

**SUBMIT OFFER TO:**  
**Via Bonfire Web Portal**  
**UNIVERSITY OF CENTRAL FLORIDA**  
 Phone: (407) 823-2661  
[www.procurement.ucf.edu](http://www.procurement.ucf.edu)  
<https://ucfprocurement.bonfirehub.com/opportunities/138002>

**University of Central Florida**  
**INVITATION TO NEGOTIATE**  
**Contractual Services**  
**Acknowledgement Form**

Your submission must be uploaded, submitted, and finalized prior to the closing time on **June 5, 2024, at 2:00PM**. We strongly recommend that you give yourself sufficient time and at least ONE (1) day before the closing time to begin the uploading process and to finalize your submission. See **Appendix 4** for submittal instructions.

Page 1 of 94	Pages	OFFERS WILL BE OPENED JUNE 5, 2024, at 2:00PM and may not be withdrawn within 120 days after such date and time.	ITN NO. 2023-11MCSA
UNIVERSITY ADVERTISING DATE: <b>MAY 3, 2024</b>		ITN TITLE: UCF IT - PHYSICAL INSTALLATION, DESIGN, AND NETWORK ENGINEERING SERVICES	
FEDERAL EMPLOYER IDENTIFICATION NUMBER			
SUPPLIER NAME		REASON FOR NO OFFER:	
SUPPLIER MAILING ADDRESS			
CITY - STATE - ZIP CODE		<b>POSTING OF PROPOSAL TABULATIONS</b>	
AREA CODE	TELEPHONE NUMBER	Proposal tabulations with intended award(s) will be posted for review by interested parties on the Procurement Services solicitation webpage and will remain posted for a period of 72 hours. Failure to file a protest in accordance with BOG regulation 18.002 or failure to post the bond or other security in accordance with BOG regulation 18.003 shall constitute a waiver of protest proceedings.	
	FAX:		
	EMAIL:		

**Government Classifications**  
**Check all that apply**

- |  |   |
|--|---|
| <input type="checkbox"/> African American        | <input type="checkbox"/> American Woman       |
| <input type="checkbox"/> Asian-Hawaiian          | <input type="checkbox"/> Government Agency    |
| <input type="checkbox"/> Hispanic                | <input type="checkbox"/> MBE Federal          |
| <input type="checkbox"/> Native American         | <input type="checkbox"/> Non-Minority         |
| <input type="checkbox"/> Non-Profit Organization | <input type="checkbox"/> PRIDE                |
| <input type="checkbox"/> Small Business Federal  | <input type="checkbox"/> Small Business State |

*I certify that this offer is made without prior understanding, agreement, or connection with any corporation, firm or person submitting an offer for the same materials, supplies, or equipment and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this offer and certify that I am authorized to sign this offer for the Supplier and that the Supplier is in compliance with all requirements of the Invitation To Negotiate, including but not limited to, certification requirements. In submitting an offer to an agency for the State of Florida, the Supplier offers and agrees that if the offer is accepted, the Supplier will convey, sell, assign or transfer to the State of Florida all rights, title and interest in and to all causes of action it may now or hereafter acquire under the Anti-trust laws of the United States and the State of Florida for price fixing relating to the particular commodities or services purchased or acquired by the state of Florida. At the State's discretion, such assignment shall be made and become effective at the time the procurement agency tenders final payment to the Supplier.*

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**GENERAL CONDITIONS**

**1. SEALED OFFERS:** All offer sheets and this form must be executed and submitted as specified in Section 2.6. Offer prices not submitted on any attached price sheets when required shall be rejected. All offers are subject to the terms and conditions specified herein. Those which do not comply with these terms and conditions are either automatically rejected with respect to non-compliance with non-negotiable terms and conditions or may be rejected, at UCF's sole discretion, with respect to any other terms and conditions.

**2. EXECUTION OF OFFERS:** Offers must contain a manual signature of the representative authorized to legally bind the Respondent to the provisions herein. Offers must be typed or printed in ink. Use of erasable ink is not permitted. All corrections to prices made by the Supplier are to be initialed.

**3. NO OFFER SUBMITTED:** If not submitting an offer, respond by returning only this offer acknowledgment form, marking it "NO OFFER," and explaining the reason in the space provided above. Failure to respond

without justification may be cause for removal of the company's name from the solicitation mailing list. NOTE: To qualify as a respondent, the Supplier must submit a "NO OFFER," and it must be received no later than the stated offer opening date and hour.

\_\_\_\_\_  
**AUTHORIZED SIGNATURE (MANUAL)**

\_\_\_\_\_  
**AUTHORIZED SIGNATURE (TYPED), TITLE**

**4. PRICES, TERMS AND PAYMENT:** Firm prices shall be negotiated and include all services rendered to the purchaser.

**(a) TAXES:** The State of Florida is a tax-immune sovereign and exempt from the payment of all sales, use and excise taxes

**(b) DISCOUNTS:** Cash discount for prompt payment shall not be considered in determining the lowest net cost for offer evaluation purposes.

**(c) MISTAKES:** Proposers are expected to examine the conditions, scope of work, offer prices, extensions, and all instructions pertaining to the services involved. Failure to do so will be at the Proposer's risk.

**(d) INVOICING AND PAYMENT:** All Suppliers must have on file a properly executed W-9 form with their Federal Employer Identification Number prior to payment processing.

Suppliers shall submit properly certified original invoices to:

Division of Finance  
12424 Research Parkway, Suite 300  
Orlando, Florida 32826-3249

Invoices for payment shall be submitted in sufficient detail for a proper pre-audit and post audit. Prices on the invoices shall be in accordance with the price stipulated in the contract at the time the order is placed. Invoices shall reference the applicable contract and/or purchase order numbers. Invoices for any travel expenses shall be submitted in accordance with the State of Florida travel rates at or below those specified in Section 112.061, Florida Statutes and applicable UCF policies.

Final payment shall not be made until after the contract is complete unless the University has agreed otherwise.

**Interest Penalties:** Supplier interest penalty payment requests will be reviewed by the UCF vendor ombudsman whose decision will be final.

**Vendor Ombudsman:** A vendor ombudsman position has been established within the UCF Division of Finance. It is the duty of this individual to act as an advocate for Suppliers who may be experiencing problems in obtaining timely payments(s) from the University of Central Florida. The vendor ombudsman can be contacted at (407) 882-1082 or by mail at the address in paragraph 4(d) above.

The ombudsman shall review the circumstances surrounding non-payment to determine if an interest payment is due, the amount of the payment; and shall ensure timely processing and submission of the payment request in accordance with University policy.

5. The Board of Trustees may not request documentation of or consider a vendor's social, political, or ideological interests when determining if the vendor is a responsible vendor. Additionally, the Board of Trustees may not give preference to a vendor based on vendor's social, political, or ideological interests.



**UNIVERSITY OF CENTRAL FLORIDA**

**INVITATION TO NEGOTIATE (ITN) NUMBER [2023-11MCSA](#)**

**FOR**

**UCF IT**

**Physical Installation, Design, and Network Engineering Services**

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## 1.0 INTRODUCTION

### 1.1 Statement of Objective

The objective of this Invitation to Negotiate (ITN) is to enable the University of Central Florida (UCF) to enter into an agreement with a Supplier to provide UCF IT Physical Installation Services, Design Assistance, and Network Engineering.

This contract is intended to capture the most common contracted activities of UCF IT including, but not limited to, day-to-day work orders and small projects. The UCF campuses are diverse in their construction type and accessibility. Projects that are larger in scale will be bid on a per project basis by the successfully awarded respondents to this contract. This contract is not intended to cover large, capital, construction projects but will be used to budget those projects and as a pre-qualifying vehicle for contractors to invite to bid to those projects.

Tasks shall be performed by the Contractor for UCF IT Telecommunications (UCF IT) according to the Bid Specifications, drawings, and Contractor Work Orders prepared by UCF IT's Project Managers, on a project-by-project basis. Services are to be performed on all UCF campuses and auxiliary locations.

Prevailing wage is NOT required for this contract.

Budgeted hours per unit are requested to assist in capturing the project timeline requirements and will not be used in the consideration of award. The budgeted hours should include the installation time or engineering time only and not any oversight, administrative, or similar overhead time.

Work Order scope includes, but is not limited to, furnishing necessary material and labor, including contractor internal project management, to install telecommunications infrastructure and engineering services such as:

- Underground duct bank and maintenance hole (MH) installation.
- Outside Plant (OSP) copper telephone cabling, and fiber optic cabling, including the splicing and termination of outside plant copper and fiber optic cables, and the testing of each copper cable pair and fiber optic strands.
- Structured Cabling, copper/fiber optic/coax riser cabling and facilities, voice/data/TV outlets, plus Telecom Room and Server Room build outs as well as outdoor copper and fiber.
- Electronic Safety and Security (ESS) Access Control cabling, device installation and commissioning.
- ESS IP Surveillance cabling, device installation and camera focusing.
- Sound Masking cabling, device installation and commissioning.
- Digital Signage and Wayfinding cabling and device installation.
- Power Over Ethernet (POE) Lighting cabling, installation, and commissioning.
- Wireless Access Point (WAP) cabling, installation, and testing.
- Integrated Audio Visual (A/V) cabling, termination, equipment installation, design, programming, and commissioning.
- Distributed Antenna System (DAS) and Radio cabling, termination, and equipment installation, design, programming, and commissioning.
- Network engineering assistance for LAN, WAN, Wireless, Security, and Architecture.

The Successful Respondent, if any, will enter into a contract with UCF that provides for the performance of all terms and conditions set forth in this ITN, unless UCF has agreed to accept or negotiate certain terms and conditions, as described in Section 2.3. Non-negotiable terms and conditions (as indicated in Appendix I) must always be performed by the Respondent.

## 1.2 Contract Award

UCF intends to award a contract or contracts resulting from this solicitation to the responsible Respondent(s) whose offer(s) represent the best interest to UCF, after evaluation in accordance with the criteria in this solicitation. The Contract will include this solicitation document and the Successful Respondent's proposal and all the terms and conditions found in any resulting contract. A sample of UCF's standard terms and conditions can be viewed at <https://procurement.ucf.edu>. The Contract will also incorporate any clarifications and, if negotiations are conducted, any additional terms and conditions that are negotiated.

- A. UCF may reject any or all offers if such action is in UCF's best interest.
- B. UCF reserves the right and sole discretion to reject any offer at any time on grounds that include, but are not limited to, the Respondent's offer being found to be nonresponsive, incomplete, or irregular in any way, or when the Respondent's offer is not in UCF's best interest.
- C. UCF may waive informalities and minor irregularities in offers received.
- D. UCF reserves the right to award a contract without negotiations. Therefore, the Respondent's initial offer should contain the best terms from a cost or price and technical standpoint.
- E. UCF reserves the right to conduct negotiations with the proposer(s) whose offer may be deemed in the best interest of the university.
- F. UCF reserves the right to make an award on any item for a quantity less than the quantity offered, at the unit cost or prices offered, unless the respondent specifies otherwise in the offer.
- G. UCF reserves the right to make multiple awards if, after considering the additional administrative costs, it is in UCF's best interest to do so.
- H. UCF is not obligated to make an award under or as a result of this solicitation.

## 1.3 UCF Environment

Additional information available at [http://www.ucf.edu/about\\_ucf](http://www.ucf.edu/about_ucf)

## 2.0 GENERAL CONDITIONS

### 2.1 Authorized UCF Representative/Public Notices/UCF Discretion

The Respondent's response to this ITN and any communications and/or inquiries by the Respondent during this ITN process shall be submitted in writing to the individual and address stated below. **Inquiries are preferred via email.** UCF will consider only those communications and/or inquiries submitted in writing to the individual below on or before the date and time specified in Section 2.2, "Calendar of Events." To the extent UCF determines, in its sole discretion, to respond to any communications and/or inquiries, such response will be made in writing in the form of an addendum. UCF shall not accept or consider any written or other communications and/or inquiries (except an offer) made between the date of this deadline and the posting of an award, if any, under this ITN.

**Brian Sargent**  
**Procurement Services Department**  
**12424 Research Parkway, Suite 300**  
**Orlando, FL 32816-0975**  
**brian.sargent@ucf.edu**

Advance notice of public meetings regarding this ITN, if UCF determines at its sole discretion whether any such meetings will be held, will be in writing and posted on the UCF Procurement Services website. Additionally, any portion of a meeting at which a negotiation with a Supplier is conducted pursuant to a competitive solicitation at which a Supplier makes an oral presentation or at which a Supplier answers questions is exempt from s. 286.011 and s. 24(b), Art. I of the State Constitution. This also includes any portion of a team meeting at which negotiation strategies are discussed. All such meetings shall be conducted in accordance with Chapter 286 of the Florida Statutes. UCF also reserves the right and sole discretion to REJECT any offer at any time on grounds that include, without limitation, either that an offer is nonresponsive to the ITN or is incomplete or irregular in any way, or that a responsive offer is not in UCF's best interest.

## **2.2 Approximate Calendar of Events**

Listed below are the dates and times by which stated actions should be taken or completed. If UCF determines, in its sole discretion, that it is necessary to change any of these dates and times, it may issue an Addendum to this ITN. All listed times are local time in Orlando, Florida.

<b>Date/Time</b>	<b>Action</b>
May 3 <sup>rd</sup>	Invitation To Negotiate advertised
May 15 <sup>th</sup>	Last day to submit communications and/or inquiries in writing only; preferably by email to <a href="mailto:brian.sargent@ucf.edu">brian.sargent@ucf.edu</a> (buyer) by 5:00PM
May 20 <sup>th</sup>	Responses to inquiries and Addenda (approximate)
June 5 <sup>th</sup>	Deadline for Offer submission at 2:00 p.m. (ITN opening)

## **2.3 Respondent Communications and/or Inquiries**

A. UCF is not liable for interpretations/misinterpretations or other errors or omissions made by the Respondent in responding to this ITN. The Respondent shall examine this ITN to determine if UCF's conditions and requirements are clearly stated. If, after examination of the various conditions and requirements of this ITN, the Respondent believes there are any conditions or requirements which remain unclear or which restrict competition, the Respondent may request, in writing, that UCF clarify or change condition(s) or requirement(s) specified by the Respondent. The Respondent is to provide the Section(s), Subsection(s), and Paragraph(s) that identify the conditions or requirements questioned by the Respondent. The Respondent also is to provide detailed justification for a change and must recommend specific written changes to the specified condition(s) or requirement(s). Requests for changes to this ITN must be received by UCF not later than the date shown in Section 2.2., entitled "Calendar of Events," for the submittal of written communications and/or inquiries. UCF shall not make any changes to any of the non-negotiable terms and conditions. The non-negotiable terms and conditions are indicated on Appendix I. Requests for changes to the non-negotiable provisions of this ITN shall automatically be rejected. Requests for changes to anything other than the non-negotiable provisions of this ITN may or may not be accepted by UCF and may or may not be negotiated by UCF, all at UCF's sole discretion.

B. Any Respondent disagreeing with any negotiable terms and conditions set forth in this ITN



is to indicate in Appendix I, Terms and Conditions Supplemental Offer Sheet, the specific ITN section(s) the Respondent disagrees with and is to provide a clear and detailed reason for the disagreement and a solution to the disagreement in his/her offer. UCF may or may not accept or agree to negotiate any of the terms and conditions that Respondents indicated they disagreed with, all at UCF's sole discretion. The indication of disagreement with any non-negotiable terms and conditions may be automatically rejected.

- C. Failure to submit Appendix I and clearly indicate which terms and conditions the Respondent agrees and disagrees with (i.e., failure to initial the designated sections set forth in Appendix I, indicating that the Respondent has either understood and agreed to or disagreed with each particular section listed on Appendix I) and/or clear and detailed reasons for the disagreement, with the offer, may be grounds for rejection of that offer, at UCF's sole discretion. UCF may or may not accept and/or negotiate any such terms and conditions that the Respondent disagreed with. If UCF decides not to accept any of the terms and conditions the Respondent disagreed with, UCF shall have the right, at UCF's sole discretion, to exercise its right to reject the tentative awardee's offer and proceed to the next highest ranked respondent. As noted above, the disagreement with any non-negotiable terms and conditions by the Respondent may be automatically rejected.
- D. UCF shall at its sole discretion determine what requested changes to this ITN and the resulting agreement are acceptable. Non-negotiable terms and conditions, as indicated in Appendix I, will always stay as they are, and any requested changes to such clauses may automatically be rejected. UCF shall issue an Addendum reflecting the acceptable changes to this ITN, if any, which shall be sent to all known Respondents as specified in Section 2.1.
- E. Any communications, questions and/or inquiries from the Respondent concerning this ITN in any way are to be submitted in writing to the individual identified in Section 2.1 not later than **May 15, 2024, at 2:00PM** Eastern Standard Time as set forth in the Calendar of Events. Written inquiries are to be legible and concise and are to clearly identify the Respondent who is submitting the inquiry. Questions directed to or any responses received from any other department, person, agent, or representative of the university will not be considered valid or binding.

## **2.4 Respondent Conference and Site Visit**

**N/A**

## **2.5 Written Addenda**

Written Addenda to this ITN along with an Addenda Acknowledgment Form will be posted on the Procurement Services website. The Addenda Acknowledgment Form is to be signed by an authorized representative of the Respondent, dated and returned with the offer. All Respondents, including known interested Respondents, are solely responsible for checking the Procurement Services website periodically to verify whether any such Addenda and forms were issued.

## **2.6 Offer Due/Proposal Opening Date**

Proposals will be received and opened on **June 5, 2024, at 2:00PM** via UCF's Bonfire Web Portal. For additional information, please refer to Appendix IV: Submission Instructions for

Suppliers. UCF shall in no way be responsible for or accept any proposals not uploaded prior to the closing date and time. The Respondent's response to this ITN shall be prepared in accordance with Section 3.0 "Required Offer Format." Telephone, facsimile, telegraphic, and electronic mail offers, negotiations, and/or amendments to original offers shall not be accepted.

## 2.7 Section Not Used

## 2.8 Evaluation Criteria and Selection Process

- A. UCF reserves the right to conduct negotiations if the decision maker (UCF Board of Trustees, Vice President/Dean or his/her written designee(s)) with the advice and consent of Procurement Services determines negotiations to be in the best interest of the university. Any portion of a meeting at which a negotiation with a Supplier is conducted pursuant to a competitive solicitation is exempt from s. 286.011 and s. 24(b), Art. I of the State Constitution. Discussions with Suppliers after receipt of an offer do not constitute a rejection, counteroffer or acceptance by UCF.
- B. UCF reserves the right to conduct negotiations with the proposer(s) whose offer(s) may represent the best interest of the university. The following is a short overview of some of the decision maker's responsibilities during the solicitation and award process:
1. Establish a group of evaluators tailored for the particular acquisition that includes appropriate expertise to ensure a comprehensive evaluation of offers. The evaluators will review all responsive offers;
  2. Develop the acquisition plan (strategy to award with or without negotiations) after review of offers;
  3. Ensure consistency among the solicitation requirements, notices to proposers, offer preparation instructions, evaluation criteria, solicitation provisions or contract clauses, and data requirements;
  4. Ensure that offers are evaluated based solely on the evaluation criteria contained in the solicitation;
  5. Consider the recommendations of the evaluators or other boards (if any);
  6. Select the proposer(s) whose offer(s) are the best value to the university;
  7. Select a negotiation team (only if award is not made outright). This can be the evaluators or any other individual(s) the decision maker deems necessary for the acquisition. The negotiation team will negotiate with those proposer(s) determined by the decision maker to have submitted a proposal that may be beneficial to the university.
- C. All offers shall be initially evaluated based on weighted criteria set forth in the table below by the group of evaluators. The group of evaluators shall consist of three (3) or more individuals who have expertise regarding, or some experience with, the subject matter of the ITN or, if none, then individuals who could be characterized as recipients, beneficiaries, or users of the ITN's subject matter. The Vice President/Dean or his/her written designee(s) will appoint the evaluators. Evaluators, at the discretion of the Vice President/Dean or his/her written designee(s), shall have the option to meet as a group any time during formulation of the specifications and solicitation stage to discuss and correct any concerns and ambiguities of the solicitation and specifications. After offer opening, each evaluator shall function independently of all other persons including, without limitations, the other evaluators, and, throughout the entire evaluation process, each evaluator is strictly prohibited from meeting with or otherwise discussing this ITN and any aspect thereof including, without limitation, the offers and their content with any other individual whatsoever. Each evaluator shall conduct an independent evaluation of the offers in accordance with the weighted evaluation criteria set forth in the following Table A:

**Table A – Evaluation of Responses (Does not need to equal 100 points)**

Evaluation Criteria <b>SAMPLE</b>	<b>Max Points</b>
1. EXPERIENCE AND QUALIFICATIONS OF PROPOSER	20
2. PROJECT STAFF QUALIFICATIONS/EXPERIENCE	20
3. OVERALL RESPONSIVENESS OF PROPOSAL TO SATISFY SCOPE/ PROJECT APPROACH INCLUDING QUANTITY OF SEGMENTS ABLE TO PERFORM	25
4. OVERALL PRICING	25
5. CONFORMANCE TO ITN'S PREFERRED CONDITIONS AND REQUIREMENTS ( <b>FAILURE TO CONFORM TO ITN'S MANDATORY CONDITIONS AND REQUIREMENTS MAY RESULT IN REJECTION OF PROPOSAL</b> )	10
<b>Evaluation of Responses Point Total</b>	100
UCF users must explain these criteria in detail in section 3 of this ITN.	

Each evaluator must independently score each offer in UCF's Bonfire Web Portal in accordance with the criteria herein. Each evaluator is to enter comments, if any, regarding the offer and submit his/her evaluation via Bonfire. The assigned **Procurement Services Professional identified in section 2.1** will forward a summary to the **Decision Maker** or his/her designee. At the time of such delivery to the **Procurement Services Professional**, the evaluator shall cease to participate further in this ITN process unless expressly requested otherwise by **Decision Maker**.

