



**Charleston County School District
Procurement Services**

Request For Quotation

Procurement Services
3999 Bridge View Drive
North Charleston, SC 29405
Phone 843-566-1982
Fax 843-566-1972

Quote Number: Q1009

Date: November 23, 2009

Please quote us your lowest **delivered (F.O.B. DESTINATION, FREIGHT PREPAID)** price for services specified below not later than **2:00 PM on NOVEMBER 30, 2009**

DESCRIPTION: Zucker Middle Smartboard Conduit/Cabling Project

INSTRUCTIONS: Signed quotes may be e-mailed or faxed to the attention of Robin McNeal at the below address and fax number. Return your information with an adequate description of your services, and schedule of pricing. It is agreed that the District may accept all, none or any part of this quotation. Do not include sales tax in quotations.

All communications must be directed to: Procurement Official: Robin McNeal Phone:843-566-1809 Fax: 843-566-1972 E-Mail: robin_mcneal@charleston.k12.sc.us	Conference/Site Visit: BY REQUEST/APPOINTMENT
--	--

QUOTES EMAIL OR FAXED :(843) 566-1972 Attn: Robin McNeal. E-MAIL: robin_mcneal@charleston.k12.sc.us

All requests for information must be signed by a company official duly authorized to bind an agreement for that company.

Authorized Signature:	Printed Name:
Company:	Social Security or Federal Tax No:
Mailing Address:	Date: Fax Number:
City: State:	Zip: Telephone:

Are you a Certified Minority Vendor (MBE) <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please provide certification number :	
---	--

Instructions to Bidders

Only one copy of the quote is required, unless specified elsewhere herein.

By submission of a quote, you are guaranteeing that all goods and services meet the requirements of the quote during the contract period.

Tie quotes will be resolved as outlined in the Charleston County School District Procurement Code.

Do not include any sales taxes in the quote price shown that the District may be required to pay. Upon submission of a quote by a state agency, the procurement official will compute applicable sales/use tax to the non-state agency quotes when applicable (service/labor excluded) in determining the low bidder. This procedure is necessary by S.C. Tax Commission Sales and Use Tax Regulation 117-174.95.

The District reserves the right to reject any and all quotes and to cancel the solicitation.

Unit prices will govern over extended prices unless otherwise stated in quote.

Quote prices which include all handling, packing and transportation charges.

Delivery by the contractor to a common carrier does not constitute delivery to the District. Any claim for loss or damage shall be between the contractor and the carrier.

If items have brand name and/or model number, specify same in the quotation.

When faxed quotes are allowed, fax quotes to (843) 566-1972. It is the quoting firm's responsibility to meet the quotation deadline. It is not sufficient to confirm mailing prior to deadline. The fax machine is located in a common area with multiple users. The District accepts no responsibility for maintaining confidentiality or non-receipt of faxed quotes or faxed quotes received after deadline.

General Provisions/Conditions

DISCUSSION WITH BIDDERS: Discussions may be conducted with apparent responsive bidders for the purpose of clarification to assure full understanding of the requirements of the invitation for bids. All bids, in the procurement official's sole judgment needing clarification shall be accorded such an opportunity.

AMENDMENTS: All amendments to and interpretations of this quote shall be in writing from Procurement Services. The Procurement Official shall not be legally bound by any amendment or interpretation that is not in writing.

REJECTION: The District reserves the right to reject any quote that contains prices for individual items or services that are unreasonable when compared to the same or other quotes if such action is in the best interest of the District.

DEFAULT: In case of default by the contractor, the District reserves the right to purchase any or all items in default in the open market, charging the contractor with any additional costs. The defaulting contractor shall not be considered a responsible bidder until the assessed charge has been satisfied.

NON-APPROPRIATIONS: Any contract entered into by the District resulting from this quote shall be subject to cancellation without damages or further obligation when funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period or appropriated year.

CONTRACT ADMINISTRATION: Questions or problems arising after award of this contract shall be directed to Procurement Services, 3999 Bridge View Drive, North Charleston, SC 29405, (843) 566-8137.

SAVE HARMLESS: (This clause does not apply to quotes for service requirements.) The successful bidder shall indemnify and save harmless the District and all District officers, agents, and employees, from all suits or claims of any character brought by reason of infringing on any patent, trade mark or copyright. Bidder shall have no liability to the District if such patent, trade mark or copyright infringement or claim is based upon the Bidder's use of material furnished to the Bidder by the District.

