietary. If the vendor needs to submit proprietary information with the proposal, the vendor shall ensure that it is enclosed in a separate envelope from the proposal and that it is clearly designated and conspicuously labeled as such. The envelope must also contain the reason(s) why the enclosed material is to be considered proprietary. At no time shall the entire proposal be considered proprietary and be kept confidential. The University shall not be liable in any manner or in any amount for disclosing proprietary information if such information is not clearly so designated and conspicuously so labeled. The University shall likewise not be liable if it did not know or could not have reasonably known that such information was proprietary. Pricing information cannot be considered proprietary or confidential.

3.9.15 Certification. By signature on the “Proposal Certification” form included herein, the Vendor certifies that the submission of the proposal did not involve collusion or other anti-competitive practices. The Vendor has not given, offered
to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted proposal. In addition, Vendor certifies whether or not an employee of the University has, or whose relative has, a substantial interest in any Agreement subsequent to this RFP. Vendor also certifies their status with regard to debarment, or suspension by any federal entity.

Failure to provide a valid signature affirming the stipulations required by this clause shall result in the rejection of the submitted proposal and, if applicable, any resulting Agreement. Signing the certification with a false statement shall void the proposal and, if applicable, any resulting Agreement. Any resulting Agreement may be subject to legal remedies provided by law. Vendor agrees to promote and offer to the University only those services and/or materials as stated in and allowed for under resulting Agreement(s).

4.0 AGREEMENT TERMS AND CONDITIONS

The following are the Terms and Conditions that will become part of any Agreement consummated between the University and the Successful Vendor. In the event of a conflict between any provisions contained in any of the documents governing this transaction, the following shall be the order of precedence: Supplemental Agreement; Request for Proposals; Proposal.

4.1 Actions of Successful Vendor. The University is under no obligation whatsoever to be bound by the actions of any Successful Vendor with respect to third parties. The Successful Vendor is not a division or agent of the University.

4.2 Advertising. The Successful Vendor shall not advertise or publish information concerning the Agreement without prior written consent of the University. The University shall not unreasonably withhold permission.

4.3 Americans With Disabilities Act. The Successful Vendor shall comply with all applicable provisions of the Americans With Disabilities Act and applicable federal regulations under the act.

4.4 Conflict of Interest. Pursuant to the provisions of Arizona Revised Statute § 38-511, the Arizona Board of Regents may, within three years after its execution, cancel the Agreement without penalty or further obligation if any person significantly involved in negotiating, drafting, securing or obtaining the Agreement for or on behalf of the Arizona Board of Regents becomes an employee in any capacity of any other party or a consultant to any other party with reference to the subject matter of the Agreement while the Agreement or any extension thereof is in effect.

4.5 Drug Free Workplace. The Successful Vendor agrees that in the performance of the Agreement, neither the Successful Vendor nor any employee of the Successful Vendor shall engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity covered by the Agreement. The University reserves the right to request a copy of the Successful Vendor’s Drug Free Workplace Policy. The Successful Vendor further agrees to insert a provision similar to this statement in all subcontracts for services required.
4.6 Equal Opportunity. The provisions of Section 202 of Executive Order 11246.41 C.F.R. Sec. 60-1.4.41 C.F.R. Sec. 60-250.4 and 41 C.F.R. Sec. 60-741.4 are incorporated herein by reference and shall be applicable to the Agreement unless the Agreement is exempted under the rules, regulations or orders of the U.S. Secretary of Labor.

4.7 Federal, State, and Local Taxes, Licenses and Permits. Successful Vendor is solely responsible for complying with all laws, ordinances, and regulations on taxes, licenses and permits, as they may apply to any matter under this RFP. The Successful Vendor must demonstrate that they are duly licensed by whatever regulatory body may so require during the performance of the Agreement. Prior to the commencement of Agreement, the Successful Vendor shall be prepared to provide evidence of such licensing as may be requested by the University. Successful Vendor shall, at no expense to the University, procure and keep in force during the entire period of the Agreement all such permits and licenses.

4.8 Inspection and Audit. Pursuant to the provisions of Arizona Revised Statute § 35-214, all books, accounts, reports, files and other records relating to the Agreement shall be subject at all reasonable times to inspection and audit by the Arizona Board of Regents, The University of Arizona or the Auditor General of the State of Arizona, or their agents for five (5) years after completion or termination of the Agreement.

4.9 Liens. Each Successful Vendor shall keep the University free and clear from all liens asserted by any person or entity for any reason arising out of the furnishing of services or materials by or to the Successful Vendor.

4.10 Modifications. The Agreement can be modified or rescinded only by a writing signed by both parties or their duly authorized agents.

4.11 Non-Discrimination. The parties shall comply with all applicable state and federal statutes and regulations governing equal employment opportunity, non-discrimination, and immigration.

4.12 Sales and Use Tax. The Successful Vendor agrees to comply with and to require all of his subcontractors to comply with all the provisions of applicable law. The Successful Vendor further agrees to indemnify and hold harmless the University from any and all claims and demands made against it by virtue of the failure of the Successful Vendor or any subcontractors to comply with the provisions of any and all said laws. The University is not exempt from state sales and use tax, except for equipment purchased for research or development. Any equipment ordered as tax exempt shall be invoiced separately from taxable systems, even if purchased on the same purchase order as issued by the University.

4.13 Sexual Harassment. Federal law and the policies of the University prohibit sexual harassment of University employees or students. Sexual harassment includes any unwelcome sexual advance toward a University employee or student, any request for a sexual favor from a University employee or student, or any other verbal or physical conduct of a sexual nature that is so pervasive as to create a hostile or offensive working environment for University employees, or a hostile or offensive academic environment for University students. University vendors, subcontractors and suppliers for this project are required to exercise control over their employees so as to prohibit acts of sexual harassment of University employees and students. The employer of any person who the University, in its reasonable judgment, determines has committed an act of sexual
harassment agrees as a term and condition of the Agreement to cause such person to be
removed from the project site and from University premises and to take such other action
as may be reasonably necessary to cause the sexual harassment to cease.

4.14 **Small Business Utilization Program.** The University is committed to its Small Business
Utilization Program and to the development of Small Business. If subcontracting is
necessary, the Successful Vendor will make every effort to use Small Businesses in the
performance of the Agreement.

4.15 **Smoking Policy.** All facilities of Arizona are smoke free. Smoking is not permitted inside
University buildings or within 25 feet of doorways and air intakes. The Successful Vendor
is expected to respect this smoke free policy and fully comply with it.