The **Decision Maker** shall review, in the manner and to the extent he/she deems reasonable under the circumstances, the ITN, the offers, and evaluators' scoring forms. While not bound to them, the **Decision Maker** may give deference to the scoring forms. Based on what the **Decision Maker** determines is in the best interest of UCF, the **Decision Maker** will then make the final decision whether or not to recommend the award of a contract to a Respondent to this ITN, negotiate with the respondent(s) whose offer(s) may be beneficial to the university, or cancel the ITN.

The **Decision Maker** may, at any time during this ITN process, assign one (1) or more individuals to assist and advise the **Decision Maker** during his/her decision-making process. UCF is not obligated to make an award under or as a result of this ITN or to award such contract, if any, on the basis of lowest cost or highest commission offered. UCF reserves the right to award such contract, if any, to the Respondent(s) submitting an offer that UCF, at its sole discretion, determines is in UCF's best interest.

- D. **Decision Maker** shall obtain approval from the University Board of Trustees to award a contract exceeding the President's Delegation of Authority, per Policy BOT-4.

## 2.9 Posting of Recommended Selection

An intent to award will be posted within a reasonable time after the Procurement Services Department receives the decision maker's recommended award decision. The recommendation to award a contract, if any, to a Respondent(s) to this ITN will be posted for review by interested parties on the Procurement Services solicitations webpage and will remain posted for a period of seventy-two (72) hours.

- A. If the Respondent desires to protest the recommendation to award a contract, if any, the Respondent must file with UCF:
  1. A written notice of intent to protest within seventy-two (72) hours of the posting of the recommended award. UCF shall not extend or waive this time requirement for any reason whatsoever.
  2. A formal written protest by petition within ten (10) calendar days of the date on which the notice of intent to protest is filed. UCF shall not extend or waive this time requirement for any reason whatsoever.
- B. Failure to timely file a protest or failure to timely deliver the required bond or other security in accordance with the Board of Governors' Regulations 18.002 and 18.003 shall constitute a waiver of protest proceedings.
  1. A formal written protest by petition must be accompanied by a Protest Bond payable to UCF in the amount equal to 10% of the estimated value of the protestor's bid or proposal; 10% of the estimated expenditure during the contract term; \$10,000; or whichever is less. The form of the Protest Bond shall be a cashier's check, bank official check, or money order made payable to UCF.
  2. In addition to all other conditions and requirements of this ITN, UCF shall not be obligated to pay for information obtained from or through the Respondent.

## 2.10 Offer Validity Period

Any submitted offer shall in its entirety remain a valid offer for **120** days after the offer submission date.

## 2.11 Disposition of Offers; Florida Public Records Law Compliance

All offers become the property of the State of Florida, and the State of Florida shall have the right to use all ideas, and/or adaptations of those ideas, contained in any offer received in response to this solicitation. Any parts of the offer or any other material(s) submitted to UCF with the offer that are copyrighted or expressly marked as "confidential," "proprietary," or "trade secret" will only be exempted from the "open records" disclosure requirements of Chapter 119, Florida Statutes if Florida law specifically recognizes these materials as exempt from disclosure. Thus, the mere designation as "confidential," "proprietary," or "trade secret" by a Supplier does not ensure that such materials will be exempt from disclosure. Respondents must identify specifically any information contained in their bid which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, citing specifically the applicable

exemption law. A generic notation that information is “confidential” is not sufficient. Failure to provide a detailed explanation and justification including statutory citations and specific reference to your bid detailing what provisions, if any, the Respondent believes are exempt from disclosure, may result in the entire bid being subject to disclosure in accordance with Chapter 119 of the Florida Statutes. In the absence of a specific Florida statute exempting material from the public records law, UCF is legally obligated to produce any and all public records produced or received in the course of conducting university business, irrespective of any designation by the Supplier of those same records as “confidential,” “proprietary,” or “trade secret.” The ultimate determination of whether a Supplier’s claim of “confidential,” “proprietary,” or “trade secret” will support an exemption from disclosure will be made by UCF or, potentially, a court. UCF’s selection or rejection of an offer will not affect this provision.

## **2.12 Economy of Presentation**

Each offer shall be prepared simply and economically, providing a straightforward, concise description of the Respondent’s capabilities to satisfy the conditions and requirements of this ITN. Fancy bindings, colorful displays, and promotional material are not desired. Emphasis in each offer must be on completeness and clarity of content. To expedite the evaluation of offers, it is desired and beneficial to evaluators that Respondents follow the format and instructions contained herein. UCF is not liable for any costs incurred by any Respondent in responding to this ITN including, without limitation, costs for oral presentations requested by UCF, if any.

## **2.13 Restricted Discussions/Submissions**

From the date of issuance of the ITN until UCF takes final agency action, the Respondent shall not discuss the offer or communicate with any UCF employees, agents, representatives, evaluators or representatives of UCF except as expressly requested by UCF in writing. Violation of this restriction may result in REJECTION of the Respondent’s offer.

## **2.14 Verbal Instructions Procedure**

No negotiations, decisions, or actions shall be initiated or executed by the Respondent as a result of any discussions with any UCF employee. Only those communications that are in writing from the authorized UCF representative identified in Section 2.1 of this ITN that have been approved in writing by UCF’s President or the President’s designee shall be considered as a duly authorized expression on behalf of UCF. Only communications/inquiries from the Respondent that are signed and received on a timely basis, i.e., not later than [5:00PM, May 15, 2024](#), will be recognized by UCF as duly authorized expressions on behalf of the Respondent.

## **2.15 State Licensing Requirements**

To the extent applicable, the Respondent shall have all appropriate licenses to conduct business in the State of Florida and Orange County at or prior to award of a contract resulting from this competitive solicitation. The Respondent is to provide proof of such to UCF as a condition of award of a contract. If the Respondent contemplates the use of subcontractors, the Respondent is responsible for ensuring that all subcontractors are registered with the State of Florida in accordance with Chapter 607 or 620, Florida Statutes. For additional information, the Respondent should contact the Florida Secretary of State’s Office.

## **2.16 Parking**

The Respondent/Supplier(s) shall ensure that all vehicles parked on campus for purposes relating to work resulting from an agreement shall have proper parking permits. This applies to all personal vehicles and all marked and unmarked company vehicles that will be on any University campus for one (1) day or more or on a recurring basis. All such vehicles must be registered with University's Parking Services Department, and parking permits must be purchased by the Respondent/Supplier. The Respondent's/Supplier's vehicle(s) shall observe all parking rules and regulations. Failure to obtain parking permits, properly display them, and otherwise comply with all of the University's parking rules and regulations could result in the issuance of a parking ticket and/or towing at the expense of the Respondent/Supplier or Respondent's/Supplier's employees. For additional parking information or information regarding parking fees/rates, contact the UCF Parking Services Department at (407) 823-5812 or online at <https://parking.ucf.edu>.

## 2.17 Definitions

**Addendum** – Written or graphic instruments issued prior to the date for opening of proposals, which modify or interpret the proposal documents by additions, deletions, corrections or clarifications.

**And/Or** – The word “and” shall also mean “or,” and the word “or” shall also mean “and” whenever the contents or purpose so require.

**Contract/Agreement** – The formal bilateral agreement signed by a representative of the University and the Supplier which incorporates the requirements and conditions listed in this ITN and the Supplier's offer.

**Invitation to Negotiate** – A written solicitation for goods or services where factors other than price are to be considered in the award determination. These factors may include such items as Supplier experience, project plan, design features of the product(s) offered, etc. An ITN is used when the specifications cannot be identified; the end result is explained, but we want qualified companies to offer their solutions for consideration.

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

**Minor Irregularities** – Irregularities that have no adverse effect on UCF's interest will not affect the amount of the ITN and will not give a Respondent an advantage or benefit not enjoyed by another Respondent.

**Must, Shall, Will** – The words “must,” “shall,” or “will” are equivalent and indicate mandatory requirements or conditions.

**Project Manager** – After contract award, a liaison from the user department will oversee the Contractor's performance and report as needed to the contract administrator. The Project Manager is **Christopher Gase, Telcom Engineering Manager**.

**Proposal** – An executed offer submitted by a Respondent in response to an ITN and intended to be used as a basis for negotiations for a contract.

**Purchase Order/Contract** – The Purchase Order (PO) or other form or format provided to the awarded Respondent(s) that UCF uses to make a purchase under the contract term, which includes a formal written PO, electronic PO, Procurement Card (PCard), or any other means

authorized by Procurement Services and that incorporates the requirements and conditions listed in the ITN.

**Renewal** – Contracting with the same contractor for an additional period of time after the initial contract term, provided the original terms of the agreement specify an option to renew or the renewal is determined by UCF General Counsel to be in the best interest of the university.

**Respondent/Proposer/Vendor/Supplier/Contractor** – Anyone who submits a timely offer in response to this ITN or their duly authorized representative. These may be used interchangeably within the ITN.

**Response** – The entirety of the Respondent’s submitted proposal response to the ITN, including any and all supplemental information submitted.

**Responsible Respondent** – Respondent who has the capability in all respects to perform fully the contract requirements, and the experience, integrity, perseverance, reliability, capacity, facilities, equipment, and credit which will assure good faith performance.

**Responsive Respondent** – Respondent who has submitted an offer that conforms in all material respects to the solicitation.

**Sole Point of Contact** – The Procurement Services representative or designee to whom Respondents shall address any questions regarding the solicitation or award process. The sole point of contact shall be the arbitrator of any dispute concerning performance of the Contract.

**Successful Respondent/Proposer/Supplier/Contractor** – The firm or individual who is the recommended recipient of the award of a contract under this ITN (also synonymous with “Proposer” and “Supplier”). If a Respondent is a manufacturer, its certified dealers and resellers may also furnish products under the Contract; in choosing to do so, the dealers and resellers agree to honor the Contract, and the term “contractor” shall be deemed to refer to them. Unless awarded the Contract as a direct Respondent, however, dealers and resellers are not parties to the Contract, and the Respondent that certifies them shall be responsible for their actions and omissions.

**UCF or University** – University of Central Florida

**UCF’s Contract Administrator** – The University’s designated liaison with the Respondent. In this matter, UCF’s Contract Administrator will be **Walter Johnston, Network Architect II**.

## **2.18 Procurement Rules**

- A. UCF has established for purposes of this ITN that the words “shall,” “must,” or “will” are equivalent in this ITN and indicate a mandatory requirement or condition, the material deviation from which could be waived by UCF. UCF will, at UCF’s sole discretion, determine whether a deviation is material. Any deviation found by UCF to be material shall result in the rejection of the offer.
- B. The words “should” or “may” are equivalent in this ITN and indicate very desirable conditions or requirements but are permissive in nature. Deviation from, or omission of, such a desirable condition or requirement will not in and of itself cause automatic rejection of an offer but may result in the offer being considered as not in the best interest of UCF. UCF will, at UCF’s sole

discretion, determine whether an offer is considered as not in the best interest of UCF and may or may not reject the offer, all at UCF's sole discretion.

- C. The Respondent must comply with the instructions cited in Section 2.3. Also, the Respondent must initial the designated sections set forth on Appendix I, indicating that the Respondent has either understood and agreed to or disagreed with each particular section listed in Appendix I. Failure to submit Appendix I with each area marked as set forth above and initialed by the Respondent shall constitute grounds for rejection of the offer by UCF and shall give UCF the right to reject the offer, at UCF's sole discretion.
- D. The Respondent is solely responsible for the accuracy and completeness of its offer. The Respondent's errors or omissions, if any, are solely at the risk of the Respondent and may be grounds for rejection of the offer and shall give UCF the right to reject the offer, at UCF's sole discretion.

## **2.19 Force Majeure**

No default, delay or failure to perform on the part of UCF or the Respondent shall be considered a default, delay or failure to perform otherwise chargeable, hereunder, if such default, delay or failure to perform is due to causes beyond UCF's reasonable control including, but not limited to, strikes, lockouts, actions or inactions of governmental authorities, epidemics, pandemics, wars, embargoes, fires, earthquakes, acts of God, or default of common carriers. In the event of such default, delay or failure to perform due to causes beyond UCF's or the Respondent's reasonable control, any date or times by which UCF or the Respondent is otherwise scheduled to perform shall be extended automatically for a period of time equal in duration to the time lost by reason of the cause beyond the reasonable control of UCF or the Respondent.

## **2.20 Limitation of Remedies, Indemnification, and Insurance**

- A. The Attorney General of the State of Florida has rendered an opinion that agencies of the State of Florida cannot contractually limit the State's right to redress. Consequently, any offer by the Respondent to limit the Respondent's liabilities to the State or to limit the State's remedies against the Respondent is unacceptable and will result in the REJECTION of the Respondent's offer.
- B. As an agency of the State of Florida, UCF's liability is regulated by Florida law. Except for its employees acting within the course and scope of their employment, UCF shall not indemnify any entity or person. The State of Florida is self-insured to the extent of its liability under law, and any liability in excess of that specified in statute may be awarded only through special legislative action. Accordingly, UCF's liability and indemnification obligations under this ITN and the resulting contract, if any, shall be effective only to the extent required by Florida law; and any provision requiring UCF to provide insurance coverage other than the State of Florida self-insurance shall not be effective.
- C. The Respondent(s)/Supplier(s)/ /Proposer(s) shall hold the University and the UCF Board of Trustees and the University's officers, employees, agents and/or servants harmless and indemnify each of them against any and all liabilities, actions, damages, suits, proceedings, and judgments from claims arising or resulting from the acts or omissions of the Respondent(s)/Supplier(s)/ /Proposer(s), its employees, its agents or of others under the Respondent's/Supplier's/ Proposer's control and supervision. If any part of a delivery to the University pursuant to a contract resulting from this ITN is protected by any patent, copyright, trademark, other intellectual property right or other right, the Respondent/Supplier/ Proposer



also shall indemnify and hold harmless the University of Central Florida Board of Trustees and the University's officers, employees, agents and/or servants from and against any and all liabilities, actions, damages, suits, proceedings and judgments from claims instituted or recovered against the University by any person or persons whomsoever on account of the University's use or sale of such article in violation of rights under such patent, copyright, trademark, other intellectual property right or other right.

All insurance shall be procured from companies authorized to do business in the State of Florida with a minimum A.M. Best rating of A, or equivalent. Proof of coverage shall be provided by submitting to the University's Risk Management Office a certificate or certificates evidencing the existence thereof or binders and shall be delivered within fifteen (15) days of the tentative award date of the Contract. In the event a binder is delivered, it shall be replaced within thirty (30) days by a certificate in lieu thereto. A renewal certificate shall be delivered to the University at least thirty (30) days prior to the expiration date of each expiring policy.

1. **General Liability:** Supplier shall provide a Certificate of Insurance evidencing Commercial General Liability insurance coverage in force with minimum limits of \$1,000,000 (ONE MILLION DOLLARS) per Occurrence and \$2,000,000 (TWO MILLION DOLLARS) Aggregate. Upon acceptance and confirmation of coverage by the University and before beginning work, and at all times during the term of the contract, Supplier will maintain said General Liability insurance in force and shall provide the University with a Certificate of Insurance and Additional Insured Endorsement listing the University of Central Florida Board of Trustees as "Additional Insured." The Certificate will provide a minimum 30 days advanced notice to in the event of cancellation.
2. **Auto Liability:** If Supplier operates a vehicle on campus for commercial use in the performance of this Contact (i.e. deliveries, transport of employees, etc.), Supplier shall provide a Certificate of Insurance evidencing Auto Liability insurance with minimum \$1,000,000 (ONE MILLION DOLLARS) per Accident Combined Single Limit for Bodily Injury and Property Damage. Upon acceptance and confirmation of coverage by University and before beginning work, and at all times during the term of the contract, Supplier will maintain said Auto Liability insurance in force and provide University with a Certificate of Insurance listing the University of Central Florida Board of Trustees as "Additional Insured." The Certificate will provide a minimum 30 days advanced notice to University in the event of cancelation.
3. **Workers' Compensation:** Supplier shall provide a Certificate of Insurance evidencing Workers' Compensation coverage consistent with Florida Statute and Employer's liability no less than \$500,000 (FIVE HUNDRED THOUSAND DOLLARS) for Bodily Injury by accident, each accident, Bodily Injury by disease, each employee, and policy limit. Upon acceptance and confirmation of coverage by University and before beginning work, and at all times during the term of the contract, Supplier will maintain said Workers Compensation and Employer's Liability insurance in force and provide University with a current Certificate of Insurance. The Certificate will provide a minimum 30 days advanced notice to University in the event of cancellation.

4. **Certificates of Insurance:** The University of Central Florida Board of Trustees is to be listed as Additional Insured on all Certificates issued. Supplier shall send a copy of his/her Certificate of Insurance along with accompanying Additional Insured Endorsements naming the University of Central Florida Board of Trustees to the following address:

Email: [RiskManagement@ucf.edu](mailto:RiskManagement@ucf.edu)

5. The University, at its sole discretion, has the right to deviate from any of the insurance requirements herein. If the University decides to deviate from the insurance requirements stated herein, the University will inform the Supplier in writing.

## **2.21 Term of Contract**

The contract resulting from this ITN, if any, shall commence on or about August 1 2024, and shall end on June 30, 2027. The University may renew/extend a resultant contract, as mutually agreed to by both parties. Renewals may not exceed 5 years or twice the term of the original contract, whichever is longer. An extension may not exceed 12 months or until completion of the competitive solicitation and award or protest, whichever is longer.

## **2.22 Cancellation/Termination of Contract**

UCF may terminate a contract resulting from this ITN without cause on thirty (30) days' advanced written notice to the Contractor. The parties to a resultant contract may terminate the contract at any time by mutually consenting in writing. Either party may terminate a resultant contract immediately for breach by the other that remains substantially uncured after thirty (30) days' advanced written notice to the breaching party, which notice describes the breach in detail sufficient to permit cure by the breaching party. The University shall be liable only for payment for services satisfactorily rendered/goods satisfactorily delivered and accepted from the date of commencement until the effective date of termination. The thirty (30) days' advanced written notice shall start on the date sent out by UCF, e.g., date of email sent, date stamp on letter mailed.

## **2.23 Assignment and Amendment of Contract**

Neither the contract resulting from this ITN, if any, nor any duties or obligations under such contract shall be assignable by the Respondent without the prior written consent of UCF. Any contract resulting from this ITN may be amended only in writing signed by the Respondent and UCF with the same degree of formality evidenced in the contract resulting from this ITN.

## **2.24 Independent Parties**

Except as expressly provided otherwise in the contract resulting from this ITN, if any, UCF and the Respondent shall remain independent parties and neither shall be an officer, employee, agent, representative or co-partner of, or a joint venture with the other.

## **2.25 Performance Investigations**

As part of its evaluation process, UCF may make investigations to determine the ability of the Respondent to perform under this ITN. UCF reserves the right to REJECT any offer if the Respondent fails to satisfy UCF that it is properly qualified to carry out the obligations under this ITN.

## **2.26 Records**

The Respondent/Supplier/ Proposer/Contractor agrees to keep and maintain separate and independent records, in accordance with generally accepted accounting principles, devoted exclusively to its obligations and activities pursuant to a contract resulting from this ITN. Such records (including books, ledgers, journals, and accounts) shall contain all entries reflecting the business operations under a resultant contract. The University or its authorized agent shall have the right to audit and inspect such records from time to time during the term of a resultant contract, upon reasonable notice to the Contractor.

## **2.27 Public Records**

Any contract resulting from this ITN may be canceled unilaterally by the University for refusal by the Respondent/Supplier/ Proposer/Contractor to allow public access to all papers, documents, letters or other material subject to the provisions of Chapter 119, Florida Statutes and made or received by the Respondent/Supplier/ Proposer/Contractor in conjunction with a resultant contract.

## **2.28 Public Records, Service Contracts, Compliance With Section 119.0701, F.S.**

**IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: Office of the General Counsel, (407)823-2482, [gcounsel@ucf.edu](mailto:gcounsel@ucf.edu), University Of Central Florida, 4365 Andromeda Loop N., Millican Hall, Suite 360, Orlando, FL 32816-0015.**

### **PUBLIC RECORDS, CONTRACT FOR SERVICES**

To the extent that the Contractor meets the definition of "Contractor" under Section 119.0701, Florida Statutes, in addition to other contract requirements provided by law, the Contractor must comply with public records laws, including the following provisions of Section 119.0701, Florida Statutes:

1. Keep and maintain public records required by the public agency to perform the service.
2. Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.
3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the public agency.
4. Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of the contractor or keep and maintain public records required by the public agency to perform the service. If the contractor transfers all public records to the public agency upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the

contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

A request to inspect or copy public records relating to a public agency's contract for services must be made directly to the public agency. If the public agency does not possess the requested records, the public agency shall immediately notify the contractor of the request, and the contractor must provide the records to the public agency or allow the records to be inspected or copied within a reasonable time.

If a contractor does not comply with the public agency's request for records, the public agency shall enforce the contract provisions in accordance with the contract.

This Contractor and any subcontractors shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a), 60-741.5(a), and 29 CFR Part 471, Appendix A to Subpart A with respect to affirmative action program and posting requirements. These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation gender identity, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, or physical or mental disability.

## **2.29 Severability**

If any provision of the contract resulting from this ITN, if any, is contrary to, prohibited by, or deemed invalid by applicable laws or regulations of any jurisdiction in which it is sought to be enforced, then said provision shall be deemed inapplicable and omitted and shall not invalidate the remaining provisions of such contract.

## **2.30 Notices**

All notices and all other matters pertaining to the contract resulting from this ITN, if any, to a party shall be in writing, hand delivered, or sent by email (receipt acknowledged), registered or certified U.S. Mail, return receipt requested, and shall be deemed to have been duly given when actually received by the addressee at the address listed in section 2.1 of this ITN.

## **2.31 Governing Law and Venue**

This ITN and resulting contract, if any, and any disputes thereunder will be governed by the laws of the State of Florida and shall be deemed to have been executed and entered into in the State of Florida. Any such contract shall be construed, performed, and enforced in all respects in accordance with the laws and rules of the State of Florida, and any provision in such contract in conflict with Florida law and rules shall be void and of no effect. UCF and Respondent hereby agree that this ITN and resulting contract, if any, shall be enforced in the courts of the State of Florida and that venue shall always be in Orange County, Florida.