PUBLICITY RELEASES: Contractor agrees not to refer to award of this contract in commercial advertising in such a manner as to state or imply that the products or services provided are endorsed or preferred by the District.

TAX CREDIT AVAILABILITY: Vendors interested in income tax credit availability by subcontracting with certified minority firms should contact the Small and Minority Business Assistance Office, 1205 Pendleton Street, Columbia, South Carolina, 29201, telephone (803) .734- 0562.

S. C. LAW CLAUSE: Upon award of a contract under this quote, the person, partnership, association, or corporation to whom the award is made must comply with the laws of South Carolina which require such person or entity to be authorized and/or licensed to do business with this State. Notwithstanding the fact that applicable statutes may exempt or exclude the successful bidder from requirements that it be authorized and/or licensed to do business in this State, by submission of this signed bid, the bidder agrees to be subject to the jurisdiction and process of the courts of the State of South Carolina as to all matters and disputes arising or to arise under the contract and the performance thereof, including any questions as to the liability for taxes, licenses, or fees levied by the State.

AFFIRMATIVE ACTION: The successful bidder will take affirmative action in complying with all Federal and State requirements concerning fair employment and employment of the handicapped, and concerning the treatment of all employees, without regard or discrimination by reason of race, color, religion, sex, national origin or physical handicap.

CHEMICALS AND OTHER HAZARDOUS MATERIALS: Chemicals and other hazardous materials will be properly labeled and Material Safety Data Sheets (MSDS) will be provided when shipping such materials to the District. Vendors are required to send updated MSDS when properties of materials are changed and/or physical and health instructions become different.

TERMINATION: Subject to the conditions below, the contract may be terminated for any reason by Procurement Services providing a thirty (30) day advance notice in writing is given to the contractor.

For Convenience: In the event that this contract is terminated or canceled upon request and for the convenience of the District without the required thirty (30) days advance written notice, then the District may negotiate reasonable termination costs, if applicable.

For Cause: Termination by the District for cause, default or negligence on the part of the contractor shall be excluded from the foregoing conditions; termination costs, if any, shall not apply. The thirty (30) days advance notice requirement is waived and the default clause in this bid shall apply.

CONTRACTOR'S AND SUBCONTRACTOR'S INSURANCE: (Applies only to services contracts)

A. Contractor shall not commence work under this contract until all insurance required hereunder has been obtained and such insurance has been approved by Procurement Services, nor shall the contractor allow any subcontractor to commence work on a subcontract until all similar insurance required of the subcontractor has been obtained and approved. Approval of the insurance by Procurement Services shall not relieve or decrease the liability of the contractor hereunder.

B. Compensation and Employer's Liability Insurance: The contractor shall take out and maintain, during the life of this contract, the statutory Workmen's Compensation and Employer's Liability Insurance for all employees to be engaged in work on the project under this contract and in case any such work is sublet the contractor shall require the subcontractor similarly to provide Workmen's Compensation and Employer's Liability Insurance for all of the latter's employees to be engaged in such work.

C. Bodily Injury and Property Damage Liability Insurance: The contractor shall take out and maintain, during the life of this contract, such Bodily Injury Liability and Property Damage Liability Insurance and Automobile Bodily Injury Liability and Property Liability Insurance as shall protect the contractor and any subcontractor performing work covered by this contract from claims for damages for personal injury, including accidental death, as well as from claims for property damage which may arise from operations under this contract whether such operations be by the contractor or by any subcontractors or by anyone directly or indirectly employed by either of them and the amounts of such insurance shall not be less than:

1. Bodily Injury Liability insurance in an amount not less than one hundred thousand dollars (\$100,000.00) for injuries, including wrongful death on any person and subject to the same limit for each person in an amount not less than three hundred thousand dollars (\$300,000.00) on account of one accident.

2. Property Damage Insurance in an amount not less than one hundred thousand dollars (\$100,000.00).

D. Owner's Protective Liability Insurance: The contractor shall take out, furnish to Procurement Services and maintain during the life of this contract, complete Owner's Protective Liability insurance in an amount as specified in Paragraph (C) above, for Bodily Injury Liability Insurance and for Property Damage Liability Insurance...