4.16 **Sudan and Iran Scrutinized Business.** Pursuant to A.R.S. §§ 35-391.06(A) and 35-
393.06(B), Contractor certifies that it does not have a “scrutinized” business operation in
either Sudan or Iran, as that term is defined in ARS §§ 35-391(15) and 35-393(12),
respectively.

4.17 **Administrative (Legal) Remedies.** The Arizona Board of Regents has promulgated
Administrative (Legal) Remedies for alleged breaches or disputes arising from the
Agreement. These remedies are exclusive and must be exhausted before the filing of any
legal action.

4.18 **Assignment-Delegation.** No right or interest in the Agreement shall be assigned or
delegation of any obligation made by Successful Vendor without the written permission of
the University. Any attempted assignment or delegation by Successful Vendor shall be
wholly void and totally ineffective for all purposes unless made in conformity with this
paragraph.

4.19 **Assignment of Anti-Trust Overcharge Claims.** The parties recognize that in actual
economic practice overcharges resulting from anti-trust violations are in fact borne by the
ultimate purchaser; therefore, Successful Vendor hereby assigns to the University any
and all claims for such overcharges.

4.20 **Date for Reckoning Prompt-Payment Discount.** For purposes of determining whether
a prompt-payment discount, if applicable, may be taken by the University, the starting
date of such reckoning period shall be the later of the date of a properly executed invoice
or the date of completion of service and/or delivery of product.

4.21 **Force Majeure.** Neither party shall be held responsible for any losses resulting if the
fulfillment of any terms or provisions of the Agreement are delayed or prevented by any
cause not within the control of the party whose performance is interfered with, and which
by the exercise of reasonable diligence, said party is unable to prevent.

4.22 **Indemnification / Hold Harmless.** The Successful Vendor shall indemnify, defend, and
hold harmless the State of Arizona, the Arizona Board of Regents and the University, its
officers, agents, and employees from any and all claims, demands, suits, actions,
proceedings, loss, cost, and damages of every kind and description, including attorneys’
fees and/or litigation expenses, which may be brought or made against or incurred on
account of loss of or damage to any property or for injuries to or death of any person,
caused by, arising out of, or contributed to, in whole or in part, by reasons of any act,
omission, professional error, fault, mistake, or negligence of Successful Vendor, its
employees, agents, representatives, or subcontractors, their employees, agents, or representatives in connection with or incident to the performance of the Agreement, or arising out of Workers Compensation claims, Unemployment Compensation claims, or Unemployment Disability Compensation claims of employees of Successful Vendor and/or its subcontractors of claims under similar such laws and obligations. Successful Vendor’s obligation under this provision shall not extend to any liability caused by the sole negligence of the State of Arizona, Arizona Board of Regents, University or its officers, agents, and employees. Such indemnification shall specifically include infringement claims made against any and all intellectual property supplied by Successful Vendor and third party infringement under the Agreement.

4.23 **Insurance Requirements.** Without limiting any liabilities or any other obligations of Successful Vendor, the Successful Vendor shall provide and maintain the minimum insurance coverage listed below unless otherwise agreed to in writing. Coverage shall be provided with forms and insurers acceptable to the University until all obligations under the Agreement are satisfied.

- Commercial General Liability insurance with a minimum combined single limit of TWO MILLION DOLLARS ($2,000,000) each occurrence.
- Commercial Automobile Liability insurance with a minimum combined single limit of ONE MILLION DOLLARS ($1,000,000) each occurrence.

The insurance policies required in the two statements above shall be endorsed to name the State of Arizona, Arizona Board of Regents on behalf of the University of Arizona as additional insured and shall stipulate that the insurance afforded the Successful Vendor shall be primary insurance and that any insurance carried by the State of Arizona, the Arizona Board of Regents and the University of Arizona, their agents, officials or employees shall be excess and not contributory insurance to that provided by Successful Vendor.

- If applicable, Workmen’s Compensation insurance to cover requirements imposed by Federal and State statutes having jurisdiction of its employees engaged in the performance of Agreement, and Employer’s Liability insurance with a minimum limit of ONE HUNDRED THOUSAND DOLLARS ($100,000).

A certificate of insurance acceptable to the University shall be furnished to the University prior to the commencement of Agreement as evidence that policies providing the required coverage, conditions and limits are in full force and effect.

4.24 **Intellectual Property.** It is understood and agreed that ownership of intellectual property developed as a result of fulfilling the requirements of this Request for Proposals belongs solely and exclusively to the Arizona Board of Regents on behalf of the University of Arizona. Documents/drawings used in this proposal belong to the Arizona Board of Regents on behalf of the University of Arizona and/or are being used with permission. Intellectual property as used herein means all forms of legally protectable intellectual property, including copyrights, trademarks, inventions, patent applications, patents and mask works, drawings and/or blueprints. It is also understood and agreed that anything created as a result of an award of this proposal is considered a work for hire under the U.S. copyright laws and as such, the Arizona Board of Regents on behalf of the University of Arizona will own the copyright.
4.25 **Labor Disputes.** Successful Vendor shall give prompt notice to the University of any actual or potential labor dispute which delays or may delay performance of the Agreement.

4.26 **Laws and Regulations.** Successful Vendors are solely responsible for keeping themselves fully informed of and faithfully observing all laws, ordinances, and regulations affecting the rights of their employees, and shall protect and indemnify the University, its officers and agents against any claims of liability arising from or based on any violation thereof.

4.27 **No Replacement of Defective Tender.** Every tender of goods must fully comply with all provisions of the Agreement as to time of delivery, quantity, quality, and the like. If a tender is made which does not fully conform, this shall constitute a breach and Successful Vendor shall not have the right to substitute a conforming tender.

4.28 **No Waiver of Right by the University.** No waiver by University of any breach of the provisions of the Agreement by the Successful Vendor shall in any way be construed to be a waiver of any future breach or bar the University's right to insist on strict performance of the provisions of the Agreement.

4.29 **Parking.** The Successful Vendor shall obtain all parking permits and/or decals that may be required while performing project work on University premises. The Successful Vendor should contact Parking and Transportation Services located at 1117 E. Sixth St., Tucson, AZ 85721-0181.

4.30 **Payment Terms.** Payments by the University shall be subject to the provision of Title 35 of Arizona Revised Statutes relating to time and manner of submission of claims. The University’s obligation is payable only and solely from funds appropriated for the purpose of the Agreement. Unless otherwise stated herein, the payment terms for the Agreement are Net 30 days.