## **2.32 Liaison**

UCF's liaison with the successful Respondent, if any, shall be **Christopher Gase, Telcom Engineering Manager**.

### **2.33 Subcontracts**

The Respondent is fully responsible for all work performed under the contract resulting from this ITN, if any. The Respondent may enter into written subcontract(s) for performance of certain of its functions under such contract, unless otherwise specified. The subcontractors and the amount of the subcontract(s) shall be identified in the Respondent's response to this ITN. No subcontract(s) which the Respondent enters into under the contract resulting from this ITN, if any, shall in any way relieve the Respondent of any responsibility for performance of its duties under such contract. The Respondent is responsible to fully notify any subcontractor(s) of their responsibilities under any subcontract. All payments to subcontractors shall be the sole responsibility of the Respondent.

### **2.34 Employment of UCF Personnel**

The Respondent shall not, without UCF's prior written consent, knowingly recruit for engagement, on a full time, part time, or other basis during the period of this ITN and any resulting contract, any individuals who are or have been UCF employees at any time during such period, except for UCF's regularly retired employees, or any adversely affected State employees.

### **2.35 Conflicts of Interest**

Acceptance of a contract resulting from this ITN shall certify that Contractor is aware of the requirements of Chapter 112, Florida Statutes and in compliance with the requirements of Chapter 112, Florida Statutes and other laws and regulations concerning conflicts of interests in dealing with entities of the State of Florida. Contractor certifies that its directors and/or principal officers are not employed and/or affiliated with the University unless a current Conflict of Interest (Report of Outside Activity/Employment) form has been completed, executed by such director or officer and approved in accordance with applicable University policies or rules. Violation of this section by Contractor shall be grounds for cancellation of a contract resulting from this ITN.

### **2.36 Equal Opportunity Statement**

The State of Florida and UCF subscribe to equal opportunity practices, which conform to both the spirit and the letter of all laws against discrimination and are committed to non-discrimination on the basis of race, creed, color, sex, age, national origin, religion, veteran or marital status, or disability. The Respondent commits to the following:

- A. The provisions of Executive Order 11246, September 24, 1965, as amended by Executive Order 11375, and the rules, regulations and relevant orders of the Secretary of Labor that are applicable to each order placed against the contract resulting from this ITN, if any, regardless of value.
- B. The Respondent, if any, awarded a contract under this ITN shall agree to comply with the Americans with Disabilities Act (ADA) of 1990.
- C. If the Respondent anticipates receiving \$10,000 in orders during the first 12 months of the contract, if any, resulting from this ITN, the Respondent must complete a Certificate of Non-

Segregated Facilities form and attach the form to the offer. A sample certificate is attached as **APPENDIX II**.

- D. If the Respondent anticipates receiving \$50,000 in orders during the first 12 months of the contract, if any, resulting from this ITN, and employs more than 50 people, the Respondent must complete and file prior to March 1 of each year a standard form 100 (EEO-1).
- E. If the Respondent anticipates receiving \$50,000 in orders during the first 12 months of the contract, if any, resulting from this ITN, and employs more than 50 people, the Respondent must maintain a written program for affirmative action compliance that is accessible for review upon request by UCF.
- F. Respondents shall identify their company's government classification at time of offer submittal (See UCF Form ITN/CS: ITN acknowledgement cover page). The Respondent's identity will not foster special consideration during this ITN process; this is only for informational purposes for reporting.

### **2.37 Waiver of Rights and Breaches**

No failure or delay by a party hereto to insist on the strict performance of any term of a contract resulting from this ITN or to exercise any right or remedy consequent to a breach thereof shall constitute a waiver of any breach or any subsequent breach of such term. No waiver of any breach hereunder shall affect or alter the remaining terms of such a contract, but every term of such a contract shall continue in full force and effect with respect to any other then-existing or subsequent breach thereof. The remedies provided in such a contract are cumulative and not exclusive of the remedies provided by law or in equity.

### **2.38 Headings Not Controlling**

Headings used in any contract resulting from this ITN are for reference purposes only and shall not be considered a substantive part of such contract.

### **2.39 Employee Involvement/Covenant Against Contingent Fees**

In accordance with Section 112.3185, Florida Statutes, the Respondent hereby certifies that, to the best of its knowledge and belief, no individual employed by the Respondent or subcontracted by the Respondent has an immediate relationship to any employee of UCF who was directly or indirectly involved in any way in the procurement of the contract, if any, resulting from this ITN or goods or services thereunder. Violation of this section by the Respondent shall be grounds for cancellation of such contract. The Respondent also warrants that no person or selling agency has been employed, engaged or retained to solicit or secure any contract resulting from this ITN or any advantage hereunder upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, or in exchange for any substantial consideration bargained for, excepting that which is provided to the Respondent's bona fide employees or to bona fide professional commercial or selling agencies or in the exercise of reasonable diligence should have been known by the State to be maintained by the Respondent for the purpose of securing business for the Respondent. In the event of the Respondent's breach or violation of this warranty, UCF shall, subject to the Respondent's rights under Chapter 120, Florida Statutes, have the right, at its option, to annul any contract resulting from this ITN without liability, to deduct from the charges otherwise payable by UCF under such contract the full amount of such commission, percentage, brokerage, or contingent fee, and to pursue any other remedy available to UCF under such contract, at law or in equity.

## **2.40 Employment of Aliens**

The Contractor's employment of unauthorized aliens, if any, shall be considered a violation of §§274(e) of the Immigration and Nationality Act. If the Contractor knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of a contract resulting from this ITN by the University.

## **2.41 Site Rules and Regulations**

The Respondent shall use its best efforts to assure that its employees and agents, while on UCF's premises, shall comply with the State's and UCF's site rules and regulations, if any.

## **2.42 Travel Expenses**

The Respondent shall not under this ITN or any resulting contract charge UCF for any travel expenses, meals, and lodging without UCF's prior written approval. Upon obtaining UCF's prior written approval, the Respondent may be authorized to incur travel expenses payable by UCF to the extent and means provided by Section 112.061, Florida Statutes and applicable UCF policies. Any expenses in excess of the prescribed amounts shall be borne by the Respondent.

## **2.43 Annual Appropriations**

The University's performance and obligations under a contract resulting from this ITN are subject to and contingent upon annual appropriations by the Florida Legislature and other funding sources.

## **2.44 Taxes**

The State of Florida is a tax-immune sovereign and exempt from the payment of all sales, use and excise taxes. The Respondent shall be responsible to pay any such taxes imposed on taxable activities/services under the contract, if any, resulting from this ITN.

## **2.45 Contractual Precedence**

The contract that results from this ITN, if any, and any attachments and/or addenda that are executed by University's duly authorized signatory constitutes the entire and exclusive agreement between the parties. Attachments and/or addenda may include but are not limited to UCF's Invitation to Negotiate ("ITN") including all the University's ITN specifications and the Contractor's ITN response. In the event of any conflict or inconsistency between the aforementioned documents, the order of precedence is:

- A. The Agreement/Contract;
- B. University's ITN and ITN specifications;
- C. Respondent's ITN response; and
- D. Any other attached documents signed by the University's official signatory at the time the Agreement/Contract is executed.

## **2.46 Use of Contract by Other Governmental Agencies**

At the option of the Supplier/Contractor, the use of the contract resulting from this solicitation may be extended to other governmental agencies, including the State of Florida, its agencies, political subdivisions, counties, and cities. Each governmental agency allowed by the

Supplier/Contractor to use this contract shall do so independent of any other governmental entity. Each agency shall be responsible for its own purchases and shall be liable only for goods or services ordered, received and accepted. No agency receives any liability by virtue of this offer and subsequent contract award.

## **2.47 Public Entity Crimes**

A person or affiliate who has been placed on Florida's Convicted Vendor List following a conviction for a public entity crime may not submit an offer on a contract to provide any goods or services to a public entity, may not submit an offer on a contract with a public entity for the construction or repair of a public building or public work, may not submit offers on leases of real property to a public entity, may not be awarded, or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the offer limit for that public entity, for a period of thirty-six (36) months from the date of being placed on the Convicted Vendor List.

## **2.48 Work for Hire**

Any work specifically created for the University under a contract resulting from this ITN by the Contractor or anyone working on behalf of the Contractor (the term Contractor shall encompass both) shall be considered a "work for hire." All designs, prints, paintings, artwork, sketches, etchings, drawings, writings, photographs, or any other work or material or property produced, developed or fabricated and any other property created hereunder, including all material incorporated therein and all preliminary or other copies thereof, (the "Materials") shall become and remain the property of the University, and, unless otherwise specifically set forth herein, shall be considered specially ordered for the University as a "work made for hire," or, if for any reason held not to be a "work for hire," the Contractor who created, produced, developed or fabricated the Materials hereunder assigns all of his/her right, title and interest in the Materials to the University.

The University shall own all right, title and interest in the Materials. The Contractor agrees upon request to execute any documents necessary to perfect the transfer of such title to the University. The Materials shall be to the University's satisfaction and are subject to the University's approval. The Contractor bears all risk of loss or damage to the Materials until the University has accepted delivery of the Materials. The University shall be entitled to return, at the Contractor's expense, any Materials which the University deems to be unsatisfactory. On or before completion of the Contractor's services hereunder, the Contractor must furnish the University with valid and adequate releases necessary for the unrestricted use of the Materials for advertising or trade purposes, including model and property releases relating to the Materials and releases from any persons whose names, voices or likenesses are incorporated or used in the Materials.

The Contractor hereby represents and warrants that (a) all applicable laws, rules and regulations have been complied with, (b) the Contractor is free and has full right to enter into this P.O. and perform all of its obligations hereunder, (c) the Materials may be used or reproduced for advertising or trade purposes or any commercial purposes without violating any laws or the rights of any third parties and (d) no third party has any rights in, to, or arising out of, or in connection with the Materials, including without limitation any claims for fees, royalties or other payments.

The Contractor agrees to indemnify and hold harmless the University of Central Florida Board of Trustees and those acting for or on its behalf, the State of Florida and the Florida Board of Governors and their respective officers, agents, employees and servants from and against any and all losses, claims, damages, expenses or liabilities of any kind, including court costs and



attorneys' fees, resulting from or in any way, directly or indirectly, connected with (a) the performance or non-performance of the University's order by the Contractor, (b) the use or reproduction in any manner, whatsoever, or (c) any breach or alleged breach of any of the Contractor's contracts or representations and warranties herein.

## **2.49 Export Control**

The parties shall comply with all applicable U.S. export control laws and regulations, including but not limited to the International Traffic in Arms Regulations (ITAR), 22 CFR Parts 120 through 130, the Export Administration Regulations (EAR), 15 CFR Parts 730 through 799 and/or other restrictions imposed by the Treasury Department's Office of Foreign Asset Controls (OFAC), in the performance of a contract resulting from this ITN. The parties agree that no technology, related data or information will be exchanged or disseminated under such a contract nor any collaboration conducted pursuant to such a contract that are export controlled pursuant to the export control laws of the United States, including the EAR and the ITAR and any other applicable regulations.

The Parties agree that the Contractor will not provide the University with any ITAR or EAR restricted technology and/or related data, and that any ITAR or EAR restricted technologies and/or data produced in furtherance of a contract resulting from this ITN will be in the exclusive possession of the Contractor and at no time will any export controlled technologies, related data, or information be intentionally or inadvertently transferred to the University, its facilities, labs, staff, researchers, employees, officers, agents, servants or students in the performance of such a contract.

If the Contractor wishes to disclose export controlled technology or technical data to the University, the Contractor will, prior to disclosing any information, technical data or source code that is subject to export controls under federal law, notify the University in writing that the material is export controlled and shall identify the controls that apply. The University shall have the right to decline or limit (a) the receipt of such information, and (b) any task requiring receipt of such information. In the event the Contractor sends any such technical data or product that is subject to export control, without notice of the applicability of such export control, the University has the right to immediately terminate a contract resulting from this ITN. The Contractor understands and agrees that to the extent the Contractor's personnel have access to work or materials subject to U.S. export controls while on University property, such personnel will meet all federal export control regulatory requirements or have the appropriate U. S. government approval.

## **2.50 Nonnegotiable Conditions and Requirements**

The University seeks to award a contract from this ITN that complies with applicable law and will be both fair and reasonable to all parties, protecting the best interest of the University, its Board of Trustees, faculty, staff and students. With that goal in mind, we have developed a list of terms and conditions that are either required by law and are thus non-negotiable or have been deemed to be important to the University's interests and are thus non-negotiable. Any discussions seeking to alter or remove such a term or condition from any contract resulting from this ITN shall not be granted to any Respondent. The non-negotiable terms and conditions are listed in Appendix I of this document and identified with **\*\*non-negotiable\*\***. Respondents that disagree with any of those "non-negotiable" terms and conditions should forego submitting an offer because said offer shall be rejected as nonresponsive to this ITN. Failure to submit Appendix I with the offer constitutes grounds for rejection of the offer, and UCF shall have the right to reject

said offer, at UCF's sole discretion.

## **2.51 Revised Quantities**

The University reserves the right to increase or decrease total quantities as necessary. The University may place additional orders for the same or modified scope of the commodities/services solicited under this ITN within 180 days after expiration of the contract resulting from this ITN. Total additional quantities/modified scope, if any, are unknown.

## **2.52 Family Educational Rights and Privacy Act**

Licensor acknowledges that Licensee has a duty to maintain the privacy of student records, including without limitation education records as defined by the Family Educational Rights and Privacy Act (20 USC § 1232g; 34 CFR Part 99) ("FERPA") and further acknowledges that as a contractor to whom Licensee has outsourced certain institutional services or functions:

- A. Confidential information about Licensee's students is contained in records provided to and maintained by Licensor, and Licensor will protect the privacy of all student education records to the fullest extent required of Licensee under FERPA;
- B. Licensor is performing an institutional service or function that has been outsourced by Licensee and for which Licensee would otherwise use its employees;
- C. Licensor is under the direct control of Licensee with respect to the use and maintenance of education records, as defined by FERPA;
- D. Licensor is subject to all FERPA requirements governing the use and re-disclosure of personally identifiable information from education records, including without limitation the requirements of 34 CFR § 99.33(a);
- E. Even in circumstances that might justify an exception under FERPA, Licensor may not disclose or re-disclose personally identifiable information unless Licensee has first authorized in writing such disclosure or re-disclosure; and
- F. Licensor will not use any personally identifiable information acquired from Licensee for any purpose other than performing the services or function that are the subject of this agreement.

## **2.53 Smoke-Free Policy**

The University prohibits smoking on all university owned, operated, leased and/or controlled properties in order to maintain a healthy and safe environment for its faculty, staff, students, and visitors. Visit <http://www.ucf.edu/smokefree> for additional information.

## **2.54 Contact with Minor Children**

To the extent that the Supplier qualifies as a provider pursuant to the National Child Protection Act of 1993, as amended, or as a service provider in accordance with applicable Florida law/Statutes, who has direct contact with children receiving services or with adults who are developmentally disabled receiving services or who qualifies as a direct service provider to the elderly (as defined by Florida law/Statutes), Supplier hereby guarantees that Supplier and/or

anyone acting on the Supplier's behalf (including, but not limited to Supplier's employees, agents, subcontractors, etc.) has undergone/passed a Level II (two) background check with the State of Florida, as provided under Chapter 435 and hereby certifies that none of Supplier's employees, agents, subcontractors and/or anyone else acting on the Supplier's behalf, has any disqualifying offenses, including, but not limited to those listed in Section 435.04, Florida Statutes.

## **2.55 Reporting of Child Abuse**

The Supplier hereby expressly agrees to instruct its employees, agents, subcontractors and/or anyone else acting on the Supplier's behalf to report to the University of Central Florida police any instance of child abuse, abandonment, or neglect witnessed or learned about that occurred on University of Central Florida property or during an event or function sponsored by the University of Central Florida.

## **2.56 Secure Handling of UCF Data**

The University requires Suppliers and other third parties to review, accept, and integrate secure data handling requirements as part of any contract, agreement, or Service Level Agreement ("SLA") that involves the storage, transmission, processing, or collection of UCF data, or access to UCF data, by the Supplier. This Agreement is intended to ensure that UCF's security and compliance requirements are outlined and followed by the Supplier. Additional agreements may be required depending on the data involved. Visit <http://www.infosec.ucf.edu/vrm> for additional information.

## **2.57 Employee Background Checks**

The Contractor assumes all liability arising out of, and is solely responsible for, conducting background checks for all of the Contractor's employees, agents, or independent contractors. The Contractor shall provide background checks for all of the contractor's non-temporary employees, agents, or independent contractors working at UCF and shall ensure that all hires have been cleared before placement at the University. Temporary employees hired through a temporary staffing agency shall require the background checks listed herein, and Contractor may satisfy this requirement by conducting the background checks directly or having a contract with the temporary staffing agency that incorporates the same requirements.

Convictions discovered in the background check will be reviewed by Contractor's Loss Prevention and/or Human Resources department. Consideration may be given to the person's relationship to the job, how long ago the conviction occurred, the potential risk posed to employees, customers, students, and the University and any other circumstances deemed relevant to the final determination of whether to employ or retain the person. Conviction information will be maintained by Contractor as confidential.

Background checks shall include, at a minimum, the following items:

A State of Florida Level I Background Check (Level 1): Which consists of criminal history background check inclusive of a search of the following:

- National Sex Offenders Registry
- Statewide criminal history background check through the Florida Department of Law Enforcement (FDLE)
- Local criminal records check through local law enforcement agencies

Certification that such personnel, agents, and subcontractors have satisfactorily completed a background check equivalent to Level 1 Background Check standards must be furnished to the University.

Depending on the nature of the position or duties required, hiring officials may require the temporary employment agency and/or contractors to provide evidence of additional levels of background checks performed pursuant to State of Florida Level 2 background check standards prior to commencement of work.

### **2.58 E-Verify**

To the extent that Contractor meets the definition of “Contractor” or “Subcontractor” under Section 448.095, Florida Statutes, Contractor agrees that it and any Subcontractors it utilizes under this agreement are registered with and use the E-Verify system as required by Section 448.095, Florida Statutes.

## **3.0 REQUIRED OFFER FORMAT**

### **3.1 Introduction**

The Respondent shall not alter the ITN in any way and shall not reproduce all or any part of the ITN in its offer document. The contract, if any, resulting from this ITN shall incorporate the entire ITN and proposal by reference.

To facilitate analysis of its offer, the Respondent is to prepare its offer in accordance with the instructions outlined in this section. If the Respondent’s offer deviates from these instructions, such offer may, at UCF’s sole discretion, be REJECTED.

UCF EMPHASIZES THAT THE RESPONDENT CONCENTRATE ON ACCURACY, COMPLETENESS, AND CLARITY OF CONTENT. The Respondent is encouraged to use sections and tabs that are clearly identified and number and label all parts, pages, figures, and tables in its proposal submittal/offer. Additional tabs may be appended which contain any other pertinent matters that the Respondent wishes UCF to take into consideration in reviewing the offer. The Respondent’s response to this ITN must be submitted via UCF’s Bonfire Web Portal, as listed in Section 2.6.

### **3.2 Respondent/Offer Submittal Sections**

The Respondent should organize its offer into the following major sections.

UCF IT consists of many facets of low-voltage and communications infrastructure.

#### **A. EXPERIENCE AND QUALIFICATIONS OF PROPOSER**

1. Provide an overview and history of your company and experience in providing services similar in scope to those requested in section 1.1 and section 4. of this ITN.
2. The proposer should furnish references relevant to the LOT(s) being proposed. References should include a brief description of services rendered, company name, contact name, email address, phone number, and length of service. **Please refer to the ITN scope of work for reference requirements, by LOT (page 33.)**
3. Please provide a list of client accounts lost through early termination or non-renewal over the past five (5) years. Include contact name, email address and phone number, length of service at each account, and reason for loss.

4. The Proposer should provide a chart of the company's organization and a description of its corporate structure. Also provide the company's chain of ownership up its ultimate parent corporation, and all subsidiaries.
5. Provide the number of years' experience providing services as described in section 1.1.

#### B. PROJECT STAFF QUALIFICATIONS/EXPERIENCE

1. List the total number of employees, include job titles and experience of individual(s) who will be assigned to the UCF account. Include relevant licenses and certifications for the LOT(s) proposed. **See section 4.0 "Contractor Requirements – Licenses" (page 29).**
2. Clearly identify the skill sets your staff is capable of providing per the requirements of section 4, and clearly indicate if subcontractors or sub-consultants will be used.

#### C. OVERALL RESPONSIVENESS OF PROPOSAL TO SATISFY SCOPE/PROJECT APPROACH

1. Demonstrate an understanding of the services the university requires under this contract.
2. Many projects carried out by UCF IT have multiple Lots engaged, it is desired to have fewer contractors participate in single projects. The more Lots a vendor can respond to the more likely they are to be engaged to perform more coordinated work.
3. Explain the methodology the proposer will employ to fulfill the requirements discussed in section 1.1.

#### D. OVERALL PRICING

1. See "Pricing Sheet", page 69.

### 4.0 OTHER REQUIREMENTS

#### **CONTRACTOR'S REQUIREMENTS:**

##### **LICENSURE**

All Contractors/Staff, Subcontractors, and Specialty Contractors, intended for UCF IT projects, shall be properly licensed.

Contractors shall furnish a copy of their License with their submittal.

The awarded Contractor shall furnish to UCF IT's Purchasing Coordinator, a copy of their licenses after award and before the first Work Order's tasks can be performed by any staff or any sub-contractors or specialty contractors.