SPECIAL NOTES

Deadline: This project must be completed by December 21, 2009

Questions should be directed to Procurement Official: Robin McNeal at 843-566-1809 or robin_mcneal@charleston.k12.sc.us

SPECIFICATIONS/SCOPE OF WORK

1.0 Basic Information

The successful vendor shall meet or exceed the following minimum specifications for cable, components and installation. Charleston County School District (CCSD) will be responsible for the overall design of cabling systems in all client facilities requiring a structured cabling system. The cabling contractor shall be responsible for cabling support systems, building (wall, ceiling and floor) penetrations; extraction and disposal of existing cabling system when specified; and patching and painting. Any work shown on drawings (and not particularly described in the specifications or worksheets) shall be included by the vendor and identified separately in the vendor's written response. **All vendors must be a Panduit Certified Installer and be able to provide the Panduit 25 year warranty.**

1.1 Applicable Documents

CCSD observes all national, state and local building and safety codes when implementing integrated cabling distribution systems. The vendor shall follow the technical criteria found in the following documents to satisfy CCSD cabling requirements:

- A. This Standard Cabling Specification/Statement of Work
- B. CCSD's written cabling standard;
<http://www.ccsdschools.com/Business/TechnicalSpecifications/documents/LANcabling20081030.pdf>
South Carolina OSF documents
- C. ANSI/TIA/EIA-568A Commercial building Standard
- D. ANSI/TIA/EIA-569A Commercial Building Standard for Telecommunications Pathways and Spaces
- E. ANSI/TIA/EIA-606 Administration Standard for Telecommunication Infrastructure of Commercial Buildings.
- F. ANSI/TIA/EIA-607 Commercial Building Grounding and Bonding Requirements for Telecommunications.
- G. ANSI/NFPA-70 National Electrical Code (NEC), latest edition (2008).

The above order of precedence shall be used to resolve conflicts which may exist in the applicable documents. Specific vendor technical clarifications (when required) will be responded to in writing (through CCSD IT) by an appropriate technical representative.

1.2 General Specifications

- 1.2.1 The CCSD specifies the ANSI/TIA/EIA-568A designation T568B. All WAO and patch panel terminations shall conform to this designation.
- 1.2.2 All unshielded twisted pair (UTP) cable installed in the CCSD facilities shall be plenum rated CAT6.
- 1.2.3 As required by state and local code, in certain areas (identified by the CCSD) cables are required to be housed in rigid and/or EMT conduit. It shall be the responsibility of the vendor to provide and install this conduit. Any conduit installed by the vendor shall not have more than two 90-degree bends without pull boxes installed. Any conduit installation exceeding 100 feet shall have pull boxes installed and shall not change the direction of the conduit path.
- 1.2.4 All internal fire wall penetrations shall be EZ Path sleeves and labeled with a permanent tag or label as to the system rating, installing contractor name and contact information as a minimum.
- 1.2.5 Pull lines are to be left in all conduits.

1.3 Cable Plant Documentation/Acceptance Documents

- 1.3.2 The project will be considered complete and accepted when:

An on-site inspection is scheduled and performed to verify the following items:

- 1) As-built drawings have been presented with correct labeling and cable path identification. Cable certification documents that match the as-built documents. A detailed list must be delivered in final package.
- 2) All cables have been tested and certified. Provide a certification page in the as-built package to document these tests and their results.
- 3) An inspection to verify CCSD technical specification compliance and requirements on the CCSD Project Checklist.
- 4) Verification has been made that there are no pending issues with the school. All issues must be resolved prior to final acceptance and payment.

Contractor shall provide all of the acceptance documents from the completed project and deliver them at the time of the final inspection and shall include the following;

- As-built documents (minimum size 11x17)
 - a. Horizontal distribution
 - b. Backbone infrastructure pathways
 - c. Cross connection tables
 - d. Any additional documents or drawings that may be associated with the project.
- Test Results (detailed)
 - a. Backbone certification letter
- Detailed description of contractor warranty with start/end dates (length of warranty, what is covered, etc).
- All documentation shall be provide on a CD and in PDF format.

1.4 Labeling

As per existing patch panel

1.5 Objective

The objective of this work is to provide CCSD with additional conduit runs for data jacks and associated data cables.