4.31 **Performance and / or Payment Bonds.** Not Applicable

4.32 **Price Adjustment.** Price changes will normally only be considered at the end of one Agreement period and the beginning of another. Price change requests shall be in writing, submitted at least sixty (60) days prior to the end of the current Agreement period, and shall be supported by written evidence of increased costs to the Successful Vendor. The University will not approve unsupported price increases that will merely increase the gross profitability of the Successful Vendor at the expense of the University. Price change requests shall be a factor in the Agreement extension review process. The University shall, in its sole opinion, determine whether the requested price increase or an alternate option is in the best interest of the University.

4.33 **Prior Course of Dealings.** No trade usage, prior course of dealing, or course of performance under other agreements shall be a part of any agreement resulting from this RFP; nor shall such trade usage, prior course of dealing, or course of performance be used in the interpretation or construction of such resulting agreement.

4.34 **Referencing of Orders.** For each order issued against an agreement resulting hereunder, the University intends in good faith to reference this RFP for pricing, terms and conditions, delivery location, and other particulars. However, in the event the University
fails to do so, the University’s right to such terms, conditions, and particulars shall not be affected, and no liability of any kind or amount shall accrue to the University.

4.35 Remedies and Applicable Law. The Agreement shall be governed by and construed in accordance with the laws of the State of Arizona. University and Successful Vendor shall have all remedies afforded each by said law. The venue in any action or litigation commenced to enforce the Agreement shall be instituted in the appropriate courts in Arizona.

4.36 Right of Assurance. Whenever one party to the Agreement in good faith has reason to question the other party’s intent to perform, he may demand that the other party give a written assurance of their intent to perform. In the event that a demand is made and no written assurance is given within ten calendar (10) days, the demanding party may treat this failure as an anticipatory repudiation of the Agreement.

4.37 Right of Inspection. University shall have the right to inspect the goods at delivery before accepting them.

4.38 Right of Offset. The University shall be entitled to offset against any sums due the Successful Vendor, any expenses or costs incurred by the University, or damages assessed by the University concerning the Successful Vendor’s non-conforming performance or failure to perform the Agreement, or any other debt owing the University, including expenses, costs and damages described in the termination provisions contained herein.

4.39 Shipment Under Reservation Prohibited. Successful Vendor is not authorized to ship the goods under reservation and no tender of a bill of lading will operate as a tender of the goods.

4.40 Successful Vendor to Package Goods. Successful Vendor will package goods in accordance with good commercial practice. Each shipping container shall be clearly and permanently marked as follows: (a) Successful Vendor’s name and address; (b) Consignee’s name, address and purchase order number; (c) Container number and total number of containers, e.g. box 1 of 4 boxes and (d) the number of the container bearing the packing slip. Successful Vendor shall bear cost of packaging unless otherwise provided.

4.41 Termination

4.41.1 Convenience. The University reserves the right to terminate the Agreement in whole or in part at any time when in the best interests of the University without penalty or recourse. Upon receipt of the written notice, the Successful Vendor shall immediately stop all work as directed in the notice, notify all subcontractors of the effective date of the termination and minimize all further costs to the University. In the event of termination under this provision, all documents, data and reports prepared by the Successful Vendor under the Agreement shall become the property of and delivered to the University. The Successful Vendor shall be entitled to receive just and equitable compensation for work in progress, work completed and materials accepted before the effective date of termination. Such compensation shall be the Successful Vendor’s sole remedy against the University in the event of termination under this provision.
4.41.2 **Default.** The University reserves the right to terminate the Agreement in whole or in part due to the failure of the Successful Vendor to comply with any term or condition of the Agreement, to acquire and maintain all required insurance policies, bonds, licenses and permits, or to make satisfactory progress in performing the Agreement. The University shall provide written notice of the termination and the reasons for it to the Successful Vendor. Upon termination under this provision, all goods, materials, documents, data and reports prepared by the Successful Vendor under the Agreement shall become the property of and be delivered to the University on demand. The University may, upon termination of the Agreement, procure, on terms and in the manner that it deems appropriate, materials or services to replace those under the Agreement. The Successful Vendor shall be liable to the University for any Excess Costs incurred by the University in re-procuring the materials or services.

4.41.3 **Gratuities.** The University may, by written notice to the Successful Vendor, cancel the Agreement if it is discovered by the University that gratuities, in the form of entertainment, gifts or other, were offered or given by the Successful Vendor, or any agent or representative of the Successful Vendor, to any officer or employee of the University with a view toward securing an Agreement or securing favorable treatment with respect to the awarding or amending, or the making of any determinations with respect to the performing of such Agreement. In the event the Agreement is canceled by the University pursuant to this provision, University shall be entitled, in addition to any other rights and remedies, to recover or withhold the amount of the cost incurred by Successful Vendor in providing such gratuities.

4.41.4 **Insolvency.** The University shall have the right to terminate the Agreement at any time in the event Successful Vendor files a petition in bankruptcy; or is adjudicated bankrupt; or if a petition in bankruptcy is filed against Successful Vendor and not discharged within thirty (30) days; or if Successful Vendor becomes insolvent or makes an assignment for the benefit of its creditors or an arrangement pursuant to any bankruptcy law; or if a receiver is appointed for Successful Vendor or its business.

4.41.5 **Lack of Funding.** The Agreement may be canceled without further obligation on the part of the Arizona Board of Regents and the University of Arizona in the event that sufficient appropriated funding is unavailable to assure full performance of the terms. The Successful Vendor shall be notified in writing of such non-appropriation as soon as reasonably possible. No penalty shall accrue to the Board or the University in the event this cancellation provision is exercised. This cancellation provision shall not be construed so as to permit the University to terminate the Agreement in order to acquire similar equipment, material, supplies or services from another party.

4.41.6 **Stop Work Order.** The University may at any time, by written order to the Successful Vendor, require the Successful Vendor to stop all or any part of the work called for by the Agreement for a period of ninety (90) days after the order is delivered to the Successful Vendor, and for any further period to which the parties may agree. The order shall be specifically identified as a Stop Work Order issued under this provision. Upon receipt of the order, the Successful
Vendor shall immediately comply with its terms and take all reasonable steps to minimize the incidence of costs allocable to the work covered by the order during the period of work stoppage. If a Stop Work Order issued under this provision is canceled or the period of the order or any extension expires, the Successful Vendor shall resume work. The University shall make an equitable adjustment in the delivery schedule or Agreement price, or both, and the Agreement shall be amended in writing accordingly.