**The awarded contractor for Lot 1, Outside Plant Pathways and Spaces, must be able to perform the following tasks in the UCF environments of the main campus, satellite campuses, and urban municipalities:**

1. Asphalt and road base replacement service
2. Barricade and traffic control device service
3. Concrete pumping service
4. Concrete sawing, cutting, and core boring service

5. Concrete sidewalk and curb replacement service
6. Conduit inspection and cleaning service
7. Crane with crane operator service
8. Directional bore or jack & bore service
9. Land clearing service
10. Landscape restoration service
11. Maintenance Hole (MH) setting service
12. Well pointing and/or horizontal dewatering service
13. Underground utilities detection service, via Ground Penetrating Radar

**The awarded contractor for Lot 2 Structured Cabling, must be able to perform the following tasks in the UCF environments of the main campus, satellite campuses, urban municipalities, residential, educational, athletic, performance, administrative and business:**

1. OSP innerduct and cable placement, termination, and testing
2. ISP pathways and spaces buildout
3. Category and Class 2 cable placement, termination, and testing
4. Design services
5. Permit applications

**The awarded contractor for Lot 3 Intelligent Building, must be able to perform the following tasks as it relates to individual Segments and Line Items in the UCF environments of the main campus, satellite campuses, urban municipalities, residential, educational, athletic, performance, administrative and business:**

1. Pathways and spaces buildout
2. Category, Composite, and Class 2 cable placement, termination, and testing
3. Door contractor coordination
4. Intrusion/panic programming and testing
5. IP Surveillance camera configuration, installation and focusing
6. Sound masking pathway buildout
7. Sound masking cable installation and termination
8. Sound masking emitter and headend equipment installation
9. Digital signage pathway buildout
10. Digital signage Category and Class 2 cable placement, termination, and testing
11. Digital signage device installation
12. POE Lighting design coordination
13. POE lighting pathway and spaces buildout
14. POE lighting Category and Class 2 cabling installation, termination, and testing
15. POE Lighting Sensor, Light, Node, and Equipment installation
16. POE Lighting commissioning
17. Wireless Access Point Cabling installation, termination, and testing
18. Wireless Access Point enclosure, sensor, and device installation and testing
19. Customer training

**The awarded contractor for Lot 4 OIR, must be able to perform the following tasks in the UCF environments of the main campus, satellite campuses, residential, educational, athletic, performance, administrative and business:**

1. Pathways and spaces buildout

2. Category and Class 2 cable placement, termination, and testing
3. Head end/Equipment rack build/fabrication
4. Overhead, in-wall, and surface mounted or rack-mounted equipment and device installation
5. Design /Drafting Services
6. Programming /configuration (including any firmware updates) and commissioning
7. Training

**The awarded contractor for Lot 5 Radio/DAS, must be able to perform the following tasks in the UCF environments of the main campus, satellite campuses, urban municipalities, residential, educational, athletic, performance, administrative and business:**

1. ISP pathways and spaces buildout
2. Cabling placement and termination
3. Splitter, directional coupler, indoor and outdoor antennae installation
4. Headend and remote equipment installation
5. Commissioning and testing of signal coverage
6. Design Services

**The awarded contractor for Lot 6 Network Engineering Services must be able to perform the following tasks on-site:**

1. All levels of network engineering for both Cisco and Extreme equipment in both LAN and WAN environments.
2. Perform wireless surveys and predictive studies.
3. Perform high level security functions.
4. Perform network architecture services and evaluations.

**Contractors holding any of the following credentials may submit Bid Pricing for the Bid Lots relevant to their License, to perform tasks for UCF IT:**

1. Certified Electrical Contractor (EC), as defined in Chapter 489 of the Florida Statutes.
2. Limited Energy System Specialty Contractor (ES), as defined in Chapter 489 of the Florida Statutes.
3. Underground Utility & Excavation Contractor (CILB), Certified under the provisions of Chapter 489 of the Florida Statutes.
4. Certified State Alarm Contractor (EF), as defined in Chapter 489 of the Florida Statutes.
5. BASA certifications for contractor and technicians.
6. IPVM certifications for contractor and technicians.
7. DAS and GROL certifications for technicians.
8. Relevant certifications for network engineers.

## **SCOPE OF WORK**

### **CERTIFICATIONS AND FACTORY AUTHORIZATIONS**

The Certifications below are required by Contractors who work in low voltage systems for UCF IT. Copies shall be submitted with your proposal or within 24 hours of request. Contractors are

not required to possess licensing and certifications for sections they do not respond to.

1. Belden Partner Alliance Installer and Integrator Program Member.
2. The Siemon Company Certified Installer member.
3. Registered Communications Distribution Designer (RCDD). Each company must have at least one RCDD on staff to bid on any or all structure cabling lots. Include name of staff member and RCDD number.
4. Powder Actuated Tools Qualified Operator Certification.
5. Firestop training Certification.
6. Burglar Alarms Systems Agent (BASA).
7. Acre Installation Partner.
8. National Institute For Certification In Engineering Technologies (NICET).
9. Axis Integrator.
10. DNA Fusion software integration.
11. Milestone VMS systems.
12. Biamp: Fundamentals of Speech Privacy and Sound Masking.
13. Biamp: QTX Configure and Deploy.
14. Certified Technology Specialist (CTS).
15. Crestron Commercial Dealer.
16. Motorola Mobile Access.
17. JMA Connector Certification.
18. TEKO DAS Commissioning Certification.
19. Cisco, Extreme, TIA, and Ekahau.

## **SAFETY**

1. Before the first work order task, Contractor shall furnish to UCF IT's Purchasing Coordinator a copy of their Safety Programs after Award including any Specialty Contractors.
2. During the life of the Contract, Contractor shall furnish to UCF IT's Purchasing Coordinator, a copy of any addendums to their Safety Programs including their Specialty Contractors.
3. All Contractor, Subcontractors and Specialty Contractor personnel on site shall be furnished with the following by their respective company, and be attired in hard hats, safety glasses, hearing protection as needed, work gloves, safety vests, and steel toe work shoes.
4. Contractor shall follow Occupational Safety and Health Administration (OSHA) excavation and construction regulations as outlined in OSHA 40 CFR 1910 (OSHA for General Industry) and OSHA 40 CFR 1926 (OSHA for Construction). Contractor shall have a Foreperson on site at all times excavation and back-filling work is being performed. Foreperson shall be competent and trained in proper and safe excavation techniques.
5. When working in UCF IT's Telecom Maintenance Holes (MHs), OSHA Regulation #1910.268 "Telecommunications" shall be followed.
6. UCF reserves the right to request that Contractor halt work deemed unsafe. Contractor can resume work once UCF observes that Contractor has resolved all safety issues and complies with all Safety Regulations, and all Contractor Requirements identified in this ITN Document.
7. The contractor shall comply with Florida State Statute Chapter 556: Underground Facility Damage Prevention and Safety Act.
8. The contractor shall ensure all persons operating lifts and equipment are certified to do so.



## **REFERENCES**

Contractors should furnish reference company/organization/agency names, contact person names email address, based on the LOT(s) proposed.

Two (2) recent large Master Contract customers or successful Higher Education deployments.

### **For Lot 1:**

Two (2) recent customers where your company installed complete concrete encased duct bank and precast concrete MH facilities (OSP).

### **For Lot 2:**

1. Five (5) recent customers where your company installed high strand-count complete outside plant fiber optic cable facilities.
2. Five (5) recent customers where your company installed Category 6A horizontal cabling.
3. Two (2) recent customers where your company terminated fiber optic cable.
4. Two (2) recent customers where your company spliced fiber optic cable.

### **For Lot 3:**

1. Three (3) recent customers where your company installed access control and security cabling and device installations.
2. Two (2) recent customers where your company installed and focused IP Surveillance equipment.
3. Two (2) recent customers where your company installed sound masking equipment and cabling.
4. Two (2) recent customers where your company has installed digital signage and way finding devices.
5. Two (2) recent customers where your company has installed POE lighting systems.
6. Two (2) recent customers where your company has installed WAPs.

### **For Lot 4:**

1. Three (3) recent customers where your company has installed A/V cabling and equipment.

### **For Lot 5:**

1. Three (3) references of companies/organizations/agencies where similar systems and services were/are provided. Copies of three as-built documents with drawings of three different DAS or Radio Systems that the contractor has designed and installed are to be included with the proposal.

### **For Lot 6:**

1. Three (3) references of companies/organizations/agencies where similarly sized networks that the bidder has designed or supported are to be included with the proposal.

Note: Do not use UCF IT as a reference.

## **EQUIPMENT**

1. The contractor shall provide their own tools and equipment to perform all tasks in a safe and quality manner for UCF IT. UCF WILL NOT loan out any tools or equipment.
2. All Backhoe, Track Hoe, and other bucket type excavating equipment shall be operated with a sand bar (sand plate) equipped bucket.

3. Contractor shall use well-maintained machinery and equipment.
4. All excavating equipment, earth moving equipment, winch trucks, and other work trucks shall be equipped with a functioning back up alarm.
5. If equipment or trucks break down, replacement machinery and trucks shall be available for rapid delivery, so as not to delay production.
6. All personnel lifts shall be in good operating condition and sized appropriately for the work required.

## **PROJECT SCOPE**

1. Specific projects shall in general be performed as complete turnkey projects. The following are examples of complete turnkey projects:
  - a. The complete installation of a typical outside plant MH and concrete encased duct bank system, including all excavating and backfilling tasks, plus installing MH racking.
  - b. The complete installation of a typical outside plant copper cable run including cable, MH racking as needed, splices, building entrance protectors, lightning protection modules, ground bonding, cable pair terminating, plus cable pair testing.
  - c. The complete installation of a typical outside plant fiber optic cable run including innerducts, cable, MH racking as needed, splicing / terminating fiber strands/ribbons, plus fiber strand testing.
  - d. All indoor structured cabling systems.
  - e. Access control cabling and device installation.
  - f. Intrusion detection and security system cabling and device installation.
  - g. Sound masking installation.
  - h. POE Lighting system fixture, device, and cabling installation.
  - i. Wireless Access Point deployments including enclosures.
  - j. Pathways, cabling, and equipment installation for OIR.
  - k. Pathways, cabling, and equipment installation for DAS.
2. Warranty - Contractors, Subcontractors and Specialty Contractors shall fully guarantee all items furnished hereunder against defects in materials and/or workmanship during the Manufacturer's Warranty period, from date of acceptance by the University. Should there be any defect in material or workmanship, except ordinary wear and tear which may appear during the Warranty period, Contractor shall repair or replace same at no cost to the University immediately upon written notice from UCF IT.

Contractors are expected to maintain local offices for operational oversight and response capabilities, a proximity of 60 miles is preferred and may be required based on Lot and Segment responses.

## ***OUTSIDE PLANT INFRASTRUCTURE LOT #1***

### **ALL OUTSIDE PLANT EXCAVATION AND SITE RESTORATION TASKS**

1. Excavation tasks to be done for UCF IT include:
  - a. Exploratory digging for the purpose of planning of new UCF IT facilities installations, including verifying the type, location, and depth of existing utilities.
  - b. Installation of Maintenance Holes.
  - c. Installation of horizontal bore casings and directional bore piping.
  - d. Installation of concrete encased duct banks.

- e. Direct burial of copper telephone cables and splices, plus conduits as needed.
  - f. Repair / replacement of damaged telecom facilities and other utilities.
2. Due to areas of high utility concentration on UCF's campuses, UCF IT's Project Manager will determine the method of excavation for each project. Excavation methods used on UCF IT projects are as follows:
  - a. Hand digging
  - b. Machine digging (backhoe / track hoe / trencher)
3. UCF IT will submit Facilities Improvement (FI) and Dig Permit requests to the UCF Facilities Operations Department, for their approval for all excavation tasks to be performed for UCF Telecom. UCF IT's Project Manager will provide a copy of the approved Dig Permit to the Contractor BEFORE any excavation starts. UCF IT will submit then obtain approved FIs and Dig Permits, the Contractor is ultimately responsible for the repair or replacement of any existing underground utilities (including underground telecom facilities) damaged by the Contractor's and / or their Specialty Contractors' Telecom Infrastructure construction activities.

Contractor shall also request the locating of existing non-UCF utilities by the appropriate utility providers, by contacting Sunshine State One Call of Florida (Dial 811). Ensure that all utilities are located BEFORE any excavation starts. Utility providers serving the Main Campus are as follows:

- a. UCF Facilities Operations Department: Some secondary electric, all street lighting, potable water, storm water, sanitary sewer, HVAC chilled water, and landscape irrigation.
- b. UCF IT: Copper telephone circuits, and high bandwidth fiber optic data circuits.
- c. Spectrum: Cable Television.
- d. CenturyLink: High bandwidth fiber optic data circuits.
- e. Florida Power & Light (FP&L): High bandwidth fiber optic data circuits.
- f. Level 3 Communications: High bandwidth fiber optic data circuits.
- g. Orlando Utilities Commission (OUC): Reuse water transmission main.
- h. Orange County Traffic Engineering Department: All traffic signal devices and their associated traffic sensor loops, plus fiber optic cabling connecting all traffic signals together for traffic flow management.
- i. Orange County Utilities Department: 24-inch potable water transmission main.
- j. Progress Energy: Primary and some secondary electrical feeder circuits.
- k. TECO: Natural gas.
- l. Time Warner Telecommunications: High bandwidth fiber optic data circuits

The University of Central Florida has extensive underground outside plant fiber optic facilities in the Central Florida Research Park (CFRP). These facilities interconnect the UCF main campus with buildings in the CFRP which are owned or leased by UCF.

The CFRP is the utility provider of the following utilities:

- a. Potable water
- b. Sanitary sewer
- c. Storm sewer
- d. Irrigation
- e. Street lighting

All other utility providers on the CFRP are:

- a. AT&T: Copper telephone circuits, and high bandwidth fiber optic data circuits.
- b. Spectrum: Cable Television.
- c. CenturyLink: High bandwidth fiber optic data circuits.

- d. Level 3 Communications: High bandwidth fiber optic data circuits.
- e. Orange County Utilities Department: Potable water transmission mains.
- f. Orlando Utilities Commission: Reuse water transmission mains.
- g. Progress Energy: Primary and secondary electrical feeder lines.
- h. Teco: Natural gas.
- i. Time Warner Telecommunications: High bandwidth fiber optic data circuits.
- j. UCF IT: Copper telephone circuits, and high bandwidth fiber optic data circuits.

There are also private companies and Government entities occupying buildings in the CFRP who have installed and maintain their own underground outside plant utilities between buildings. Contractors, Subcontractors, and Specialty Contractors must use precautionary measures to prevent damage to these utilities.

- 4. Contractor is to field verify distances, existing utility locations, and water table depths. Note all existing drainage ditches and existing grade elevations for site restoration purposes.
- 5. Contractor is to clear away any trees and brush as needed to perform tasks for UCF IT, with prior approval from the UCF Landscape & Natural Resources Department. Haul material off campus to a legal dump site.
- 6. Contractor is to dewater as needed by the most effective method, to maintain a dry excavation for quality installation of underground telecom infrastructure components.
- 7. UCF IT's Project Manager will provide Contractor with the most current As-Built drawings available, of excavation sites. Should uncharted or incorrectly charted piping or other utilities be encountered during excavation, Contractor shall update the As-Built drawings with the following information:
  - a. Type of utility found.
  - b. Quantity, material, and color of the utility found.
  - c. Depth of utility found.

Measurements from center line of the utility found, to objects such as edge of pavement of a road or Parking lot, wall of a building, or other permanent object which are to be shown on the Contractor's As-Built drawing updates.

- 8. Should uncharted or incorrectly charted utilities encountered during excavation cause a problem with the proper installation of underground telecom infrastructure components, Contractor must consult with the UCF IT Project Manager immediately.
- 9. Contractor is to update the current As-Built drawings with the following information on newly installed underground telecom infrastructure components, and show the following information:
  - a. Type of component.
  - b. Bottom elevation of component.
  - c. Top elevation of component.
  - d. Width of component.

Measurements from edge of new component to edge of pavement, wall of a building, or other permanent object is to be shown on the Contractor's As-Built drawing updates.

- 10. Contractor is to return all As-Built drawings showing the Contractor's encountered uncharted or incorrectly charted utilities, plus the newly installed underground telecom infrastructure components to the UCF IT Project Manager at time of project completion.
- 11. Contractor shall follow Occupational Safety and Health Administration (OSHA) Excavation and Construction Regulations as outlined in OSHA 40 CFR 1910 (OSHA for General Industry) and OSHA 40 CFR 1926 (OSHA for Construction). Contractor shall have a Foreperson or Lead Person who is Competent Person trained in proper safe excavation and shoring techniques, on site at all times excavation and back-filling work is being performed.

12. Contractor shall barricade and "tape" or "fence" all excavations for the night, and maintain vehicle, bicycle, and pedestrian traffic control along the construction / installation corridor.
13. The typical depth to the top of direct buried cables, conduits, and concrete encased duct banks is 36-inches. Deviations of this depth are needed from time to time, due to other existing utilities present or other factors. Coordination of depth deviations must be done with the UCF IT Project Manager.
14. Contractor shall install buried cable warning tape during the backfilling of trenches dug for direct buried cables, conduits, plus concrete encased duct banks. Install the tape directly above the cable /conduit / duct bank, halfway up to existing grade unless otherwise instructed by the UCF IT Project Manager. The buried cable tape is to be of the following type:
  - a. Reef Industries Terra Tape #540 "Extra Stretch": orange in color, with "CAUTION - TELEPHONE CABLE BURIED BELOW" printing, black in color.
15. Contractor is to coordinate any roadway lane, and parking space closures with the UCF IT Project Manager, who will coordinate with UCF Police Department's Patrol Division Commander, and the UCF Parking and Transportation Services Director.
16. Contractor is to coordinate driving of equipment on grass and sidewalks with the UCF IT Project Manager, who will coordinate with the UCF Landscape & Natural Resources Department.
17. Contractor is to haul off campus, any demolished concrete, road material, or construction debris generated by tasks performed at each work site, to a legal disposal facility.
18. No wood forming or shoring materials are to be left in the ground.
19. Back filling of excavations is to be done in 12-inch lifts or layers, maintaining adequate side support, with compaction being performed with mechanical compaction equipment such as plate compactors, jumping jacks, or vibratory rollers suitable for the various compacting tasks encountered. Back fill material must be free of stones, wood, roots, trash, or rubbish.
20. Contractor is to haul any dirt displaced by new telecom infrastructure components' volume to an on-campus dirt storage site. The UCF IT Project Manager will coordinate with the UCF Landscape & Natural Resources Department on which dirt storage site is to be used.
21. Contractor shall restore each work site back to as near original condition as seen before work started. The UCF Landscape & Natural Resources Department requires full original grade elevation restoration. Special attention is to be paid to the restoration of drainage ditches and swales.
22. Contractor shall replace any sod, plants, asphalt pavement, concrete: sidewalks, driveways & curbs, any stabilized: clay, lime rock, shell and soil cement driving and parking surfaces removed or damaged during the performance of tasks. Replacement is to be done according to UCF Facilities Operations, UCF Landscape & Natural Resources, and UCF Athletics' Grounds Department specifications. Argentine Bahia, Floratam St. Augustine, Tifton #419 Bermuda, GN-1 (Greg Norman) and GN-2 Bermuda grasses are present on campus.
23. Contractors shall repair or replace any other utilities including irrigation equipment damaged during the performance of tasks. Repair or replacement shall be done according to UCF Facilities Operations, UCF IT, and other utility providers' specifications.
24. The following groups will perform inspections of the following items:
  - a. All Telecom project tasks: UCF IT.
  - b. FI and Dig permit compliance: UCF Facilities Operations.
  - c. Site safety: UCF Environmental Health & Safety, UCF IT, and OSHA.
  - d. Site restoration and damaged irrigation repair / replacement: UCF Landscape & Natural Resources.

- e. Damaged road, sidewalk, and parking surface repair / replacement: UCF Facilities Operations.
  - f. Damaged UCF owned utilities repair / replacement: UCF Facilities Operations
  - g. Other damaged utilities repair / replacement: The actual utility provider.
  - h. In building fire wall penetrations and cable supporting: UCF Building Code Office
25. Contractor shall at all times protect the work, adjacent property, and the public from any injury or loss arising in conjunction with this contract. Contractor shall be responsible for any damage or injury due to Contractor's and / or Contractor's Agents acts or neglect. The University may withhold payment or make such deductions as may be deemed necessary, to insure reimbursement for loss or damage to property through negligence on the part of Contractor's or Contractor's Agent
26. Contractor is to at all times keep the construction area, including storage areas used, free from accumulation of waste material, trash, or rubbish. Contractor must exercise reasonable care to prevent construction debris and excavated material from washing onto streets, sidewalks, and parking lots and into University storm drains. Upon completion of construction, Contractor shall leave the work site and premises in a clean, neat, and quality workmanship condition, satisfactory to the University.
27. Tree, Shrub, and Plant Protection

Certain trees, shrubs, and other plants will often be in areas of construction and shall be suitably protected by Contractor from damage during construction operations. Any trees, shrubs, lawns, and plantings which are damaged as a result of the project work, storage of materials and equipment, or from parking of workers vehicles shall be replaced or put in perfect condition at the expense of the Contractor.

#### Damage Penalties

Trees located adjacent to construction areas on UCF property will be treated by UCF as part of this project. If trees designated within the construction areas are damaged and replacement is required, the diameter of tree of the same species and variety, as specified by the University shall be furnished and planted by the Contractor. The total inch diameter of the replacement tree shall equal the diameter of the tree to be replaced. Contractor shall be liable for any loss or damage, which occurs as a result of their actions or the actions of their Agents. It is recommended that Contractor hires a Landscape Subcontractor for vegetation removal then replanting, and vegetation restoral in general.

#### 28. Paving and Surfacing

##### Technical Specifications for Construction and Materials

Construction procedures shall follow the usual practices of the Florida Department of Transportation (FDOT) for work of similar character and extent. The provisions and specifications of Division II and Division III of the "Standard Specifications for Road and Bridge Construction", FDOT edition of 1986 shall apply, where applicable, except as modified herein or specifically designated otherwise. References to compensation shall not apply. Where reference is made to the "Engineer", the appropriate representative of UCF Facilities Operations shall apply.