1.6 Specific Scope of Work

Rooms 137, 139, 237 and 239

- 1.6.1 Provide and install a single gang cut in box at the teacher location and ¾ inch conduit from the box to the cable tray in the hallway.
- 1.6.2 Provide and install a single gang cut in box and ¾ inch conduit from the Smartboard location to the cable tray in the hallway.
- 1.6.3 Provide and install single gang cut in box at the teacher location and a ¾ inch conduit from the box to the existing PA box in the ceiling at the center of the classroom.
- 1.6.4 All conduits shall end within 6 six inches of the cable tray, not breaking any plane of the tray and shall have a protective plastic bushing attached to the end

Room 136 Science

- 1.6.5 Provide and install a single gang cut in box at the existing Smartboard location and a one inch conduit from this box to the cable tray.
- 1.6.6 Provide and install one white CAT6 voice cable and two blue CAT6 data cables to this outlet to the nearest TR and terminate on existing hardware. Panduit jack and faceplate hardware as per CCSD specifications.
- 1.6.7 Provide and install a single gang cut in box at the existing Smartboard location and install a ¾ inch conduit to the existing PA box in the ceiling at the center of the room.

Room 144 Art

- 1.6.8 Provide and install a single gang cut in box at the existing Smartboard location and a one inch conduit from this box to the cable tray.
- 1.6.9 Provide and install one white CAT6 voice cable and two blue CAT6 data cables to this outlet to the nearest TR and terminate on existing hardware. Panduit jack and faceplate hardware as per CCSD specifications.
- 1.6.10 Provide and install a single gang cut in box at the existing Smartboard location and install a ¾ inch conduit to the existing PA box in the ceiling at the center of the room

Classrooms 133, 135, 134, 172, 240, 241, and 233

- 1.6.11 Provide and install a single gang cut in box at the existing teacher location and a one inch conduit from this box to the Smartboard location terminated to another single gang cut in box.
- 1.6.12 Provide and install a single gang cut in box at the existing teacher location and a ¾ inch conduit from this box to the existing PA box in the classroom located above ceiling at the center of the room.

No surface mount raceway will be permitted on this project.

1.6 Notes

- 1.6.1 Contractors shall provide all materials and labor to complete this project in compliance with the CCSD LAN specifications. It is the responsibility of the contractor to read, understand, and comply with the specifications.
- 1.6.2 **GENERAL REQUIREMENTS FOR CABLING VENDOR:** It is the goal of CCSD to provide high performance cabling infrastructure at each facility. While the CCSD LAN cabling guidelines describe in detail the quality and type of work expected from the contractor during the course of this contract, the ultimate burden is on the contractor to provide quality workmanship and expertise to assure the complete satisfaction of the school district. The School District will ultimately have the final approval of work performed by the contractor.
- 1.6.3 Any omission of or lack of reference to local or appropriate laws made by this document shall not relieve the contractor of their obligation to meet such laws. The contractor shall provide quality work that meets or exceeds all State, Federal, Local and Telecommunications Industry laws and standards.
- 1.6.4 All outlets shall be installed at 18" AFF to center or exactly match existing outlets within 10 feet.
- 1.6.5 Contractor is to provide two patch cables for each data jack installed. One 3 ft and one 10ft category matching patch cable will be Panduit and blue in color.
- 1.6.6 All work will be scheduled to be completed after school business hours unless other arrangements are made at the time of job start.

**ZUCKER MIDDLE SCHOOL
SMARTBOARD CONDUIT/CABLE INSTALLATION PROJECT**

Quote Form

To whom it may concern:

The undersigned having carefully examined the specifications and other documents for Zucker Smartboard cable/conduit Installation Project and the attached drawings, as well as the premises and conditions affecting the work, proposes to furnish the work, including all services, labor, materials and equipment called for by this invitation for bid in accordance with said documents for pricing of:

All work will be performed after school hours unless otherwise specified.

Project Materials: \$ _____

Project Labor: \$ _____

Project Total: \$ _____

Company Name: _____ Contact # _____

Authorized signature: _____ e-mail _____

Title: _____ Completion ARO _____

Date: _____

This form must be returned completely filled out for bid consideration. You may attach your proposal format to this form. Failure to return this form will result "failure to comply."