4.41.7 **Suspension or Debarment.** The University may by written notice to the Successful Vendor immediately terminate the Agreement if the University determines that the Successful Vendor has been debarred, suspended or otherwise lawfully prohibited from participating in any public procurement activity, including but not limited to, being disapproved as a subcontractor Vendor of any public procurement unit or other governmental body.

4.42 **Continuation of Performance through Termination.** The Successful Vendor shall continue to perform, in accordance with the requirements of Agreement, up to the date of termination, as directed in the termination notice.

4.43 **Title and Risk of Loss.** The title and risk of loss of the goods shall not pass to University until University actually receives the goods at the point or points of delivery.

4.44 **Warranties.** In addition to any implied warranties, Successful Vendor warrants that the goods furnished will conform to the specifications, drawings, and descriptions listed herein, and to the sample or samples furnished by the Successful Vendor, if any. In the event of a conflict between the specifications, drawings, and descriptions, the specifications shall govern.

4.45 **Confidentiality.** The parties shall comply with 20 USC Section 1232(g), the Buckley Amendment to the Family Educational Right and Privacy Act of 1974. Therefore, Vendor shall not be entitled to receive Employee or Student information directly from University, other than public information available in University directories which is not protected by federal or state privacy or confidentiality statutes or regulations. Vendor may solicit Employee and Student information directly from Employees and Students subject to prior disclosures by Vendor of all intended uses of such information. Regardless of the Employee or Student personal information, even if such information is publicly available via directories, Vendor shall under no circumstances sell, duplicate, market, or give to any person or persons, entities or other companies a list or other personal information of any or all Employees or Students. All identities and personal information Employees and Students shall remain confidential. And disclosure by Vendor occurring without the express prior written consent of the Employee or Student shall result in the immediate termination of this agreement.

4.46 **PCI DSS AND PABP COMPLIANCE.** Contractor is currently certified to be in compliance with the PCI Security Standards Council’s Payment Card Industry Data Security Standard (PCIDSS), including PCI DSS Version 1.1 Requirement 12.10 for processors and service providers, and Appendix A for Hosting Providers, by a Qualified Security Assessor (QSA) and Approved Scanning Vendor (ASV), as applicable. Any changes in Contractor’s certification require prompt written notification to the University of Arizona. Contractor agrees to continue to meet all PCI DSS requirements and to validate compliance annually according to the credit card industry rules, which include but are not limited to the PCIDSS. Contractor will also provide written evidence of this compliance to the University
of Arizona annually. If applicable, Contractor agrees that its electronic check processing functionality will comply with the appropriate NACHA-The Electronic Payment Association provisions.

Contractor represents that any application it provides to the University of Arizona to store, process or transmit sensitive cardholder data will be Payment Application Best Practices (PABP) certified to ensure that the application is compatible with PCIDSS requirements. Information about PABP validation is available from Visa at (http://usa.visa.com/merchants/risk_management/cisp_payment_applications.html).

5.0 SCOPE OF WORK, SPECIFICATIONS, TECHNICAL REQUIREMENTS

5.1 Purpose: University Information Technology Services (UITS), University of Arizona is inviting proposals to establish an on-call list of qualified telecommunications contractor(s) with pricing to perform the tasks listed in the Request for Proposal. UITS is solely responsible for providing the University of Arizona complete telecommunications systems including building and outside plant infrastructure, and voice and data service to the campus.

All work shall be performed in accordance with the Scope/Specifications listed in this document, and the attached (Attachment “A”), UITS Specifications for Outside Plant Telecommunications Work.

The University plans to award projects to contracted vendors based on a Time and Materials, Unit Price, or Firm Fixed Lump Sum price quotation basis. Individual projects will be assigned to specific vendors based on cost, availability, and job continuity factors.

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<tr>
<th>Contract Type</th>
<th>Use when</th>
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<tbody>
<tr>
<td>Time and Material</td>
<td>Short-term</td>
</tr>
<tr>
<td>Unit Price</td>
<td>Long-term</td>
</tr>
<tr>
<td>Lump Sum</td>
<td>Long-term</td>
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Term of Agreement. The University will identify vendors who can provide these services for a period of five years. The initial contract period will be for one year, with the option to renew for four additional one-year renewals upon mutual agreement of both parties. A contract may be granted to multiple vendors.

5.2 Brand Name or Acceptable Alternate: Where in these specifications reference is made to materials, trade names, catalog numbers or articles of certain manufacture, it is done for the sole purpose of establishing a basis of a comparable standard of quality, performance, characteristics desired and is not intended to limit or restrict competition. It shall be understood that such method of specification description is not intended to exclude other processes, similar designs, or kinds of materials, but is intended solely as a means of establishing a standard of comparison to be utilized for solicitation evaluation purposes. Other material or product may be used, if in the sole opinion of the University,
they are equal in durability, quality and of a design in harmony with the intent of these specifications. Such other material or product which is substantially equivalent to those specific brand(s) specified shall qualify for solicitation evaluation and award consideration by the University. The University reserves the right to reject any substitute material or product which, in its opinion, does not meet the standard of quality established by reference in these specifications and is not considered an acceptable alternate for the intended use and purpose. The burden of proof as to meeting the requirements of these specifications shall be the responsibility of the submitting vendor. Such proposer(s) who is offering any material or product other than the item(s) specified herein must submit with their solicitation response catalogs cuts and detailed specifications which will completely describe the item(s) on which they are offering for an acceptable alternate determination by the University. Where the proposer proposes to substitute a material or product which is not known to the University, he/she shall be prepared to submit samples on request for the University’s inspection and evaluation. The cost of transportation, both ways, of such samples shall be borne by the submitting proposer.

5.3 Scope/Specifications: The following types of work are included in this Request for Proposal:

- Installation and termination, testing of multi-pair copper cable in existing tunnel, conduit, aerial, or a combination of pathways in the outside plant environment. Cables may range in size from 6 pair to 1800 pair count.
- Installation, termination and testing of optical fiber cabling in existing tunnel, conduit, aerial, or combination of pathways in the outside plant.
- Installation, termination and testing of specified coax cables in existing tunnel, conduit, aerial, or combination of pathways in the outside plant environment.
- Extend or modify existing underground or aerial pathways to provide for cable plant expansions. This work may require trenching, boring or other methods of pathway placement.
- Copper cable replacement or repair. This task may involve replacement, termination, splicing, or re-splicing of copper cables in the outside plant environment.
- Optical fiber cable replacement or repair. This task may involve replacement, termination, splicing, or re-splicing of optical fiber cables in the outside plant environment.
- Copper and optical fiber cable splicing, and aerial drop installation are included in this proposal, as described in the unit price cost items listed below.