#### General:

- a. Contractor shall adequately and fully protect all parts of their work against damage until completed and accepted by the University for maintenance Contractor, at no additional expense thereto shall properly repair damages to UCF standards.

- b. Contractor is to protect exposed surfaces adjacent to the work for physical damage resulting from construction activities, and from becoming stained during application of paving materials.
- c. Contractor is to clean, repair or replace, as may be required, surfaces damaged during the course of the work at no additional expense to UCF.
- d. Contractor shall provide temporary, properly lighted barricades to keep traffic off the work throughout the duration of the particular project.
- e. All road bases, paving and surfacing shall be in accordance with FDOT, Roadway and Traffic Design Standards.

Asphaltic Concrete Surface Course:

- a. Surfacing shall consist of Type S-3 asphaltic concrete in a 1-1/2-inch finishing course following the tack course.

Special Notes:

- a. All roads, streets, sidewalks of concrete or asphalt construction must be restored/repaved within 3 days from the time of backfilling and compaction.
- b. Newly poured concrete roads, streets, curbs, or sidewalks must be protected as well as guarded from graffiti from passersby until the concrete has sufficiently cured. Failure to prevent damage or graffiti will result in the new concrete having to be removed and replaced at the Contractor's expense. This requirement will warrant the Contractor in taking the necessary steps in preventing such incidents which will include guarding the project into after hours. This precaution is considered as incidental to the work and therefore the Contractor must take this into account when responding to the unit pricing.

**SEGMENT 1: TELECOM MAINTENANCE HOLE (MH) PLACEMENT SERVICES**

1. Telecom Maintenance Hole or MH, is the accepted term for an underground structure containing outside plant copper cabling, fiber optic cabling, CATV cabling, splices, etc.
2. Precast concrete MH placement tasks to be done for UCF IT include placement of the following, including the installation of joint sealer between the components, and may include: one (1) six (6) inch thick by forty-two (42) inch inside diameter precast concrete grade ring, and one cast iron U.S. Foundry #651 or #652 ring with #CI-SSG cover:
  - a. 36-inch X 36-inch square X 36-inch head room precast concrete MH.
  - b. 48-inch X 48-inch square X 48-inch head room precast concrete MH.
3. Contractor is to perform all excavation, backfilling, and site restoration tasks as per "ALL OUTSIDE PLANT EXCAVATION & SITE RESTORATION TASKS" in this bid package.
4. Contractor is to install a minimum of twelve (12) inches of #57 or equivalent rock in the de-watered, or dry dig MH pits for a base, prior to MH installation.
5. Contractor is to install MH sections, grade rings and cover rings, so ground water leakage into the MH is prevented, by using asphaltic joint sealer provided by the precast concrete MH manufacturer.
6. When working in UCF IT's MHs, OSHA Regulation #1910.268 "Telecommunications" shall be followed.
7. Where conduits enter MH, Contractor is to mortar the entrance and shall provide a brush finish.
8. Contractor is to slope the finished grade away from MH covers, in order to prevent surface water from draining into MHs.

9. MHs equipped with a forty-two (42) inch diameter access hole in the roof shall have the following installed:
  - a. One six (6) inch high by forty-two (42) inch diameter precast concrete grade ring, as specified for the particular MH installation by the UCF IT Project Manager.
  - b. One US Foundry #USF 651: 10-inch/thick cast ring with #CI-SSG cover equipped with "Pick Bars", or a US Foundry #USF 652: 5-5/8-inch thick cast ring with #CI-SSG cover equipped with "Pick Bars", as specified for the particular MH installation by the UCF IT's Project Manager. Those MH covers shall have the word "COMM" or "Communications" cast into them.

## **SEGMENT #2 TUNNELING AND BORING SERVICES**

1. All Boring will be horizontal directional boring.
2. Contractor is to perform all excavation, backfilling, and site restoration tasks as per "ALL OUTSIDE PLANT EXCAVATION & SITE RESTORATION TASKS" in this bid package.
3. Directional Drill conduit material shall be at a minimum SDR 11 smooth wall with an inside Diameter rating equivalent to the size of product, i.e., 2" = 2" ID, 4" = 4" ID. Exact conduit Size to be determined by the UCF PM.

## **SEGMENT #3 CONDUIT PLACEMENT SERVICES**

1. Contractor is to install four (4) inch Schedule 40 PVC conduit for duct bank construction projects.
2. Contractor is to install four (4) inch Schedule 40 PVC fittings using PVC glue for duct bank construction projects:
  - a. Four (4) inch PVC coupling: Carlon # E240N or equivalent
  - b. Four (4) inch PVC slip coupling: Carlon # E241N or equivalent
  - c. Four (4) inch PVC female adapter, one end threaded, to convert from PVC to metallic rigid conduit and four (4) inch black iron bore casings: Carlon # E942N or equivalent.
  - d. Four (4) inch PVC Transition Couplings: To connect four (4) inch Schedule 40 PVC conduit to four (4) inch continuous poly pipe installed via directional bore.
3. Contractor is to install plastic conduit spacers which provide a two (2) inch spacing between conduits for proper concrete encasement:
  - a. Four (4) inch conduit base spacer: Carlon # S288NJJN or equivalent
  - b. Four (4) inch conduit intermediate spacer: Carlon # S289NJJN or equivalent
4. Contractor is to install continuous runs of HDPE continuous conduit via directional bore under roads, sidewalks, trees other utilities where specified on project.
5. Typical concrete encased duct bank layouts used on UCF's campuses are as follows:
 

One conduit (1-way duct bank) =	○
Two conduits (2-way duct bank) =	○ ○
Four conduits (4-way duct bank) =	○ ○ ○ ○
Six conduits (6-way duct bank) =	○ ○ ○ ○ ○ ○
6. Contractor is to perform all excavation, backfilling, and site restoration tasks.
7. Contractor is responsible for all trench supports, forms, trench boxes and equipment necessary to perform the work in question.
8. Concrete encasement goals are as follows:
  - a. Three (3) inches of concrete shall be placed between the trench floor and the underside of the bottom most conduits. The plastic base spacers are designed to provide the three (3) inch space.



- b. Three (3) inches of concrete shall be placed between the outside edge of the plastic spacers and the side form. If form material is used, stakes shall be installed to provide this spacing. These stakes shall be removed soon after concrete is poured. Voids left by removed stakes shall be filled with concrete before concrete pours have set.
  - c. Three (3) inches of concrete shall cover conduits on top of encasements.
9. Contractor is to take steps to ensure that conduits do not float upward or move sideways during concrete pours, or during set-up time.
  10. Contractor is to ensure that bottom of the duct bank trench is smooth, and debris free before placing plastic base spacers on the floor of trenches for the bottom row of conduits. Duct banks should slope toward MHs for drainage purposes.
  11. Before concrete is poured, ensure any collapsed dirt or debris has been cleaned out from between conduits and from between conduits and trench walls or forms.
  12. Pour 3,000 PSI concrete with # 57 aggregate for duct bank encasement. The Concrete Supplier may add calcium to shorten concrete setup time, as needed.
  13. Where duct banks tie into MHs, Contractor shall install a minimum of four (4), five (5) feet long, #5 rebars to prevent shearing. Holes shall be drilled into MH walls, to a depth half of the wall thickness. Rebars shall be epoxied into the drilled holes and extend four (4) feet into the duct bank encasements.
  14. Contractor is to ensure good flow of concrete around conduits and spacers is achieved.
  15. Where duct bank stubs are indicated, Contractor shall install a minimum of four (4), five (5) foot long, #5 rebars to prevent sheering into the end of the stub outs. Rebars shall extend two (2) feet - six (6) inches into concrete pour and extend two (2) feet - six (6) inches beyond the end of the concrete pour.
  16. Contractor is to furnish a brush finish of mortar inside of MHs where conduits enter the MHs.
  17. Where conduits enter MHs via cast in duct terminators, Contractor shall seal the space around conduits, with appropriate material to prevent ground water and mud intrusion into MHs.
  18. When working in UCF IT's MHs, OSHA Regulation #1910.268 "Telecommunications" shall be followed.
  19. Contractor shall test all conduit runs containing new conduit installed end to end: between MHs, buildings, and stub out points. Testing is to be done by pulling a combination mandrel/stiff spine brush unit owned by UCF IT through the conduit. In cases where the mandrel/brush becomes lodged in conduit, it shall be the Contractor's responsibility to recover/repair the mandrel brush and repair any conduit/duct bank problems at no additional cost to UCF.
  20. Contractor is to install one nylon jet line with a minimum two hundred (200) pound tensile strength in all but one conduit in all duct bank runs end to end (i.e.: MH to MH, MH to building, etc.). Contractor is to ensure that the ends of the jet-line are tied to secure objects. In the remaining conduit, Contractor is to install one (1) long life detectible measuring/pulling tape with a minimum 1,250-pound breaking strength. Contractor is to provide the UCF IT Project Manager with tape readings for the conduit end to end lengths. Contractor is to ensure that the ends of the tape are tied to a secure object.
  21. Contractor is to install plastic duct plugs such as Carlon # P258NT plugs in all conduit stub out ends to prevent debris and dirt contamination from entering conduits.

## **STRUCTURED CABLING LOT #2**

1. Contractors shall prepare As-Built drawings in .pdf form. The drawings shall display the building name, project number, room layout, data jack locations, communications rooms/closets, jack numbers, etc.
2. When directed to do so, Contractors will comply with the UCF building permit or other jurisdictional permit procedures along with the associated inspection processes.
3. Contractors shall, at all times, protect the work, adjacent property, and the public from any injury or loss arising in conjunction with this contract. Contractors shall be responsible for any damage or injury due to Contractors and/or Contractors' Agents' acts or neglect. The University may withhold payment or make such deductions as may be deemed necessary, to insure reimbursement for loss or damage to property through negligence on the part of Contractor or Contractor's Agents.
4. Contractors shall, at all times, keep the construction area, including storage areas used, free from accumulation of waste material, trash, or rubbish. Upon completion of construction, Contractors shall leave the work site and premises in a clean, neat, and quality workmanship condition, satisfactory to the University.
5. Work schedules will be flexible to take account for the needs of UCF. When working in existing facilities, class schedules may require that work be accomplished outside of normal business hours. The UCF IT Project Manager will coordinate with affected facility occupants to determine when off-shift work is necessary. Off shift work will be conducted as flexible scheduling rather than overtime status.
6. Contractors shall provide .pdf digital copies of test results to UCF prior to final invoicing for each project.

## **SEGMENT #1: STRUCTURED CABLING SERVICES**

1. Contractors installing Structured Cabling shall use methods compliant with ANSI/TIA/EIA- 568-E, 569-E, 606-D, 607-D, 942-B, standards. Contractors shall label each cable on both ends with appropriate labels showing the room/outlet/jack number. Contractors shall terminate each cable onto an RJ-45 connector with the appropriate specification for the cable being installed on the station side and onto a patch panel on the communications closet side unless otherwise directed. Contractors shall place the RJ-45 connector in a multi-port face plate, surface mount box, or directly into equipment, as determined by the UCF IT Project Manager. Contractors shall label the faceplates with the cables' room/outlet/jack numbers.
2. UCF IT installs ANS/TIA/EIA-568-E Category 6A Structured Cabling Systems in all new construction locations.
3. Contractors shall test cables end to end for ANSI/TIA/EIA-568-E compliance via Permanent Link Testing and Modular Plug Terminated Link (MPTL) utilizing a Level 3 Certification tester. Contractors shall provide the UCF IT Project Manager with documentation for all tests.

## **SEGMENT #2: INTERIOR BACKBONE CABLE PLACEMENT AND PREPARATION SERVICES AND SEGMENT #3: CABLE TERMINATING SERVICES**

1. All fiber optic cables, and associated components shall be installed and terminated in accordance with the cable and component manufacturer's installation instructions and practices.

2. Terminate fiber optic cable strands as directed by the UCF IT Project Manager. Systems typically used by UCF are fuse on style individual connectors or twelve (12) strand ribbonized pig-tail fusion splice connectors.
3. Contractors shall perform Optical Power Loss Testing of all fiber optic cable strands end to end, in both directions, by using a Level 3 Certification tester. Contractors shall provide the UCF IT Project Manager with documentation for all tests. The test results must meet the cable and connector manufacturers published standards for acceptable loss.

The troubleshooting, repair/re-terminating, and re-testing of strands which do not meet the above test criteria, shall be performed by the Contractor at no additional charge to the University.

#### **SEGMENT #4: OSP FIBER OPTIC CABLE PLACEMENT AND TERMINATION SERVICES**

1. Contractor is to install fiber optic cable specified for the particular tasks assigned by UCF IT. Dielectric, dry blocked cables are to be installed to match UCF's existing fiberoptic infrastructure. UCF IT generally specifies ribbonized single mode fiber and fusion terminations. Contractor must have the capability to ribbonize non-ribbon cable for purposes of termination with a ribbon fusion splicer. Ribbonized pigtails are the typical termination method. Single terminations are to be done with fuse on connector types unless otherwise specified by the UCF IT PM.
2. Contractor is to install associated materials specified and provided by the UCF IT PM such as connectors, buffer tube fan out kits, enclosures, and bulkhead panels.
3. When working in UCF IT's MHs, OSHA Regulation #1910.268 "Telecommunications" shall be followed.
4. Fiber optic cable shall be pulled as one continuous run from originating point to terminating point. No splicing will be allowed.
5. Fiber optic cables are to be pulled into pathway conduits as specified by the UCF IT PM. This may include empty conduit, conduit with pre-existing cables or FoDuct. A Service Loop consisting of a minimum of 10 feet of fiber optic cable is to be coiled and secured at the originating point and at the end terminating point of the fiber path, plus in MHs as specified by UCF IT's Project Manager.
6. Fiber optic cables are to be supported by standard MH racking in MHs. UCF IT's Project Manager is to be consulted with, concerning the exact installation of MH racking in each MH.
7. Where fiber optic cables enter buildings or enter Intermediate Distribution Frame (IDF) rooms through conduits and inner ducts, duct sealing materials are to be installed around cables. Fire rated duct sealing materials shall be installed in riser system installations.
8. All fiber optic cables, and associated components are to be installed and terminated in accordance with the cable and component manufacturer's installation instructions and practices.
9. Terminate fiber optic cable strands as directed by the UCF IT PM. Typically for OSP fiber optic cable this can be ribbonized or individual strands. Individual strands utilizing fusion splicing of 12 connector ribbon pig tails or individual fuse on connectors is typical.
10. Contractor shall perform Optical Power Loss Testing of all fiber optic cable strands end to end, in both directions, by using a Level 3 Certification tester. Contractor shall provide UCF IT's Project Manager with printed documentation for all tests. The test results must meet the cable and connector manufacturers minimum acceptable test results are as follows: published standards for acceptable loss.

11. The troubleshooting, repair/re-terminating, and re-testing of strands which do not meet the above test criteria, shall be performed by the Contractor at no additional charge to the University.

## **SEGMENT #5: EQUIPMENT ROOM APPURTENANCES**

1. Contractors installing Equipment Room fittings shall use methods compliant with ANSI/TIA/EIA- 568-E, 569-E, 606-D, 607-D, 942-B, standards. Contractors shall label each component with appropriate labels.
2. Install relay racks, cabinets, vertical wire management, horizontal wire management, ladder rack, bonding busbars, bonding jumpers, bonding halo, plywood backboards, distribution switches, PDUs, UPSs, and other fittings as directed by the UCF IT project Manager.

## ***INTERNET OF THINGS AND INTELLIGENT BUILDING SYSTEMS LOT #3***

1. Contractors shall prepare As-Built drawings in .pdf format. The drawings shall display the building name, project number, room layout, device locations, communications rooms/closets, labeling, etc.
2. When directed to do so, Contractors will comply with the UCF building permit procedure along with the associated inspection process.
3. Contractors shall, at all times, protect the work, adjacent property, and the public from any injury or loss arising in conjunction with this contract. Contractors shall be responsible for any damage or injury due to Contractors and/or Contractors' Agents acts or neglect. The University may withhold payment or make such deductions as may be deemed necessary, to insure reimbursement for loss or damage to property through negligence on the part of Contractors' or Contractors Agents.
4. Contractors shall, at all times, keep the construction area, including storage areas used, free from accumulation of waste material, trash, or rubbish. Upon completion of construction, Contractors shall leave the work site and premises in a clean, neat, and quality workmanship condition, satisfactory to the University.
5. Work schedules will be flexible to take account for the needs of UCF. When working in existing facilities, class schedules may require that work be accomplished outside of normal business hours. The UCF IT Project Manager will coordinate with affected departments to determine when off-shift work is necessary. Off shift work will be conducted as flexible scheduling rather than overtime status.
6. Contractors are expected to participate in manufacturer license agreement negotiations as an advocate for UCF.
7. Contractors shall provide .pdf digital copies of test results, as defined by UCF IT and UCF Department of Security, to UCF prior to final invoicing for each project.

## **SEGMENT #1: ACCESS CONTROL ELECTRONIC SAFETY AND SECURITY**

1. Contractors installing Electronic Safety and Security shall use methods compliant with BASA standards. Contractors shall label each cable on both ends with appropriate labels.
2. All devices and components shall be installed and terminated in accordance with the component manufacturer's installation instructions and practices.
3. The contractor shall provide the UCF Department of Security with any programming information in electronic format for distribution to appropriate campus resources.

4. The contractor shall participate in weekly project meetings with the UCF Department of Security and UCF IT.

## **SEGMENT #2: INTRUSION AND SECURITY**

1. Contractors installing Electronic Safety and Security shall use methods compliant with BASA standards. Contractors shall label each cable on both ends with appropriate labels.
2. All devices and components shall be installed and terminated in accordance with the component manufacturer's installation instructions and practices.
3. The contractor shall provide the UCF Department of Security with any programming information in electronic format for distribution to appropriate campus resources.
4. The contractor shall participate in weekly project meetings with the UCF Department of Security and UCF IT.

## **SEGMENT #3: IP SURVEILLANCE**

1. Contractors installing IP Surveillance shall use methods compliant with NICET standards.
2. Camera shots and focus shall be determined by and coordinated with the UCF Department of Security.
3. Cameras shall have independent safety supports.
4. Contractor shall provide a screen shot of programmed network settings from each installed camera to UCF IT Project Manager.
5. Contractor shall provide UCF IT complete camera configuration details for each installed camera for distribution to appropriate campus resources.
6. The contractor shall participate in weekly project meetings with the UCF Department of Security and UCF IT.

## **SEGMENT #4: SOUNDMASKING**

1. Contractors installing Soundmasking shall use methods compliant with ANSI/TIA/EIA- 568-E, 569-E, 606-D, 607-D, 942-B, standards. Contractors shall label each cable on both ends with appropriate labels showing the zone information. Contractors shall terminate each cable onto an RJ-45 plug with the appropriate specification for the cable being installed.
2. Contractors shall install emitter-emitter patch cords in accordance with methods compliant with ANSI/TIA/EIA- 568-E, 569-E, 606-D.
3. Contractors shall test cables end to end for ANSI/TIA/EIA-568-E compliance via Permanent Link Testing and Modular Plug Terminated Link utilizing a Level 3 Certification tester. Contractors shall provide the UCF IT Project Manager with documentation for all tests.

## **SEGMENT #5: DIGITAL SIGNAGE**

1. Contractors installing Digital Signage Cabling shall use methods compliant with ANSI/TIA/EIA- 568-E, 569-E, 606-D, 607-D, 942-B, standards. Contractors shall label each cable on both ends with appropriate labels showing the room/outlet/jack number. Contractors shall terminate each cable onto an RJ-45 jack or plug with the appropriate specification for the cable being installed on the station side and onto a patch panel on the communications closet side unless otherwise directed. Contractors shall place the RJ-45 jacks in a multi-port face plate or surface mount box as determined by the UCF IT Project Manager. Contractors shall label the faceplates with the cables' room/outlet/jack numbers.
2. UCF IT installs ANSI/TIA/EIA-568-E Category 6A Structured Cabling Systems in all new construction locations.

3. Contractors shall test cables end to end for ANSI/TIA/EIA-568-E compliance via Permanent Link Testing and Modular Plug Terminated Link utilizing a Level 3 Certification tester. Contractors shall provide the UCF IT Project Manager with documentation for all tests.
4. Contractors shall mount devices as directed by the UCF IT Project Manager.
5. Contractors shall assist in the coordination of line voltage work required for deployment.

## **SEGMENT #6 POE LIGHTING**

1. Contractors shall install POE Lighting Cabling using methods compliant with ANSI/TIA/EIA-568-E, 569-E, 606-D, 607-D, 942-B, standards. Contractors shall label each cable on both ends with appropriate labels showing the node number. Contractors shall install Category 6A cabling for POE network connections and USB or Class 2 cabling as required by design. Contractors shall terminate each cable onto a Category 6A compliant RJ-45 plug on the station side and onto a patch panel on the communications closet side unless otherwise directed. Contractors shall label the cables with the cables' node number.
2. UCF IT installs ANSI/TIA/EIA-568-E Category 6A Structured Cabling Systems in all new construction locations.
3. Contractors shall test cables end to end for ANSI/TIA/EIA-568-E compliance via Permanent Link Testing and Modular Plug Terminated Link utilizing a Level 3 Certification tester. Contractors shall provide the UCF IT Project Manager with documentation for all tests.
4. Contractors shall verify functional testing of switches and sensors.

## **SEGMENT #7 WAP INSTALLATION**

1. Contractors shall install WAPs and enclosures per Manufacturer's instructions and UCF IT direction.
2. UCF IT installs ANSI/TIA/EIA-568-E Category 6A Structured Cabling Systems in all new construction locations.
3. Contractors shall test signal strength with the UCF IT Project Manager present.