It will be the responsibility of the contractor to obtain any permits that may be required or the performance of any of the tasks listed above.

In most cases, it will be the responsibility of the vendor to furnish all materials required for a given project. However, the University reserves the right to furnish to the vendor any or all materials.

Upon request, the contractor shall provide invoices and/or original receipts for materials, rental equipment, or subcontractor work that has been billed to the University on a time and materials basis.

5.4 Labor & Equipment Costs (to be submitted at this time): Submit fixed hourly labor rates for the personnel and equipment that might be required for the tasks listed above. Itemize based on the job description (laborer, cable technician, equipment operator,
supervisor, etc.) or type of equipment (pickup truck, backhoe, directional boring rig, bucket truck, etc.). Labor rates shall be provided for Shift 1, Shift 2, and Shift 3 working hours.

If any “per diem” charges will or may be billed to the University, submit the “per diem” rate(s) that would be billed.

5.5 **Time and Materials Costs (to be submitted on a per job basis):** Contractor shall submit a time and materials quoted estimate with a maximum ceiling price. To the extent able, the Contractor shall:

- Obtain materials at the most advantageous prices available with due regard to securing prompt delivery of satisfactory materials; and
- Take all cash and trade discounts, rebates, allowances, credits, salvage commissions, and other benefits. When unable to take advantage of the benefits, the Contractor shall promptly notify the Project Manager and give the reasons. The Contractor shall give credit to the University for cash and trade discounts, rebates, scrap, commissions, and other amounts that have accrued except for the fault or neglect of the Contractor. The Contractor shall not deduct from gross costs the benefits lost without fault or neglect on the part of the Contractor, or lost through fault of the University.

**Total Cost.** It is estimated that the total cost to the University for performance of this contract shall not exceed the ceiling price set forth in the quote and the Contractor agrees to use its best efforts to perform the work specified in the quote and all obligations under this contract within such ceiling prices. If at any time during performing this contract, the Contractor has reason to believe that the total price to the University for performing this contract will be substantially greater or less than the then stated ceiling price, the Contractor shall so notify the Project Manager, giving a revised estimate of the total price for performing this contract, with supporting reasons and documentation. If at any time during performing this contract, the University has reason to believe that the work to be required in performing this contract will be substantially greater or less than the stated ceiling price, the Project Manager will so advise the Contractor, giving the then revised estimate of the total amount of effort to be required under the contract.

**Ceiling Price.** The University shall not be obligated to pay the Contractor any amount in excess of the ceiling price in the quote and the Contractor shall not be obligated to continue performance if to do so would exceed the ceiling price set forth in the quote, unless and until the Project Manager shall have notified the Contractor in writing that the ceiling price has been increased and shall have specified in the notice a revised ceiling that shall constitute the ceiling price for performance under this contract. When and to the extent that the ceiling price set forth in the quote has been increased, any hours expended and material costs incurred by the Contractor in excess of the ceiling price before the increase shall be allowable to the same extent as if the hours expended and material costs had been incurred after the increase in the ceiling price.

5.6 **Unit Price. (to be submitted at this time):** Submit unit prices for the following work:

- Unit Price #1: Copper cable splicing

  Splicing may be required in tunnel, underground duct bank, and aerial pathway systems and also building infrastructure systems. Cables to be spliced will range in
size from 6 pair to 1800 pair count. The contractor shall supply consumable and miscellaneous materials such as sealing tape/cord, bullet bonds, ground wire/braid, nuts, bolts, screws, etc. Splice case, end plates, splice modules and encapsulant are not included in this unit price. Pricing is to be submitted as a set up charge plus a per splice charge based on the number of splices at a single location (not per hour).

### Set-up Charge

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<tr>
<th>Splicing</th>
<th>Number of Pairs</th>
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<tr>
<td>up to</td>
<td>100 pairs</td>
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<td>100 -</td>
<td>300 pairs</td>
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<td>900 -</td>
<td>1200 pairs</td>
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<td>over</td>
<td>1200 pairs</td>
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- **Unit Price #2: Optical fiber cable fusion splicing:**

Splicing may be required in the tunnel, underground duct back, or aerial pathway systems. Cables will be multimode and single mode ranging from small to large strand counts. Cables may be armored and non armored, loose tube or or tight buffered. The Contractor shall supply consumable and miscellaneous materials such as plugs, hose clamps, sealing washers, sealing cord/tape, heat shrink sleeves (splints), bullet bonds, ground wire/braid, nuts, bolts, screws, etc. Splice case and trays are not included in this unit price.

Please provide pricing per splices performed at a single location as follows:

### Set-up Charge

<table>
<thead>
<tr>
<th>Splices</th>
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<tr>
<td>0 - 12 Splices</td>
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<tr>
<td>13 - 24 Splices</td>
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<tr>
<td>25 - 48 Splices</td>
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<td>Over 48 Splices</td>
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</table>

- **Unit Price #3: Aerial Drop Installation**

Installation and termination of self-supporting aerial drop cable from a utility pole spanning to a suitable building attachment or drop pole before termination. The aerial drop may be single or multiple smaller sized cables ranging in size from 6 pair to 25 pairs total, not to exceed 300 feet in length from aerial terminal to building protector. Contractor will attach assigned pairs to an existing aerial splice or terminal and verify continuity from the building protector to Main Distribution Frame.

- **Unit Price #4: Maintenance Vault Access**

Provide access to maintenance vaults (manholes) for University personnel and/or consultants. Work will consist of providing traffic control devices (cones and/or traffic barricades), setting up manhole barricades, opening the maintenance vault, providing blowers, personnel hoist/harness equipment, and testing for presence of toxic gases, as required to access the maintenance vault in accordance with all applicable safety regulations for confined space entry.
5.7 **Lump Sum Costs. (to be submitted on a per job basis):** Price quote must include all materials, labor, equipment, tools, training, and services necessary for completion of the work. It will be the only basis for billing, there will be no other charges. The University will not be liable for any costs beyond those proposed and awarded.

5.8 **Demonstration of Ability. (to be submitted at this time):** Contractor must submit a company profile that includes training, experience, and abilities of all personnel expected to be involved in project management, installation, and quality control. Contractors must submit proof of having a current State of Arizona contracting license applicable to the scope of work, and of having held a BICSI Registered Communications Distribution Designer (RCDD) on staff.

Contractors must also submit the following information:
- Typical response time for scheduled work
- Response time for emergency call-out
- Manpower and equipment resources (backhoes, boring equipment, cable reel trucks, manhole gear, etc.).

If the vendor intends to use subcontractors for any work, submit the names and contracting license information for the subcontractors. The University reserves the right to approve or reject any subcontractor based on qualifications and/or past experience.

Submit a list of projects that have been successfully completed on behalf of the University of Arizona.

5.9 **Work Assignment, Inspections, and Standards. (to be submitted at this time):** On a per project basis, the Contractor shall provide a schedule to start and complete a project, and include any lead time required to obtain materials or mobilize forces.

The vendors shall provide a point of contact for normally scheduled work, plus a contact available 24x7 for emergency call-out work.

UITS will provide a project manager for the contractor. The project manager will be the contractor’s interface with the University and will perform inspections of the work performed. The project manager will observe the contractor’s performance and shall have the authority to require the contractor to instigate and maintain procedures to ensure that persons performing work are skilled and knowledgeable in the methods and craftsmanship needed to perform quality work.

All work shall be performed in accordance with the attached (Attachment “A”) specifications, and shall be performed in conformance with all applicable local codes and regulations.

5.10 **Method of Payment & Discount for Early Payment.** The University’s preferred method of payment is via credit card. The University would issue a Purchase Order and upon receipt of goods or services, pay subsequent invoices by credit card.

**Will you accept payment via credit card?**
- Yes _____
- No _____

**Do you offer an early payment discount?**
- Yes _____
- No _____

If yes, what is your offer?
- _____ % if paid within _____ days after the University receives a proper, accurate and uncontested Invoice for Payment.
If payment via credit card is accepted and an early payment discount is offered, would the University receive the discount if paying by credit card? Yes ____  No ____

5.11 **References.** Vendor to provide *three customer* references, from comparable institutions for similar products or services specified in this RFP, including the names and telephone numbers of the contact persons.
6.0 CERTIFICATIONS AND FORMS (Vendor to complete and return with proposal)

6.1 Certification of Proposal

6.2 Legal Workers Certification (Required for all Contracts for: Services; Construction or Maintenance of Structure, Building or Transportation Facility; or Improvements to Real Property costing $50K and over)

6.3 Certification Regarding Debarment, Suspension, Proposed Debarment and other Responsibility Matters (Mar 1996 as amended) (Applicable to Federal Grants and Contracts >$30k)

6.4 Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions (Apr 1991 as amended) (Applicable to Federal Grants and Contracts >$150k)

6.5 Proposal Bond - NA

6.6 Performance Bond - NA

6.7 Payment Bond - NA
6.1 Certification of Proposal (vendor to complete and return with proposal)

Explanation. This certification attests to the vendor’s awareness and agreement to the content of this RFP and all accompanying provisions contained herein.

Action. Vendor is to ensure that the following certificate is duly completed and correctly executed by an authorized officer of your company.

This proposal is submitted in response to Request for Proposals # L171203 issued by the University of Arizona. The undersigned, as a duly authorized officer, hereby certifies that ________________________ (Vendor Name), located at ____________________________ (address), agrees to be bound by the content of this proposal and agrees to comply with the terms, conditions and provisions of the referenced Request for Proposals (RFP) and any addenda thereto in the event of an award. Exceptions are to be noted as stated in the RFP. The proposal shall remain in effect for a period of ninety- (90) calendar days as of the Due Date for responses to the RFP.

The undersigned certifies that to the best of his/her knowledge: (check one)

☐ There is no officer or employee of the University of Arizona who has, or whose relative has, a substantial interest in any Contract award subsequent to this proposal.

☐ The names of any and all public officers or employees of the University of Arizona who have, or who’s relative has, a substantial interest in any Contract award subsequent to this proposal are identified by name as part of this submittal.

The undersigned further certifies that their firm (check one) ☐ IS or ☐ IS NOT currently debarred, suspended, or proposed for debarment by any federal entity. The undersigned agrees to notify the University of any change in this status, should one occur, until such time as an award has been made under this procurement action.

The Undersigned further certifies that your business (check the appropriate areas) ☐ does or ☐ does not meet the Federal (S.B.A.) Small Business definition (FAR 19.001) and size standards (FAR 19.102). If it does, please “CHECK” one of the following: ☐ Small Business ☐ Small Disadvantaged ☐ Small Business Women-Owned ☐ Women-Owned Disadvantaged ☐ Veteran owned ☐ HUB Zone ☐ Disabled Veteran Owned ☐ Alaska Native Corp. ☐ Historically Black Colleges and Universities and Minority Institutions

Arizona Small Business (has less than 100 fulltime employees, including employees employed in any subsidiary or affiliated corporation) please “CHECK one of the following: ☐ AZ. Small Business ☐ AZ. Women Owned ☐ AZ Disadvantaged ☐ AZ Disadvantaged Women-owned.

The undersigned further certifies that as a duly authorized officer, is authorized to negotiate in good faith on behalf of this firm for purposes of this Request for Proposals.

Name: ________________________________ Title: ________________________________

Signature: ______________________________ Date: ________ Email: __________

Telephone #: ______________ Facsimile #: ______________ F.E.I.N: ______________
6.2 LEGAL WORKER CERTIFICATION

Required for all Contracts for: Services; Construction or Maintenance of any Structure, Building or Transportation Facility; or Improvements to Real Property costing $50K and over.

Date: _____________________

Procurement and Contracting Services
University of Arizona
PO Box 210300 Tucson, AZ 85721-0300

As required by Arizona Revised Statutes §41-4401 the University is prohibited after September 30, 2008 from awarding a contract to any contractor who fails, or whose subcontractors fail, to comply with Arizona Revised Statutes § 23-214-A. The undersigned entity warrants that it complies fully with all federal immigration laws and regulations that relate to its employees, that it shall verify, through the employment verification pilot program as jointly administered by the U.S. Department of Homeland Security and the Social Security Administration or any of its successor programs, the employment eligibility of each employee hired after December 31, 2007, and that it shall require its subcontractors to provide the same warranties to the below entity.

The undersigned acknowledges that a breach of this warranty by the below entity or by any subcontractor(s) under any Contract resulting from this solicitation shall be deemed a material breach of the Contract and is grounds for penalties, including termination of the Contract by the University. The University retains the right to inspect the records of the below entity, subcontractor(s) and employee(s) who perform work under the Contract, and to conduct random verification of the employment records of the below entity and any subcontractor(s) who perform work under the Contract, to ensure that the below entity and each subcontractor is complying with the warranties set forth above. Contractor shall be responsible for all costs associated with compliance with such programs.