## ***INTEGRATED AUDIO VISUAL AND PRESENTATION LOT #4***

1. Contractors shall participate in pre-project planning meetings.
2. Contractors shall participate in project team meetings.
3. Contractors shall prepare As-Built drawings in .pdf format. The drawings shall display the building name, project number, room layout, locations, communications rooms/closets, labeling, etc.
4. When directed to do so, Contractors will comply with the UCF building permit procedure along with the associated inspection processes.
5. Contractors shall, at all times, protect the work, adjacent property, and the public from any injury or loss arising in conjunction with this contract. Contractors shall be responsible for any damage or injury due to Contractors and/or Contractors' Agent's acts or neglect. The University may withhold payment or make such deductions as may be deemed necessary, to insure reimbursement for loss or damage to property through negligence on the part of Contractors' or Contractors Agents.
6. Contractors shall, at all times, keep the construction area, including storage areas used, free from accumulation of waste material, trash, or rubbish. Upon completion of construction, Contractors shall leave the work site and premises in a clean, neat, and quality workmanship condition, satisfactory to the University.

7. Work schedules will be flexible to take account of the needs of UCF. When working in existing facilities, class schedules may require that work be accomplished outside of normal business hours. The UCF IT Project Manager will coordinate with affected facility occupants to determine when off-shift work is necessary. Off shift work will be conducted as flexible scheduling rather than overtime status.
8. Contractors shall provide digital copies of programming and configurations data to UCF prior to final invoicing for each project.

## **SEGMENT #1 INSTALLATION**

1. Contractors installing A/V Cabling and devices shall use methods compliant with ANSI/TIA/EIA- 568-E, 569-E, 606-D, 607-D, InfoCOMM, and AVIXA standards. Contractors shall label each cable on both ends with appropriate labels per IT Instructional Resource Services standards. Contractors shall terminate and test each cable unless otherwise directed.
2. Contractors shall mount devices as directed by the UCF IT Project Manager.
3. Contractors shall assist in the coordination of line voltage work required for deployment.
4. Contractor to provide post installation photos as part of as-built deliverables.
5. All uncompiled or compiled source code programming becomes the property of UCF upon project close out and shall be included in the project as-built deliverables.

## **SEGMENT #2 LABOR**

1. Contractors shall design, program and/or commission installed systems as directed.
2. Contractors shall train UCF Personnel as requested by UCF IT Project Manager.

## ***RADIO/DISTRIBUTED ANTENNA SYSTEMS LOT #5***

1. Contractors shall prepare As-Built drawings in .pdf format. The drawings shall display the building name, project number, area layout, device locations, communications rooms/closets, labeling, etc.
2. When directed to do so, Contractors will comply with the UCF building permit procedure along with the associated inspection process.
3. Contractors shall, at all times, protect the work, adjacent property, and the public from any injury or loss arising in conjunction with this contract. Contractors shall be responsible for any damage or injury due to Contractors and/or Contractors' Agents' acts or neglect. The University may withhold payment or make such deductions as may be deemed necessary, to insure reimbursement for loss or damage to property through negligence on the part of Contractors' or Contractors Agents.
4. Contractors shall, at all times, keep the construction area, including storage areas used, free from accumulation of waste material, trash, or rubbish. Upon completion of construction, Contractors shall leave the work site and premises in a clean, neat, and quality workmanship condition, satisfactory to the University.
5. Work schedules will be flexible to take account for the needs of UCF. When working in existing facilities, class schedules may require that work be accomplished outside of normal business hours. The UCF IT Project Manager will coordinate with affected facility occupants to determine when off-shift work is necessary. Off shift work will be conducted as flexible scheduling rather than overtime status.
6. Contractors shall provide .pdf digital copies of test results to UCF prior to final invoicing for each project.

## **SEGMENT #1: DAS CABLING SERVICES**

1. Contractors installing DAS Cabling and devices shall use methods compliant with ANSI / TIA / EIA- 568-E, 569-E, 606-D, 607-D, and FCC standards. Contractors shall label each cable on both ends with appropriate labels. Contractors shall terminate each cable unless otherwise directed.
2. Contractors shall mount devices as directed by the UCF IT Project Manager.
3. Contractors shall perform testing upon system completion.

## **SEGMENT #2: DAS DESIGN AND SERVICE**

1. Contractors shall design, program and commission installed systems as directed.
2. Contractors shall provide labor for surveys, maintenance, and repair as requested.

## **NETWORK ENGINEERING SERVICES LOT #6**

1. Contractors shall participate in pre-project planning meetings.
2. Contractors shall participate in project team meetings.
3. Contractors must be familiar with Prime, DNA Center, MPLS, OSPF, Cisco 9000 series equipment.
4. Work schedules will be flexible to take account for the needs of UCF. When working in existing facilities, class schedules may require that work be accomplished outside of normal business hours. The UCF IT Project Manager will coordinate with affected departments to determine when off-shift work is necessary. Off shift work will be conducted as flexible scheduling rather than overtime status.
5. Contractors are expected to participate in manufacturer license agreement negotiations as an advocate for UCF.
6. Contractors shall provide digital copies of programming to UCF prior to final invoicing for each project.
7. Once an engineer is on-board, UCF fully expects engineers to remain at UCF until the work or project is finished and not have an engineer be pulled to support another customer.
8. UCF expects the service provider to provide UCF with a single point of contact for the administration of the resultant agreement. UCF will want to be provided an escalation process to rectify situations, and to improve timely acquisitions of engineers.
9. UCF has outlined some network engineering roles that are to be used by Respondents in replying to this ITN. However, UCF realizes that these roles are not an exhaustive list of skill sets that may be required to meet business needs. Updates and exceptions will be allowed as UCF needs evolve. All selected firms will be continuously updated as new engineering classes are defined.

## **SEGMENT #1: LAN ENGINEERING**

1. A Mid-Level Network Engineer designs and implements computer networks resulting in reliable and high-performing networks integrating LAN, WAN, Internet, Wireless, Voice, and intranet components.
  - a. Configures and maintains routers and switches for the network systems (including wireless and VoIP).
  - b. Follows standard practices and procedures in the design of networks and analyzing situations involving readily identifiable problems.
  - c. Assists in the planning of large-scale systems projects through vendor comparison and cost studies.



- d. Have appropriate levels of nationally recognized network and IT certifications. Some examples of Certs may include: Extreme Networks Specialist (ENS), CCNA & Extreme Networks Associate (ENA), Cisco Certified Entry Networking Technician (CCENT) and CompTIA Network.
  - e. Must have at least four years of experience, CCNA is preferred.
2. A Senior Network Engineer designs and implements computer networks resulting in reliable and high-performing networks integrating LAN, WAN, Internet, Wireless, Voice, Data Centers, and intranet components.
- a. Configures and maintains routers and switches for the network systems (including wireless and VoIP).
  - b. Responsible for evaluating current systems.
  - c. Works on complex problems where analysis of situation requires in- depth evaluation of various factors.
  - d. Plans large scale systems projects through vendor comparison and cost studies.
  - e. Requires expert knowledge of LAN/WAN systems, networks, and applications.
  - f. Have appropriate levels of nationally recognized network and IT certifications. Examples Certs as follows: Cisco Certified Network Professional (CCNP), Extreme Networks Specialist (ENS), and Extreme Networks Associate (ENA).
  - g. Must have at least six years of experience, CCNA is required. CCNP is preferred. IOS XR experience is preferred.

## **SEGMENT #2: WIRELESS ENGINEERING**

1. Must be Ekahau proficient.
2. A Network Engineer – Senior with experience, training, and skills with Wireless LANs. Designs and implements computer networks resulting in reliable and high-performing wireless networks.
3. Troubleshoot and evaluate existing wireless configurations and systems and present solutions. Works on complex problems where analysis of situation requires in-depth evaluation of various factors.
4. Plans large scale systems projects, performs, and validates wireless field surveys, provides vendor comparison and cost studies.
5. Requires expert knowledge of LAN/WAN and wireless systems, wireless network applications. Have appropriate levels of nationally recognized network and IT certifications. Example Certs as follows: Certified Wireless Network Administrator (CWNA), Certified Wireless Network Professional (CWNP), Cisco Certified Network Professional (CCNP), and Extreme Networks Specialist Wireless (ENS-W)
6. Must be able to work with construction teams to provide predictive designs.
7. Must be able to perform field surveys and documentation.

## **SEGMENT #3: SECURITY ENGINEERING**

1. Must be Palo Alto proficient.
2. Must be Cisco Firepower proficient.
3. Must be proficient with Cisco Identity Services Engine (ISE).
4. Assists in the development and implementation of security policies, procedures, and measures in a networking environment.
5. Responsible for firewall configuration, maintenance, monitoring and other various network security measures.
6. Performs security assessments and reviews networking initiatives for security compliance.

7. Evaluates and recommends security products for various platforms in the networking environment.
8. Have appropriate levels of nationally recognized network and IT certifications. Example Certs as follows: CCNP & CCIE Security & GCFW: GIAC Certified Firewall Analyst, GCIA: GIAC Certified Intrusion Analyst, GCIH: GIAC Certified Incident Handler, GCUX: GIAC Certified UNIX Security Administrator, GCWN: GIAC Certified Windows Security Administrator, GCED: GIAC Certified Enterprise Defender, GPEN: GIAC Certified Penetration Tester, GWAPT: GIAC Web Application Penetration Tester, GSLC: GIAC Security Leadership Certification, GCPM: GIAC Certified Project Manager Certification, GSSP-NET: GIAC Secure Software Programmer - .NET, GSSP-JAVA: GIAC Secure Software Programmer – Java, GSNA: GIAC Systems and Network Auditor, GCFA: GIAC Certified Forensic Analyst, GLEG: GIAC Legal Issues & GAWN: GIAC, various Cisco Security Certs. Assessing Wireless Networks, GXPN: GIAC Exploit Researcher and Advanced Penetration Tester, GREM: GIAC Reverse Engineering Malware, GSE: GIAC Security Expert

#### **SEGMENT #4: WAN/DC ENGINEERING**

1. A WAN/DC Engineer focuses on the wide area network. UCF has multiple campuses and points of contact with internet borders.
2. Assists in the development and implementation of security policies, procedures, and measures in a networking environment.
3. Responsible for evaluating current systems.
4. Works on complex problems where analysis of situation requires in- depth evaluation of various factors.
5. Plans large scale systems projects through vendor comparison and cost studies.
6. Requires expert knowledge of LAN/WAN/DC systems, networks, cloud and premise applications.
7. Have appropriate levels of nationally recognized network and IT certifications. Examples Certs as follows: Cisco Certified Network Professional (CCNP), Extreme Networks Specialist (ENS), Certified Wireless Network Administrator (CWNA), Certified Wireless Network Professional (CWNP) and Extreme Networks Associate (ENA)
8. Must have at least six years of experience, CCNA is required. CCNP is preferred.
9. IOS XR, MPLS, L2 VPNs, IS-IS, and BGP experience is required.

#### **SEGMENT #5: NETWORK ARCHITECTURE**

1. A Network Architect focuses on high-level design, planning, and standard development and solutions using current and emerging technologies.
2. Develops and publishes network standards, and strategic plan(s) to be followed by the Network Engineers.
3. Translates business requirements into network or process designs.
4. Plans and recommends network hardware, systems management software and architecture.
5. Approves and modifies network design and architecture to ensure compliance.
6. Evaluates and recommends new products, maintains knowledge of emerging technologies for application to the enterprise.
7. Monitors network performance, ensures capacity planning is performed, and is proactive in assessing and making recommendations for improvement.
8. Performs troubleshooting procedures and designs resolution scripts.
9. Have appropriate levels of nationally recognized network and IT certifications.
10. Cisco Certified Network Professional (CCNP), required.
11. Cisco Certified Internetworking Expert (CCIE), preferred.

12. Extreme Networks Specialist, preferred.
13. Cisco Certified Design Professional (CCDP), preferred.
14. Cisco Certified Architect (CCAr), preferred.
15. Cisco Certified Internetworking Expert Wireless, (CCIE) Wireless, preferred.

## **UNIT PRICE SCHEDULE**

### **PRICING INSTRUCTIONS**

1. Lots have been established according to "like" services. Bidders are invited to respond to all Lots in which their company has the capability and licensure to provide such services. Each Lot will stand on its own, in terms of evaluation and awarding. The University does not expect all Bidders will respond to all Lots, Segments, or individual line items.
2. All Unit Prices within a Lot must be responded to. If Bidder offers certain items or services free of charge, Bidder must indicate such by inserting N/C (No Charge). If Bidder does not offer a specific item within a Lot, then a response of N/A (Not Available) shall be inserted.
3. All Unit Prices for work related to interior building environments are to be based on 8 to 11-foot acoustical ceiling or cable tray heights. Unit Multipliers will be applied based on additional heights.
4. Unless otherwise indicated, unit prices are for labor, equipment, personnel and equipment transportation, plus miscellaneous furnished materials such as screws, anchors, nuts & bolts, tape, cable ties, etc. as required for a complete job. Contractor will not be compensated for transporting work crews, or work crews' travel time to and from UCF, exceptions may be made for "Emergency Dispatches" but are not guaranteed by default.
5. UCF may provide all or part of the materials for each project. Contractor shall agree to bill the University at actual cost plus 15% profit for materials furnished by Contractor. Contractor shall provide appropriate documentation of actual cost incurred and documentation to show that Contractor diligently obtained the best price from Suppliers. This documentation must accompany the invoice.
6. Equipment required to be rented by the specific project scope of work, such as scissor lifts, will be billed at an actual cost plus 15%. Contractor shall provide appropriate documentation of actual cost incurred and documentation to show that Contractor diligently obtained the best price from Suppliers. This documentation must accompany the invoice.
7. Contractor shall maintain such full and detailed accounts as may be necessary to substantiate billing rendered under provisions of this exhibit. The University shall be afforded access to all Contractor's books, records, payrolls, correspondence, instructions, receipts, vouchers, memoranda, etc. relating to billing. Contractor shall preserve all such records for a period of three calendar years after final payments under this Contract.
8. Materials UCF IT typically furnishes but the contractor may be asked to provide:
  - a. MHs, long radius PVC conduit sweeps, inner duct, OSP copper and fiber optic cables
  - b. CMP copper and fiber optic cables, jacks, connectors, equipment racks, wire management hardware, patch panels, plywood, cable tray, and cable support.
  - c. Building entrance protectors, fiber distribution centers, and specialty materials unique to UCF.
  - d. ESS cables and cable support.
  - e. ESS devices and panels.
  - f. IP Surveillance Cameras, housings, and mounts.
  - g. IP Surveillance primary protectors, cables, and cable support.
  - h. Sound masking cables, emitters, head-end equipment, and cable supports.
  - i. Wireless Access Points, enclosures, and sensors.
  - j. Integrated A/V devices and equipment, cable, connectors, and cable supports.
  - k. DAS antennas, devices, cable, connectors, and cable supports.
9. Materials Contractors typically provide outside of this Contract:

- a. PVC conduit, PVC couplings & adapters, PVC glue, plastic conduit spacers, directional bore pipe, jack & bore casings, concrete, rebar, reusable shoring and form materials, plus other materials specified by UCF IT.
10. UCF IT reserves the right to provide all materials for a particular project, have Contractors provide materials that are typically provided by the University on any given project as defined above, or have Contractors provide all materials for a particular project. This provides for maximum flexibility in meeting construction, or telephone / data service cut over schedules that may arise.
11. UCF is a 24/7/365 facility with instructional, administrative, support, and residential spaces, as such, service requests can be urgent. Response expectations are classified by the following system:
- a. Operational 48-hour response by certified technician
  - b. Significant 24-hour response by certified technician
  - c. Critical 8-hour response by certified technician
  - d. Emergency 2-hour response by certified technician

## **OUTSIDE PLANT INFRASTRUCTURE LOT #1**

### **SEGMENT # 1: TELECOM MAINTENANCE HOLE (MH) INSTALLATION SERVICES**

Install MHs that meet the specifications described earlier in this document. Unit Prices for this segment shall include:

1. All Contractor and Specialty Contractor furnished/leased/borrowed from others: personnel, equipment, machinery, vehicles, tools, and materials plus their transportation to and from the job site.
2. All Contractor and Specialty Contractor performed: pedestrian and vehicular traffic control, overnight job site protection with temporary plastic fencing/barricades/cones/flagging tape, dewatering, shoring, excavating, rock base prep and placement, MH placement, picking up and transporting of UCF provided: plastic MHs and their lids/precast concrete grade rings / cast iron ring & cover sets from an on campus storage compound to the job site, backfilling, and pumping water out of/ventilating of MH tasks.
3. All Contractor and Specialty Contractor performed: grounding and bonding, MH racking installation, site restoration with existing dirt and sod, and hauling displaced dirt to a campus dirt storage site.

The following typical Contractor, Subcontractor, and Specialty Contractor furnished materials are not to be included in Bidder's Bid Prices. Prices of these materials provided by Contractor are to be shown on the Contractor's Invoice submitted to UCF IT after the project is completed: #57 rock for the MH pit's base, lead anchors, lag bolts, and washers for installing MH racking.

A typical precast concrete MH ordered by UCF IT from a precast concrete components manufacturer, comes equipped with pulling eyes in the floor and underside of the roof, a sump, and cast in (sealed) plastic duct terminators. Additional items ordered by UCF IT, are typically one six (6) inch thick by forty-two (42) inch inside diameter precast concrete grade ring, one round cast iron ring & cover set, and rolls of asphaltic joint sealer. Occasionally MHs are ordered with five (5) inch diameter open holes, and/or open windows for immediate conduit installation. UCF IT also typically furnishes MH rack sections and cable steps.

One Precast Concrete MH, one precast concrete grade ring and one cast iron ring & cover set.

### **SEGMENT # 2: TUNNELING AND BORING SERVICES**

The length of a bore or tunnel is measured from the far wall of the bore pit to the far wall of the receiving pit.

Unit Prices for this segment shall include:

1. All Contractor and Specialty Contractor furnished/leased/borrowed from others: personnel, equipment, machinery, vehicles, tools, and materials plus their transportation to and from the job site.
2. All Contractor and Specialty Contractor performed: pedestrian and vehicular traffic control, overnight job site protection with temporary plastic fencing/barricades/cones/flagging tape, dewatering, shoring, excavating, pipe/casing placement, sealing of the ends of the pipes/casings as directed by the UCF IT Project Manager, backfilling, site restoration with existing dirt and sod, and hauling displaced dirt (leftover drilling mud) to an on-campus dirt storage site tasks.

The following typical Contractor and Specialty Contractor furnished materials are not to be included in Bidder's Bid Prices. Prices of these materials provided by Contractor are to be shown on the Contractor's Invoice submitted to UCF IT after the project is completed: pipes/conduits/casings and their associated couplings/fittings to be directional bored into place as well as diatomaceous earth.

UCF IT typically furnishes EMS Marker balls to the Contractor, for placement at the end of pipes/conduits/casings not ready to have additional conduits connected to them yet, so those ends can be found later.

### Directional boring

Directional boring, then pullback of poly pipe/bore pipe. Length of poly pipe/bore pipe placed is measured from the bore entry point to the bore exit point in the ground.

## **SEGMENT #3 OUTSIDE PLANT CONDUIT PLACEMENT SERVICES**

Install direct buried conduits, and concrete encased conduit duct banks. Unit Prices for this segment shall include:

1. All Contractor and Specialty Contractor furnished/leased/borrowed from others: personnel, equipment, machinery, vehicles, tools, and materials plus their transportation to and from the job site.
2. All Contractor and Specialty Contractor performed: pedestrian and vehicular traffic control, overnight job site protection with temporary plastic fencing/barricades/cones/flagging tape, dewatering, shoring, excavating, conduit placement, plastic conduit spacer placement, concrete pouring, backfilling, compaction, buried cable tape placement, pull line placement, conduit mandrelling, site restoration with existing dirt and sod, and hauling displaced dirt to an on-campus dirt storage site.

The following typical Contractor and Specialty Contractor furnished materials are not to be included in Bidder's Bid Prices. Prices of these materials provided by Contractor are to be shown on the Contractor's Invoice submitted to UCF IT after the project is completed: PVC conduit/couplings/adapters/sweeps/glue, plastic conduit spacers, conduit plugs, rebar, lashing wire, concrete, calcium additive if requested, and jet line.

UCF IT typically furnishes to the Contractor: specialized PVC conduit sweeps, buried cable tape, EMS Marker balls to mark duct bank stub outs, and detectable measuring pull tape.

The Contractor will be compensated at a Unit Price per foot of conduit, or multi conduit duct bank placed, including excavating and back filling of trenches. Generally, prices for excavating via machine trenching will be appreciably lower than prices for hand trenching. Unit Prices will apply when the digging conditions are reasonable and ready in that, right-of-way brush clearing is already done. At the time of individual project Quotation Request issuance, Contractors will be asked to price any right of way brush clearing needed as a line item on their Quotation. Unit Prices for machine and hand trenching shall apply to all soil conditions, grass, bare dirt, or gravel, regardless of the method required for trenching such as shoring, or special trenching equipment.

The depth of trenching is determined by the measurement from bottom of trench to finish grade line. The amount of cover in inches is determined by measurement from top of the direct buried item or concrete encasement to finish grade.

Conduit sizes most utilized on UCF campuses are:

- 1-inch, Schedule 40 PVC conduit
- 2-inch, Schedule 40 PVC conduit
- 4-inch, Schedule 40 PVC conduit

### **Non-encased configuration using one-inch conduits where dewatering IS NOT required.**

Maximum depth of trench: forty-one (41) inches. Labor only, for: excavating trench, placing, and gluing conduits, backfilling, placing "Buried Cable" Tape, cleaning/mandrel conduits, and placing measuring/pulling lines.

**Non-encased configuration using four-inch conduits where dewatering IS NOT required.**

Maximum depth of trench: forty-one (41) inches. Labor only, for: excavating trench, placing, and gluing conduits, backfilling, placing "Buried Cable" Tape, cleaning/mandrel conduits, and placing measuring/pulling lines.

**Non-encased configuration using four-inch conduits where dewatering IS required.**

Maximum depth of trench: forty-one (41) inches. Labor only, for: dewatering, excavating trench, placing, and gluing conduits, backfilling, placing "Buried Cable" Tape, cleaning/mandrel conduits, and placing measuring/pulling lines.