________________________________ ________________________________
(Firm) (Address)

________________________________ (Signature Required)
(Signature Required) (Phone)

________________________________ (Print Name)
(Print Name) (Fax)

________________________________ (Print Title) (Federal Taxpayer ID Number)

________________________________
(Federal Taxpayer ID Number)

(November 3, 2009)
In accordance with FAR 52.209.5, complete the following certification regarding debarment suspension, proposed debarment and other responsibility matters and return the completed certification with your solicitation response. (Applicable to Federal Contracts and Grants >$30k)

(a) Certification Regarding Debarment Suspension, Proposed Debarment, and Other Responsibility Matters (Mar 1996 as amended)

(1) The Offeror certifies, to the best of its knowledge and belief, that

(i) The Offeror and/or any of its Principals

(A) Are ☐ Are Not ☐ presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency,

(B) Have ☐ Have Not ☐, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract, violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

(C) Are ☐ Are Not ☐ presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in subdivision (a)(1)(i)(B) of this provision.

(ii) The Offeror Has ☐ Has Not ☐, within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

(2) “Principals”, for the purposes of this certification, means officers; directors, owners, partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment and similar positions). This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

(b) The Offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(c) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Offeror’s responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Offeror nonresponsible.

(d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government the Contracting Officer may terminate the contract resulting from this solicitation for default. (End of Provision)

(NAME OF FIRM)  (ADDRESS, CITY, STATE, ZIP)  

(SIGNATURE)  (DATE)  (PRINT OR TYPE - NAME AND TITLE)
In accordance with FAR 52.203-11 and FAR 52.203-12 entitled "Limitation on Payments to Influence Certain Federal Transactions (Jun 1997 as amended), the following certification and disclosure regarding these FAR provisions are hereby incorporated and made a part of this bid/proposal solicitation requirement. (Applicable to Federal Grants and Contracts >$150k)

(a) The definitions and prohibitions contained in the clause, at FAR 52.203.12, Limitation on Payments to Influence Certain Federal Transactions, included in this solicitation, are hereby incorporated by reference in paragraph (b) of this certification.

(b) The Offeror, by signing its offer, hereby certifies to the best of his or her knowledge and belief that on or after December 23, 1989

(1) No Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement;

(2) If any funds other than Federal appropriated funds (including profit or fee received under a covered Federal transaction) have been paid, or will be paid, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with this solicitation, the Offeror shall complete and submit, with its offer, OMB standard form LLL, Disclosure of Lobbying Activities, to the Contracting Officer; and

(3) He or she will include the language of this certification in all subcontract awards at any tier and require that all recipients of subcontract awards in excess of $100,000 shall certify and disclose accordingly.

Lcontract imposed by section 1352, title 31, United States Code. Any person who makes expenditure prohibited under this provision or who fails to file or amend the disclosure form to be filed or amended by this provision, shall be subject to a civil penalty of not less than $10,000, and not more than $100,000, for each such failure.

____________________________________   ______________________________________
(NAME OF FIRM)                          (STREET ADDRESS)

____________________________________   ______________________________________
(SIGNATURE)                             (MAILING ADDRESS)

____________________________________   ______________________________________
(TYPED OR PRINTED NAME)                  (CITY, STATE, ZIP)

____________________________________
(DATE)
SPECIFICATIONS FOR OUTSIDE PLANT TELECOMMUNICATIONS WORK

Part 1 - General

1.1 The scope of this project includes providing all material and labor for outside plant telecommunications cabling infrastructure.

1.2 In any case where the specifications or drawings are not perfectly clear to contractors submitting a proposal, it is the responsibility of the contractor to obtain clarification from UITS-Infrastructure Services Engineering. The drawings are diagrammatic and are not complete in every detail. The contractor shall be responsible for determining how to perform all indicated work included in the scope of the project and shall not make any additional charges for any work or material required for a complete installation. The drawings and specifications are complementary, and what is called for on one shall be binding as if called for by both.

1.3 General Requirements

1.3.1 Codes & License Compliance: The completed installation shall be in compliance with all applicable electrical and fire codes and ordinances, the Williams-Steiger Occupational Safety and Health Act of 1970, and University Standards.

1.3.2 Contractor must have an applicable current State of Arizona Contacting license, and have held the license for a minimum of 4 years. Only contractors approved by UITS-Infrastructure Services Engineering will be permitted to perform telecommunications installation work on campus projects.

1.3.3 New & Listed Materials: All materials shall be new and shall be listed as being suitable for the purpose by Underwriters Laboratories, Inc. or equivalent testing agency known to and approved by the University.

1.3.4 Workmanship: All work shall be executed according to these specifications in a workmanlike manner and shall present a neat mechanical appearance when complete.

1.3.5 Quality Assurance: At least one person directly employed by the prime contractor shall be on site daily to monitor the daily activities of workers to assure the quality of the work performed.

1.3.6 Acceptance Inspection: All work must pass functional and workmanship inspections prior to acceptance. The contractor shall make all required corrections, at no additional cost, before the system is put into service.

1.3.7 Clean up & Repair: Contractor shall be responsible for clean up and repair of job site. Damaged false ceilings, pencil or chalk marks, hand prints, gouges and tool makers, plaster dust, etc. shall be repaired, cleaned, removed, or painted as required. Penetrated fire barriers shall be resealed in an approved manner.

1.3.8 Submittal: (5 copies required). Complete materials lists, manufacturer’s literature, required drawings, and other required information shall be submitted for approval no less than 10 working days before such materials are required to be ordered for the work. UITS-Infrastructure Services Engineering must approve submittal prior to starting the installation. Submit through the Construction Project Manager.

1.3.9 Guarantee: Upon completion of the work and acceptance by the University, the contractor shall submit his warranty effective for one year guaranteeing to replace without additional cost to the University any work or material which is found to be defective within the warranty period.

1.3.10 As-Built Drawings & Documents: The contractor shall maintain daily up to date specifications and drawings. The contractor shall submit to UITS-Infrastructure Services a complete set of As-Built drawings showing the location and identification number of all pathway and cabling installed as part of the project. As-Built drawings shall be submitted in both hard-copy and AutoCAD format.

1.3.11 Changes: No changes shall be made from the work as called for by these specifications and drawings, except by a written order approved by the Construction Project Manager and UITS-Infrastructure Services Engineering.

1.3.12 Splicing: All cable splicing must be done by a qualified cable splicer, with a minimum of 5 years experience splicing large pair count copper cables. The cable splicer’s name and qualifications must be submitted to UITS-Infrastructure Services Engineering for verification and approval prior to any splicing work. Provide a minimum of 48 hours advance notice to UITS-Infrastructure Services Engineering prior to performing any splicing to existing campus cabling infrastructure.
1.3.13 Grounding for telecommunications systems and equipment shall be provided in accordance with the requirements of the most recent version of the National Electrical Code, and with The University of Arizona DSS Manual Specification Section 16450.

Part 2 - Description of Work

2.1 Entrance Cabling:

2.1.1 Copper entrance cabling shall be PE-39, Type ANMW, ASP, filled, direct burial, #24 AWG solid conductor, with REA color code.

2.1.2 Splice cases and/or closures shall be provided for copper entrance cabling as required, with prior approval by submittal required. Provide transition splice to non-filled cable prior to building entrance termination.

2.1.3 Copper entrance cabling shall be provided with station protectors installed in accordance with NEC 800 requirements.

2.1.4 Ground entrance cable shield to an approved provable ground as close to the entrance as possible in accordance with NEC requirements.

2.1.5 Terminal blocks shall be permanently marked with pair count numbers for entry cable terminations.

2.1.6 Optical fiber entrance cables shall be singlemode 8.2/125 Micron, 900 Micron buffered, OS2 rated.

2.1.7 Entrance fiber shall be terminated on a rack mount enclosure. In buildings with legacy ST connectors, new connectors shall be ST. In new buildings, or buildings without legacy optical fiber, new connectors shall be LC.

2.1.8 Optical fiber cable construction: provide indoor/outdoor riser rated cable for building entrance cables that are run to a splice case within 300 ft. of the building entrance. For backbone cables traversing more than 300 ft. of outside duct and/or tunnel pathway, cable shall be single armor, double jacket. All outside plant optical fiber cables shall be gel-free, with loose tube construction.

2.1.9 Minimum strand count for optical fiber entrance cables shall be 12 strands per building.

2.1.10 Ground entrance cable shield to an approved provable ground as close to the entrance as possible in accordance with NEC requirements.

2.1.11 All optical fiber cable splicing shall be done using the fusion splice method.

2.1.12 All optical fiber connectors shall be hot melt type; mechanical (“cam”) type connectors are not acceptable.

2.2 Outside Plant work

2.2.1 Underground Conduit:

- Underground conduit shall be 4” minimum, unless otherwise specified. Conduit shall be heavy-wall, Schedule 40, UL listed for direct burial and concrete encasement.
- Conduit bends shall be sweeps, 12 times the conduit diameter. Bends shall be concrete encased PVC Schedule 40, or rigid galvanized steel double wrapped with 10 mil PVC tape.
- Conduit pole risers shall be rigid galvanized steel from below grade to a minimum of 10’ above grade, mounted to the pole with standoff brackets. Pole riser shall be located in a pole quadrant opposite the traffic side of the pole.
- Conduits shall be installed in continuous sections, with no continuous sections to exceed 500 feet without pull points.
- Conduits shall have no more than three 90 degree sweeps (or 270 degrees total bends) between pull points.
- All conduits shall be mandrel tested prior to acceptance by the University. Conduits that do not pass a mandrel test shall be repaired or replaced and re-tested at no cost to the University. Notification of mandrel testing shall be provided to the UITS project manager 24 hours in advance of testing, and shall be witnessed by a UITS representative if requested.
- Empty conduits shall be provided with 2500 lb. mule tape with footage markers, secured with at least 4 ft. of slack at each pull point or termination point.
- Underground conduits shall be installed a minimum of 24 inches below grade, separated from other utilities with a minimum of 12’’ well packed earth, 4’’ of masonry, or 3’’ of concrete.
- Provide 6’’ orange, traceable underground warning tape labeled “Caution- Buried Fiber Optic (or Telephone) Cable Below” above all conduits or duct banks, installed 12” below finished surface.
- Innerducts for use in underground conduits shall be corrugated, PVC, 1” or 1-1/4” as specified.
- Conduits and innerducts shall be sealed at termination points using watertight, corrosion-proof, removable and re-usable duct plugs as manufactured by Jackmoon or equivalent.
- Building entry conduits shall slope downward away from the building.

2.2.2 Maintenance Vaults (Manholes)

- Maintenance vaults shall be dedicated for telecommunications systems use; joint-use with electric or other utilities are not permitted.
- Maintenance vaults shall be pre-cast concrete, with galvanized interior hardware to include entry ladder, pulling eyes, bonding inserts and struts for racking. Pre-cast neck and shaft extensions shall be provided as required to bring the cover to the finished elevation.
- All maintenance vaults shall be provisioned with Neenah Foundry #R-1751-C frame, with solid outer lid and gasketed inner lid with lockbar. Outer lid shall be permanently marked “Communications”.
- Manholes for utilization with multiple conduit duct banks shall have a minimum interior size of 8’x10’, Utility Vault Co #510-TA or equivalent. With prior approval from UITS, manholes for utilization with less than 4 conduits may be smaller, 4’x4’ nominal exterior dimensions, Utility Vault Co. #444-LA or equivalent.
- Conduits shall enter vaults through single duct knockouts, with the space between the conduit and the knockout filled to form a watertight seal.

2.2.3 Handholes

- Handholes are intended for use as pull points only, and shall not be used as splice points without prior written permission from UITS Infrastructure Services Engineering.
- Handholes shall be polymer concrete, with H-20 traffic rated cover.
- Provide handholes with lockable, vandal resistant galvanized steel insert, as manufactured by McCain Inc. or equivalent.
- Joint use of handholes with electric or other utilities is not permitted.

Part 3 - Acceptance Testing

3.1 End-to-end testing of all cable pairs, optical fiber strands, and coax cables shall be performed after completion of installation and termination. Cable testing shall be performed with the terminating hardware at both ends inserted into the final patch panel, enclosure, or outlet position. For example, testing of fiber strands from the back of the fiber enclosure prior to inserting the connector into the adapter panel mounted in its final resting place is not acceptable.

3.2 Cable attenuation testing shall be performed using Fluke DTX series test equipment.

3.3 End-to-end attenuation testing of each optical fiber strand shall be made using an optical power meter and optical light source. Multimode fibers shall be tested at 850 and 1300nm. Singlemode fibers shall be tested at 1310 and 1550nm. Attenuation tests shall be performed in both directions.

3.4 OTDR testing shall be performed on all outside optical fiber cables.

3.5 UITS-Infrastructure Services Engineering must approve test documentation. Documentation shall be submitted electronic format.

3.6 Test result documentation shall indicate the final cable/outlet number assigned to each item tested, as well as identify the project and the test location. Test results that are incomplete or that are not organized in sequential order will not be accepted.