**Encased configuration using four-inch conduits where dewatering IS NOT required.**

Labor only, for: excavating trench, placing, and gluing conduits, pouring of concrete, backfilling, placing "Buried Cable" Tape, cleaning/mandrel conduits, and placing measuring/pulling lines.

**Encased configuration using four-inch conduits where dewatering IS required.**

Labor only, for: dewatering, excavating trench, placing, and gluing conduits, pouring of concrete, backfilling, placing "Buried Cable" Tape, cleaning/mandrel conduits, and placing measuring/pulling line.

**SEGMENT #4 MISCELLANEOUS OUTSIDE PLANT ITEMS PRICING**

Place Jet line and high strength measuring tape placement in existing conduits found to be empty, or in existing conduits found to be already containing cables and/or innerducts.

Labor only, for: Per conduit foot placement of 200-pound tensile strength jet line, or sequentially marked 1,250-pound tensile strength measuring/pulling tape in any diameter conduit. Placing methods are via compressed air, or using a rodder, fish tape, or vacuum as appropriate to the size of the conduit. Note: new conduit installation includes placement of jet line.

**Cable Removal**

Unit Price to include pumping out ground water, ventilating the MH, plus removal, then proper disposal of removed items.

**Clean Out MHs**

Contractor to clean out MHs of any size, of mud and debris to facilitate work. UNIT price shall include all labor and equipment required for pumping out ground water, ventilating, debris removal and proper disposal, plus cleaners, and other miscellaneous material necessary.

**STRUCTURED CABLING LOT # 2**

**SEGMENT #1 STRUCTURED CABLING SERVICES**

Unit Prices shall include all the necessary labor, vehicles, equipment, miscellaneous materials, and supervision as necessary to place the cable and to provide a complete job including cable handling, termination of the cable at both ends, testing, and cleanup.

Pricing shall be based on ceiling heights between eight and eleven feet. Ceiling heights multipliers for this section shall be:

- 12 to 13-feet 1.1
- 14 to 15-feet 1.2
- 16 to 17-feet 1.3
- 18 to 19-feet 1.4



- 20-feet and above 1.5 plus hourly wages for a spotter for lift work.

Do not include costs for cable, connectors, equipment racks, etc. Additional Unit Pricing shall be provided for the installation of:

- Cable hangers
- Cable trays
- Sleeves through walls

When performing demolition work, all demolition material must be returned to UCF IT for disposition.

### **Category 5e Structured Cabling**

Unit Prices to perform an ANSI/TIA/EIA-568-E, Category 5e, Manufacturer Warranty Approved installation of Structured Cabling, including submitting installed cabling Test Certification documents to the Manufacturer and UCF and photo documentation as requested.

### **Category 6A Structured Cabling**

Unit Prices to perform an ANSI/EIA/TIA-568-E Category 6A, Manufacturer Warranty Approved installation of Structured Cabling, including submitting installed cabling Test Certification documents to the Manufacturer and UCF and photo documentation as requested.

### **CATV Coax Cabling**

Unit pricing to perform an ANSI/EIA/TIA-568-E, Manufacturer Warranty Approved installation of RG-6 and RG-11 coaxial cabling, RG-6 is typically used in cable runs of less than 150-feet and RG-11 is used in runs exceeding 150-feet.

Unit pricing to perform the installation of coax .625 hardline cabling free of kink, dents, or ripples.

### **Other Structured Cabling Related Installation Tasks**

Note: When asking for pricing to place EMT sleeve in gypsum or concrete wall, the price must include making the hole. Do not include the cost of the sleeves or J-hooks. UCF IT will provide the sleeves and J-hooks, provide photo documentation of sleeve and completed firestopping.

## **SEGMENT #2 INTERIOR CABLE PLACEMENT AND PREPARATION SERVICES**

Unit Prices shall include vehicles, cable trailers, rodders, machinery, labor, supervision, jet line, and other materials necessary. Do not include costs of measuring tapes, cable, and etc. materials.

### **Jet line and high strength measuring tape placement in existing empty conduits.**

Unit Prices per conduit foot for placement of 200-pound tensile strength jet line, or sequentially marked 1,250-pound tensile strength measuring / pulling tape in any diameter conduit. Placing methods are via compressed air or using a rodder, fish tape, vacuum as appropriate to the size of the conduit.

Unit Prices per conduit foot for placement of 200-pound tensile strength jet line, or sequentially marked 1,250-pound tensile strength measuring/pulling tape in any diameter conduit. Placing methods are via compressed air or using a rodder, fish tape, vacuum as appropriate to the size of the conduit.

### **Place copper telephone Riser or House cables in Building conduit**

Unit Price shall include all labor and materials necessary to place copper cable in building conduit. Unit Price is for the actual amount of cable placed. Any necessary rodding or pulling tape placement is covered in the sections above. Do not include the cost of any cables. The following Unit Prices are for the handling and placement of telephone (copper) cable or Category 6A tie cables in building

conduit regardless of size of machine required to handle reels and pulling, size of reels, number of workers, transportation, supervision, etc. Copper Telephone Cable may be 24 or 22 AWG.

### **Place fiber optic cable in conduit or innerduct**

Unit Price shall include all labor and materials necessary to place fiber optic cable in conduit or inner duct. Unit Price is for the actual amount of cable placed. Any necessary rodding or pulling tape placement is covered in the sections above. Do not include the cost of any cables. The following Unit Prices are for the handling and placement of fiber optic cable in conduits regardless of size of machine required to handle reels and pulling, size of reels, number of workers, transportation, supervision. Fiber optic cable may be single mode, multi-mode, or hybrid.

## **SEGMENT #3 CABLE TERMINATING SERVICES**

### **Copper indoor rated backbone termination**

Terminate inside plant copper telephone cable used as riser cable onto 110 Wiring Blocks, include installing bonding and 110C-5 connecting blocks.

Terminate Category 6A tie cables onto patch panels in racks.

Terminate inside fiber optic cable.

Unit Pricing shall include terminating fiber optic cables on BOTH ends including:

- Dressing the fiber optic cable into cable racking, equipment racks, fiber distribution centers (FDCs) and wall mount fiber distribution boxes (WIC boxes), and cable strain relief
- Cable preparation and buffer tube kit installation
- Bonding cables to local busbar if required
- Installing connector panels into enclosures
- Connecting the terminated fiber strands into connector panels
- Bi-directional end-to-end Optical Power Loss Testing of each strand, by using a Level 3 Certification tester with appropriate fiber modules installed.

### **Single Mode Indoor Rated Fiber optic cable termination**

Unit Price is for terminating BOTH ends of one strand of the following strand count cables and testing after termination is completed.

## **SEGMENT #4 OSP FIBER OPTIC CABLE PLACEMENT AND TERMINATION SERVICES**

Install, terminate, and test outside plant (OSP) fiber optic cables. Unit Prices for this Segment shall include:

- All Contractor, Subcontractor, and Specialty Contractor furnished/leased/borrowed from others: personnel, equipment, machinery, vehicles, tools, and materials plus their transportation to and from the job site.
- All Contractor, Subcontractor, and Specialty Contractor performed: pedestrian and vehicular traffic control, overnight job site protection with temporary plastic fencing/barricades/cones/flagging tape, pumping water from MHs, ventilating MHs, pull line placement, conduit mandrel, OSP fiber optic cable placement, confined space entry practices and permitting as required, installing cable steps in existing MH cable racking, plus fiber optic strand terminating and testing.

The following typical Contractor, Subcontractor, and Specialty Contractor furnished material is considered an incidental item, and is to be built into Bidder's inner duct and cable pulling Bid Prices: Cable pulling lubricant, cleaning agents, tape, tie-wraps, and other miscellaneous materials as required for a complete job.

The following typical Contractor, Subcontractor, and Specialty Contractor furnished materials are not to be included in Bidder's Bid Prices. Prices of these materials provided by Contractor are to be shown on the Contractor's Invoice submitted to UCF IT after the project is completed: minimum 200 lb. tensile strength jet line, and materials for sealing conduits if used.

UCF IT typically furnishes to the Contractor: 1,250 lb. tensile strength detectable measuring/pull tape, conduit plugs, OSP fiber optic cable and MH cable racking steps. UCF IT also typically furnishes buffer tube fan out kits, fiber pigtail assemblies, fiber splice-on connectors, equipment racks, Fiber Distribution Enclosures, and appropriate connector panel assemblies.

Unit Pricing shall include terminating fiber optic cables on both ends including:

- Dressing the fiber optic cable into cable racking, equipment racks, fiber distribution enclosures and wall mount fiber distribution boxes (WIC boxes), and cable strain relief.
- Cable preparation and buffer tube kit installation.
- Installing connector panels into the Enclosures.
- Connecting the terminated fiber strands/ribbons.
- Bi-directional end to end Optical Power Loss Testing of each strand, by using a Level 3 Certification tester.

**Place fiber optic cable in conduit, innerduct and FoDuct (MaxCell type soft conduit)**

Labor plus the furnishing of cable pulling lubricant, for: placing fiber optic cable in conduit or FoDuct/Innerduct and sealing around cables as specified by the UCF IT Project Manager. Unit Price is based on linear footage of the actual amount of cable handled and placed.

**Individual strand Single Mode fiber optic cable termination**

The Per Strand Unit Price is for prepping the cable, **terminating both ends** of one strand of the following strand count cables, then testing each strand.

**Fiber optic Ribbon cable termination**

The per cable Unit Price is for prepping the cable and fusion splicing pig tail assemblies for both ends of each ribbon of the following strand count cables, then testing each strand. Include the installation provided Furcation Tubing in the price.

**SEGMENT #5 EQUIPMENT ROOM APPURTENANCES**

Unit Prices shall include vehicles, machinery, labor, supervision, and miscellaneous mounting and labeling materials as necessary. Do not include costs of relay racks, cabinets, ladder runway, wire management, busbars, bonding jumpers, copper bonding wire, wire terminals, switches, plywood backboards, and like materials and photo documentation as requested.

**Relay rack and cabinet installation**

Unit prices for relay racks include drilling holes in concrete floors for the installation of UCF provided anchors, installation of isolation pads, assembly of relay racks, mounting racks, attaching racks to overhead ladder runway, labeling racks as directed and cleaning after installation.

Unit prices for wall-mount cabinets include installation on wall surfaces with mounting hardware deemed appropriate by the UCF IT project manager, labeling cabinets as directed and cleaning after installation.

Unit price for rack security cover includes factory knock out prep, lock assembly change, and mounting.

Unit prices for vertical and horizontal managers includes mounting as directed utilizing manufacturer hardware.

### **Ladder runway installation**

Unit prices for ladder runway includes a wall-mounted triangle support bracket every 5-feet, mounting of leveled rack on plywood backboard and attachment to neighboring runway components with non-penetrating hardware assemblies.

### **Grounding and bonding installation**

Unit prices for wall-mounted bonding busbar installation includes assembly and installation on plywood backboard assemblies.

Unit prices for rack-mounted bonding busbars include assembly, installation on rack, and bonding to Equipment Room bonding conductor via “C” or “H” tap.

Unit prices for bonding conductors include installation, support, labeling, and termination of irreversible crimp terminals, “C” or “H” tap.

### **Network switch, PDU, and UPS installation**

Unit prices for the installation of switches will include unboxing, assembly, mounting to rails, bonding, and return of packaging to the UCF IT Project Manager.

Unit prices for the installation of PDUs will include unboxing, assembly, mounting to rails, and return of packaging to the UCF IT Project Manager.

Unit prices for the installation of UPSs will include unboxing, assembly, mounting to rails, and return of packaging to the UCF IT Project Manager.

### **Plywood backboard assembly installation**

Unit prices for plywood backboard assemblies will include the installation of one 4-foot by 4-foot pre-painted assembly onto an existing wall of any construction.

### **Miscellaneous activity**

These rates and charges apply to work performed by Contractors involving special projects that do not fall within specific Unit Pricing listed elsewhere.

## ***IoT INTELLIGENT BUILDING SYSTEMS LOT # 3***

Unit Prices shall include all the necessary labor, vehicles, equipment, miscellaneous materials, and supervision as necessary to place the cable and to provide a complete job including cable handling, termination of the cable at both ends, testing, and cleanup.

Ceiling heights multipliers for this section shall be:

- 12 to 13-feet 1.1
- 14 to 15-feet 1.2
- 16 to 17-feet 1.3
- 18 to 19-feet 1.4
- 20-feet and above 1.5 plus hourly wages for a spotter for lift work.

Do not include costs for cable, devices, control panels, etc. Additional Unit Pricing shall be provided for the installation of:

- Cable hangers
- Cable trays

- Sleeves through walls

When performing demolition work, all demolition material must be returned to UCF IT for disposition.

## **SEGMENT #1 ESS SECURITY**

### **Installation**

Install Class 2 cable in conduit or proper cable supports as identified in UCF IT Standards, terminate, and verify functional operation of device including:

- Cable placement and labeling
- Device termination
- Panel termination
- Photo documentation as requested

### **Programming**

Program security system as directed by the UCF Department of Security. Provide documentation upon successful commissioning for distribution to appropriate campus resources.

## **SEGMENT #2 ESS ACCESS CONTROL**

### **Installation**

Install Category and Class 2 cable in conduit or proper cable supports as identified in UCF IT Standards, terminate, and verify functional operation of device including.

- Cable placement and labeling
- Device termination
- Panel termination
- Coordination with other contractors as necessary
- Photo documentation as requested

The cost of devices, door and jamb prep are not to be included. All pricing assumes fully prepped entry/exit locations, any preparation required under this contract will be quoted on a per case basis.

### **Design and Programming**

UCF Department of Security will perform most required design and programming tasks however Contractors may be asked to provide services on a per case basis. Program access control system as directed by the UCF Department of Security. Provide documentation upon successful commissioning for distribution to appropriate campus resources.

## **SEGMENT #3 IP Surveillance**

### **Installation**

Install cameras with one or more lenses properly aimed, focused, safety strapped, and supported. Each installation line item shall include the following:

- Proper support installation as provided by UCF IT, either ceiling tile back support or arm assemblies.
- Camera installation.
- Installation of surge suppression as required.
- Installation of safety strapping as required.
- Patch cord installation.
- Camera aiming and focusing.
- Coordination with other contractors, as necessary
- Photo documentation as requested

Category cable placement will be contracted through LOT #2 of this ITN and is not to be included in any pricing.

### **Design and Programming**

UCF Department of Security will perform most required design and programming tasks however Contractors may be asked to provide services on a per case basis. Program IP cameras as directed by the UCF IT Project Manager. Provide documentation upon successful commissioning for distribution to appropriate campus resources.

## **SEGMENT #4 Sound Masking**

### **Installation**

Install Category cable and patch cords proper cable supports as identified in UCF IT Standards, terminate, and verify functional operation of device including.

- Cable placement and labeling
- Device termination
- Panel termination
- Coordination with other contractors as necessary
- Photo documentation as requested

The cost of cable, emitters and generation equipment is provided by UCF IT.

### **Design and Programming**

UCF IT will perform most required design and programming tasks however Contractors may be asked to provide services on a per case basis.

## **SEGMENT #5 Digital Signage**

### **Installation**

Install Category and Class 2 cable in conduit or proper cable supports as identified in UCF IT Standards, terminate, and verify functional operation of device including.

- Cable placement and labeling.
- Device mounting.
- Device termination.
- Coordination with other contractors, as necessary.
- Photo documentation as requested.

The cost of blocking and power requirements are not to be included. All pricing assumes fully prepped locations.

### **Design and Programming**

UCF IT and IT Instructional Resource Services will perform most required design and programming tasks however Contractors may be asked to provide services on a per case basis.

## **SEGMENT #6 POE LIGHTING**

### **Installation**

Install Category and Class 2 cable in conduit or proper cable supports as identified in UCF IT Standards, terminate, and verify functional operation of device including.

- Cable placement and labeling.
- Device mounting.
- Device termination.
- Coordination with other contractors, as necessary.
- Photo documentation as requested.

The cost of light fixture installation is not to be included in pricing and will be contracted on a per fixture basis.

### **Design and Programming**

UCF IT and Facilities will perform most required design and programming tasks however Contractors may be asked to provide services on a per case basis, for each work order the contractor is expected to participate in coordination meetings.

### **SEGMENT #7 WAP INSTALLATION**

#### **Installation**

Install WAPs, antennas, and enclosures as identified by the UCF IT Project Manager and verify functional operation of device including.

- Placement and labeling.
- Port information.
- Verify connectivity.
- Coordination with other contractors, as necessary.
- Install environmental sensors that connect to the access points.
- Photo documentation as requested.

### ***IIINTEGRATED AUDIO VISUAL AND PRESENTATION LOT #4***

Unit Prices shall include all the necessary labor, vehicles, equipment, miscellaneous materials, and supervision as necessary to place the cable and to provide a complete job including cable handling, termination of the cable at both ends, testing, and cleanup.

Pricing shall be based on ceiling heights between eight and eleven feet. Ceiling heights multipliers for this section shall be:

- 12 to 13-feet 1.1
- 14 to 15-feet 1.2
- 16 to 17-feet 1.3
- 18 to 19-feet 1.4
- 20-feet and above 1.5 plus hourly wages for a spotter for lift work.

Do not include costs for cable, devices, control panels, etc. Additional Unit Pricing shall be provided for the installation of:

- Cable hangers
- Cable trays
- Sleeves through walls

When performing demolition work, all demolition material must be returned to UCF IT for disposition.

### **Types of Academic Spaces**

- General Purpose Classrooms with movable furniture – flat-floored space with movable furniture for flexible use. Standard technologies include PC, display(s) (projector and/or TVs), projector screen if needed, control, audio, screen sharing, video conferencing, HDMI connections, power, and networking.
- General Purpose Classrooms with fixed furniture – flat-floored space with fixed table and chairs. Standard technologies include PC, display(s) (projector and/or TVs), projector screen if

needed, control, audio, screen sharing, video conferencing, HDMI connections, power, and networking.

- Computer Labs – flat-floored lab space with computers installed on fixed tables. Standard technologies include PC, display(s) (projector and/or TVs), projector screen if needed, control, audio, screen sharing, video conferencing, HDMI connections, power, and networking.
- Lecture Halls – tiered or sloped space. Standard technologies include PC, display(s) (projector and/or TVs), projector screen if needed, control, audio, screen sharing, video conferencing, HDMI connections, power, and networking.
- Active Learning Spaces – flexible group seating space that can, but is not required to have, high-end technology. Standard technologies include PC, display(s) (projector and/or TVs), projector screen if needed, control, audio, screen sharing, video conferencing, HDMI connections, power, and networking at each group location.
- Conference Room – a meeting space equipped with video conferencing functionality.
- Executive Boardroom – executive meeting space for large group presentations and video conference meetings. Standard technologies would include multiple displays, HDMI and USB-C for external sources, local PC, camera, table microphones and two to four speakers. Additional hardware may be determined on a case-by-case basis due to the room configuration.
- Huddle/Study Room – small space seating one to five people. Minimal technology includes display (43 to 55-inch), HDMI input for external source.

### **Display Devices**

- Projection Screen: Motorized electric screens mounting location will be determined during the walk-thru for best viewing angles. The screen will be mounted recessed in the ceiling (unless determined otherwise) and positioned 1ft away from the wall or whiteboard. A minimum of 8" of full clearance above the drop ceiling grid is required. To accommodate the high-definition format, the screen must be a 16:10 aspect ratio.
- Projectors: WXGA Laser Projectors with a minimum output of 7,000 lumens in most locations. All projectors will have a minimum of RS-232 control, along with a minimum of (1) HDMI Input. HDBaseT is preferred for connection. Crestron Connect may be required in some situations.
- Projector Mounts: Mounting in a 2x2 or 2x4 ceiling grid will utilize a Peerless CMJ455 plate. Manufacturer support cables must be utilized during the installation.
- Flat Panel Displays: 4K commercial grade display a minimum size of 55-inch. The location and size of the display will be determined during the design phase based on the space of the location. Displays must have a minimum of RS232 and CEC or the capability to go with possible ethernet control. Flat panel will use the Chief PAC526FCW wall box or the FSR PWB-320 Kit.
- Flat Panel Mounts: All mounts will be professional grade wall, ceiling, or mobile mounts. Backing for wall mounts will require a minimum ¾-inch CDX grade plywood in steel stud construction. When hanging or suspending any equipment, five times the weight of the object being installed is required.
- Interactive Displays: 4K lightweight commercial grade displays. A minimum size of 65-inch based on the location.

### **Audio and Video**

- Audio:
  - Most academic spaces will require voice reinforcement, along with the ability to play audio from PC, laptop, and other sources.
  - 2x2 ceiling speakers will be used in most spaces unless determined otherwise.



- The number of microphones and speakers, size of DSP and amplifiers may vary based on the space.
- Any classrooms and event spaces with amplified audio requires a connection to the building fire alarm system. A fire alarm wire connects to the AV system through Middle Atlantic RLM-15-1CA.
- Video:
  - Video sources will include document cameras, PC or mac, apple TV with Ditto for screen sharing and or USB cameras including PTZ type cameras. Sources will utilize HDMI along with USB-C converters as needed.
  - HDMI along with USB-C converters will be provided by contractor.

### **Lighting**

- If an AV system is designed and installed in a room, lighting control should be integrated into the system. The room lighting controllers are owner provided and contractor installed. Lighting controllers should be installed approximately 1-foot from the left outside edge of the projector screen motor above the ceiling. For electric screens, a local disconnect (kill) switch needs to be installed by the contractor at the last connection before the controller.
- A minimum of three lighting zones should be included in any lighting design.
  - Presets
    - Front
    - Middle
    - Back
- Occupancy Sensors should provide feedback to either the lighting controller or the AV processor.
- The functions of the occ sensor should consist of
  - Occupant Enters: Turn lights on to at least 50% of lighting power.
  - Occupant Exits: Turn lights off within 30 minutes.

### **Touch Panel Interface**

- A written description, along with touch panel page examples will be used to design the layouts and functional requirements for UCF control systems.
- The touch panel is used to power on/off the system and to select which source will display on either a projector and/or flat screen. The touch panel can also be used to adjust source audio levels and microphone volume, along with controlling the screen and lights and blanking the projector image.
- A sample VisionTool Pro-e file will be provided by the contractor to OIR for touch panel layout and design review.

### **Programming**

- All completed programming must be provided to the Office of Instructional Resources, UCF in an un-compressed, unencrypted, and not password protected format.

### **Assistive Listening Systems**

- Assistive listening systems are a requirement in facilities where audio is amplified under the Americans with Disabilities Act. Compliance provisions and the details of what must be provided to meet accessibility requirements vary; therefore, local legislation regarding access must be considered when designing audio systems for classrooms, conference rooms and lecture halls.
- Signage identifying the availability of Assistive Listening Devices is required to meet ADA Compliance.

- Basis of design is Listen Technologies LT-84.

## **SEGMENT #1 INSTALLATION**

- Unit Prices shall include all the necessary labor, vehicles, equipment, miscellaneous materials, and supervision as necessary to place the cable and to provide a complete job including cable handling, termination of the cable at both ends, testing, cleanup, and photo documentation as requested.

. Contractor is responsible for a fully functional and operational system.

Do not include costs for cable, devices, control panels, etc. Additional Unit Pricing shall be provided for the installation of:

- Cable hangers
- Cable trays
- Sleeves through walls

When performing demolition work, all demolition material must be returned to UCF IT for disposition.

## ***RADIO/DISTRIBUTED ANTENNA SYSTEMS LOT #5***

Unit Prices shall include all the necessary labor, vehicles, equipment, miscellaneous materials, and supervision as necessary to place the cable and to provide a complete job including cable handling, termination of the cable at both ends, testing, and cleanup.

Pricing shall be based on ceiling heights between eight and eleven feet. Ceiling heights multipliers for this section shall be:

- 12 to 13-feet 1.1
- 14 to 15-feet 1.2
- 16 to 17-feet 1.3
- 18 to 19-feet 1.4
- 20-feet and above 1.5 plus hourly wages for a spotter for lift work.

Do not include costs for cable, devices, control panels, etc. Additional Unit Pricing shall be provided for the installation of:

- Cable hangers
- Cable trays
- Sleeves through walls

When performing demolition work, all demolition material must be returned to UCF IT for disposition.

### **General Description:**

The scope of services sought by this Bid includes furnishing Motorola Radio hardware, technician, and installer services as needed. There will be no substitutions from the major components delineated in this Bid document. The University is currently operating two (2) independent Motorola MOTOTRBO® systems and one (1) system on the main campus. The scope of services sought also includes one-year parts & labor warranty on all equipment and systems purchased from the vendor. This requirement is in addition to any manufacturer warranties.

UCF is continually seeking new wireless technology solutions in meeting the University's educational demands. Such research may require UCF to conduct trials and/or beta test new services/products.

The University expects the selected vendor to have the expertise/wherewithal or bring in the expertise in assisting UCF to learn about and even trial or test new technologies. This especially applies to digital radio equipment. All Nondisclosure Agreements must be reviewed and approved by UCF Legal and UCF Purchasing.

## **SEGMENT #1 PUBLIC SAFETY DAS (ERRCS) SYSTEMS**

- Unit Prices shall include all the necessary labor, vehicles, equipment, miscellaneous materials, and supervision as necessary to place the cable and to provide a complete job including cable handling, termination of the cable at both ends, testing, cleanup, and photo documentation as requested.

Do not include costs for cable, devices, control panels, etc. Additional Unit Pricing shall be provided for the installation of:

- Cable hangers
- Cable trays
- Sleeves through walls

When performing demolition work, all demolition material must be returned to UCF IT for disposition.

### **Public Safety DAS Expansion**

The selected vendor is expected to provide the expertise to survey each building, determine the need for a DAS in accordance with regards to In-Building Public Safety radio coverage, as well as the prescribed by the University Public Safety In-Building Enhancement standards. The selected firm is to design the additions and present the designs with costs to the University. The selected firm is to provide follow-up visit/s to ensure proper burn-in and make minor adjustments, tuning, etc. The follow-up/s are considered as incidental and part of making the system/s fully operational. The selected vendor will not be provided any additional compensation for fine-tuning visits. A copy of UCF's Public Safety In-Building Enhancement standards can be obtained by contacting UCF IT Telecommunications Radio/DAS Supervisor.

The equipment manufacturer used in constructing this system is primarily JMA Corporation.

### **Engineering, Technician, and Installer Labor Rates**

Radio engineer, technician, or installer to perform services for UCF. The types of services will vary from annual maintenance on the Motorola Trunk System, and JMA DAS system. Vendor may be asked to provide engineering on projects, radio path surveys, perform interference studies, and design indoor distributed antenna systems etc. The consulting service may include preparing a written report on findings or solutions. Installation help where a technician is not needed may also be required.

## ***NETWORK ENGINEERING SERVICES LOT # 6***

Unit Prices shall include all the necessary labor, vehicles, equipment, and supervision as necessary to perform specific projects or day-to-day items.

All tasks and services will be performed on-site.

## **SEGMENT #1 LOCAL AREA NETWORK ENGINEERING**

- Perform LAN engineering tasks as identified and directed by UCF IT.

## **SEGMENT #2 WIRELESS NETWORK ENGINEERING**

- Perform wireless engineering and survey tasks as identified and directed by UCF IT.

## **SEGMENT #3 NETWORK SECURITY ENGINEERING**

- Perform network security engineering tasks as directed by UCF IT.

## **SEGMENT #4 WIDE AREA NETWORK AND DATA CENTER ENGINEERING**

- Perform WAN engineering tasks as directed by UCF IT.

## **SEGMENT #5 NETWORK ARCHITECTURE**

- Perform network architecture tasks as directed by UCF IT.

**PRICING SHEET**

**LOT #1 OUTSIDE PLANT INFRASTRUCTURE**

**Segment #1: MH installation**

ITEM NO	ITEM DESCRIPTION	PRICE EACH	BUDGETED LABOR HOURS
10001	36" x 36" square x 36" head room, no de-watering		
10002	36" x 36" square x 36" head room, with de-watering		
10003	48" x 48" square x 48" head room, no de-watering		
10004	48" x 48" square x 48" head room, with de-watering		
	Sub-Total	0	
	Weight Factor	1	

**Segment #2: Directional Boring**

ITEM NO	ITEM DESCRIPTION	PRICE PER FOOT	BUDGETED LABOR HOURS
12001	One 4 Inch Poly / Bore Pipe		
12002	Two 4 Inch Poly / Bore Pipes		
12003	Three 4 Inch Poly / Bore Pipes		
12004	Four 4 Inch Poly / Bore Pipes		
12005	Six 4 Inch Poly / Bore Pipes (can be performed in multiple shots)		
	Sub-Total	0	
	Weight Factor	1	

**Segment #3: OSP conduit placement**

**Non-encased configuration using one-inch conduit where dewatering IS NOT required.**

ITEM NO	ITEM DESCRIPTION	PRICE PER FOOT	BUDGETED LABOR HOURS
13001	1 conduit - Machine excavating		
13002	1 conduit - Hand excavating		
13003	3 conduits - Machine excavating		
13004	3 conduits - Hand excavating		
	Sub-Total	0	
	Weight Factor	1	

**Non-encased configuration using four-inch conduit where dewatering IS NOT required.**

ITEM NO	ITEM DESCRIPTION	PRICE PER FOOT	BUDGETED LABOR HOURS
13011	1 conduit - Machine excavating		
13012	1 conduit - Hand excavating		
13013	2 conduits - Machine excavating		
13014	2 conduits - Hand excavating		
	Sub-Total	0	
	Weight Factor	1	

**Non-encased configuration using four-inch conduit where dewatering IS required.**

ITEM NO	ITEM DESCRIPTION	PRICE PER FOOT	BUDGETED LABOR HOURS
13021	1 conduit - Machine excavating		
13022	1 conduit - Hand excavating		
13023	2 conduits - Machine excavating		
13024	2 conduits - Hand excavating		
	Sub-Total	0	
	Weight Factor	1	

**Encased configuration using four-inch conduits where dewatering IS NOT required.**

ITEM NO	ITEM DESCRIPTION	PRICE PER FOOT	BUDGETED LABOR HOURS
13031	1 conduit - Machine excavating		
13032	1 conduit - Hand excavating		
13033	2 conduits - Machine excavating		
13034	2 conduits - Hand excavating		
13035	4 conduits - Machine excavating		
13036	4 conduits - Hand excavating		
13037	6 conduits - Machine excavating		
13038	6 conduits - Hand excavating		
	Sub-Total	0	
	Weight Factor	1	

**Encased configuration using four-inch conduits where dewatering IS required.**

ITEM NO	ITEM DESCRIPTION	PRICE PER FOOT	BUDGETED LABOR HOURS
13041	1 conduit - Machine excavating		

13042	1 conduit - Hand excavating		
13043	2 conduits - Machine excavating		
13044	2 conduits - Hand excavating		
13045	4 conduits - Machine excavating		
13046	4 conduits - Hand excavating		
13047	6 conduits - Machine excavating		
13048	6 conduits - Hand excavating		
	Sub-Total		0
	Weight Factor		1

**Segment #4: Miscellaneous OSP Items**

**Place jet-line and high-strength measuring tape in existing empty conduits, or in existing conduits containing cables and/or innerducts.**

ITEM NO	ITEM DESCRIPTION	PRICE PER FOOT	BUDGETED LABOR HOURS
14001	Place jet line or measuring / pull tape in an existing empty conduit		
14002	Place jet line or measuring / pull tape in an existing occupied conduit		
	Sub-Total		0
	Weight Factor		1

**Cable removal**

ITEM NO	ITEM DESCRIPTION	PRICE PER FOOT	BUDGETED LABOR HOURS
14011	Remove one cable with an outside diameter of up to 1 inch from existing conduit		
14012	Remove one cable with an outside diameter of more than 1 inch, but less than 2 inches, from existing conduit		
14013	Remove one cable with an outside diameter of 2 inches or more from existing conduit		
	Sub-Total		0
	Weight Factor		1

**Clean Out MHs**

ITEM NO	ITEM DESCRIPTION	PRICE EACH	BUDGETED LABOR HOURS
14021	Clean one MH of any size, not just the sizes included in this document		

	Sub-Total	0	
	Weight Factor	1	

**LOT #2 STRUCTURED CABLING**

**Category 5e Structured Cabling**

ITEM NO	ITEM DESCRIPTION	PRICE EACH	BUDGETED LABOR HOURS
21001	Install, terminate and test one Cat 5E cable, com room patch panel to RJ-45 jack station plate		
21002	Install, terminate and test two Cat 5E cables, com room patch panel to same RJ-45 jack station plate		
21003	Install, terminate and test three Cat 5E cables, com room patch panel to same RJ-45 jack station plate		
21004	Install, terminate and test four Cat 5E cables, com room patch panel to same RJ-45 jack station plate		
	Sub-Total	0	
	Weight Factor	1	

**Category 6A Structured Cabling**

ITEM NO	ITEM DESCRIPTION	PRICE EACH	BUDGETED LABOR HOURS
21021	Install, terminate and test one Cat 6A cable, com room patch panel to RJ-45 jack station plate		
21022	Install, terminate and test two Cat 6A cables, com room patch panel to same RJ-45 jack station plate		
21023	Install, terminate and test three Cat 6A cables, com room patch panel to same RJ-45 jack station plate		
21024	Install, terminate and test four Cat 6A cables, com room patch panel to same RJ-45 jack station plate		
	Sub-Total	0	
	Weight Factor	3	

**CATV Coaxial Cabling**



ITEM NO	ITEM DESCRIPTION	PRICE EACH	BUDGETED LABOR HOURS
21031	Install, terminate and test one RG-6 CATV coax cable, "F" connectors on com room and station plate ends (installed with other station cables to a given station plate)		
21032	Install, terminate and test one RG-6 CATV coax cable, "F" connectors on com room and station plate ends (installed as an individual cable)		
21033	Install, terminate and test one RG11 CATV coax cable, "F" connectors on com room and station plate ends (installed with other station cables to a given station plate)		
21034	Install, terminate and test one RG-11 CATV coax cable, "F" connectors on com room and station plate ends (installed as an individual cable)		
	Sub-Total	0	
	Weight Factor	1	

#### CATV Hardline

ITEM NO	ITEM DESCRIPTION	PRICE PER FOOT	BUDGETED LABOR HOURS
21041	Install coax .625 (Hardline). Install cable only, does not include termination or testing		
	Sub-Total	0	
	Weight Factor	1	

#### Other Structured Cabling Tasks

ITEM NO	ITEM DESCRIPTION	PRICE EACH	BUDGETED LABOR HOURS
21051	Install cable J-hooks from steel beams, bar joists or concrete building components (Each J-hook: Do not price J-hook, associated hardware or All-Thread at this time)		
21052	Install drop wire support for J-hook including fastener and ceiling support tie-in (materials supplied by UCF)		
21053	Install 1 to 2 inch EMT sleeve with plastic bushings and firestop sealing through a typical gypsum wall (Each: sleeve, do not price materials)		
21054	Install 3 to 4 inch EMT sleeve with plastic bushings and fire stop sealing through a typical gypsum wall (Each: sleeve, do not price materials)		

	Sub-Total	0	
	Weight Factor	3	

**SEGMENT #2 INTERIOR BACKBONE CABLE  
PLACEMENT AND PREPARATION SERVICES**

**Place jet-line and high-strength measuring  
tape in existing empty conduits or conduits  
containing cable and/or innerducts.**

ITEM NO	ITEM DESCRIPTION	PRICE PER FOOT	BUDGETED LABOR HOURS
22001	Install jet line and high strength measuring tape in empty conduit		
22002	Install jet line and high strength measuring tape in conduit already containing cable		
	Sub-Total	0	
	Weight Factor	1	

**Place copper backbone cables in building  
conduit.**

ITEM NO	ITEM DESCRIPTION	PRICE PER FOOT	BUDGETED LABOR HOURS
22011	25 pair copper cable riser		
22012	Category 6A tie cable		
	Sub-Total	0	
	Weight Factor	1	

**Place fiber backbone cables in building  
conduit or innerduct.**

ITEM NO	ITEM DESCRIPTION	PRICE PER FOOT	BUDGETED LABOR HOURS
22021	One cable; 6 or 12 strand		
22022	Two cables; 6 or 12 strands each		
22023	One cable; 18, 24, 36 or 48 strand		
22024	Two cables; 18, 24, 36 or 48 strand each		
22025	One cable; 60 or 72 strand		
22026	Two cables; 60 or 72 strand each		
22027	One cable; 144 strand		
22028	One cable; 288 strand		
	Sub-Total	0	
	Weight Factor	2	

**SEGMENT #3 BACKBONE CABLE TERMINATION****Copper backbone termination**

ITEM NO	ITEM DESCRIPTION	PRICE EACH	BUDGETED LABOR HOURS
23001	25 pair copper cable riser onto 24-port patch panel, one pair per port		
23002	Category 6A tie cable onto patch panels, comm room to comm room		
	Sub-Total	0	
	Weight Factor	1	

**Singlemode fiber termination**

ITEM NO	ITEM DESCRIPTION	PRICE PER STRAND	BUDGETED LABOR HOURS
23011	One 6 strand cable terminated & tested		
23012	One 12 strand cable terminated & tested		
23013	One 24 strand cable terminated & tested		
23014	One 48 strand cable terminated & tested		
23015	One 72 strand cable terminated & tested		
23016	One 144 strand cable terminated & tested		
	Sub-Total	0	
	Weight Factor	2	

**SEGMENT #4 OSP BACKBONE CABLE PLACEMENT AND TERMINATION****OSP fiber placement**

ITEM NO	ITEM DESCRIPTION	PRICE PER FOOT	BUDGETED LABOR HOURS
24001	One cable; 6 thru 24 strands		
24002	One cable; 48 strands		
24003	One cable; 72 strands		
24004	One cable; 96 strands		
24005	One cable; 144 strands		
24006	One cable; 288 strands		
	Sub-Total	0	
	Weight Factor	3	

**OSP fiber termination via splicing**

ITEM NO	ITEM DESCRIPTION	PRICE PER STRAND	BUDGETED LABOR HOURS

24011	One 6 strand thru 24 strand cable terminated & tested		
24012	One 48 strand cable terminated & tested		
24013	One 72 strand cable terminated & tested		
24014	One 96 strand cable terminated & tested		
24015	One 144 strand cable terminated & tested		
24016	One 288 strand cable terminated & tested		
24017	Splice (1) strand of previously prepped (dark) fiber		
	Sub-Total		0
	Weight Factor		1

**OSP ribbon fiber termination via splicing**

ITEM NO	ITEM DESCRIPTION	PRICE PER RIBBON	BUDGETED LABOR HOURS
24021	One 24 strand cable (1 ribbons) terminated & tested		
24022	One 48 strand cable (2 ribbons) terminated & tested		
24023	One 72 strand cable (3 ribbons) terminated & tested		
24024	One 96 strand cable (4 ribbons) terminated & tested		
24025	One 144 strand cable (12 ribbons) terminated & tested		
24026	One 288 strand cable ( 24 ribbons) terminated & tested		
24027	Splice (1) ribbon of previously prepped (dark) fiber.		
	Sub-Total		0
	Weight Factor		3

**SEGMENT #5 EQUIPMENT ROOM**

**APPURTENANCES**

**Relay rack and cabinet installation**

ITEM NO	ITEM DESCRIPTION	PRICE EACH	BUDGETED LABOR HOURS
25001	One relay rack w/ isolation pad installed, secured and labeled		
25002	One wall-mount cabinet installed, and labeled		
25003	One rack security cover including any hardware modifications to an existing relay rack		
25004	One vertical manager installed on existing relay rack		
25005	One horizontal manager installed on existing rail		

	Sub-Total	0	
	Weight Factor	2	

**Ladder runway installation**

ITEM NO	ITEM DESCRIPTION	PRICE PER FOOT	BUDGETED LABOR HOURS
25011	Any size 12-24 inch ladder runway installed with necessary supports and attached to adjacent runway components		
	Sub-Total	0	
	Weight Factor	2	

**Ground and bonding installation**

ITEM NO	ITEM DESCRIPTION	PRICE EACH	BUDGETED LABOR HOURS
25021	One wall-mounted busbar of any size installed		
25022	One rack-mount busbar installed and bonded		
25023	Per foot price to install a bonding conductor in room, including installing terminals or taps		
	Sub-Total	0	
	Weight Factor	2	

**Network switch, PDU, and UPS mounting**

ITEM NO	ITEM DESCRIPTION	PRICE EACH	BUDGETED LABOR HOURS
25031	One 24 or 48-port switch mounted in existing mounting rails		
25032	One multiblade chassis mounted in rails		
25033	One vertical PDU mounted to an existing rack or cabinet		
25034	One horizontal PDU mounted to an existing rail		
25035	One 2u UPS mounted to an existing rail		
25036	One 4u UPS mounted to an existing rail		
	Sub-Total	0	
	Weight Factor	2	

**Backboard installation**

ITEM NO	ITEM DESCRIPTION	PRICE EACH	BUDGETED LABOR HOURS
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25041	One 4-foot by 4-foot 3/4-inch plywood assembly mounted to any wall construction		
	Sub-Total	0	
	Weight Factor	2	

**Miscellaneous labor pricing**

ITEM NO	ITEM DESCRIPTION	PRICE PER HOUR	OVERTIME/EMERGENCY
25051	Telecom Installation Technician Laborer (per tech)		
25052	Significant dispatch rate (per tech)		
25053	Critical dispatch rate (per tech)		
25054	Emergency dispatch rate (per tech)		
25055	Hourly rate for design and programming		
25056	Telecom Project Manager		
25057	Telecom Design Professional (RCDD)		
	Sub-Total	0	
	Weight Factor	3	

**LOT #3 INTELLIGENT BUILDING**

**Segment 1: ESS Access Control**

ITEM NO	ITEM DESCRIPTION	PRICE EACH	BUDGETED LABOR HOURS
31001	Install one composite cable in an existing pathway		
31002	Install one 2- or 4-conductor cable in existing pathway		
31003	Install and terminate one card reader to local composite cable		
31004	Install and terminate one request-to-exit device to local composite cable		
31005	Install and terminate one door contact to local composite cable		
31006	Install and terminate one electric strike, deadbolt or lockset to local composite cable		
31007	Install and terminate electric hinge to local composite cable		
31008	Install and terminate maglock to local composite cable		
31009	Install and terminate a lock-down device to a local cable		
31010	Install and terminate a Biometric reader to a local cable		

31011	Install and terminate a hold-open annunciator to a local cable		
31012	Install and terminate an ADA paddle to a local cable		
			OVERTIME/EMERGENCY
31021	Hourly rate for on-site technician (Operational)		
31022	Significant dispatch rate		
31023	Critical dispatch rate		
31024	Emergency dispatch rate		
31025	Hourly rate for design and programming		
	Sub-Total	0	
	Weight Factor	3	

Assumes all door and access control components are provided by UCF and door is prepped.

Notes:

All terminations include both ends.

### Segment #2: ESS Security

ITEM NO	ITEM DESCRIPTION	PRICE EACH	BUDGETED LABOR HOURS
32001	Install and terminate one cable to a panic button		
32002	Install and terminate one cable to a door or window contact		
32003	Install and terminate one cable to a motion or glass-break sensor		
32004	Install and terminate one cable to a keypad		
32005	Install and terminate one cable to a local siren		
32006	Install and program one intrusion detection panel		
			OVERTIME/EMERGENCY
32011	Hourly rate for on-site technician (Operational)		
32012	Significant dispatch rate		
32013	Critical dispatch rate		
32014	Emergency dispatch rate		
32015	Hourly rate for design and programming		
	Sub-Total	0	
	Weight Factor	1	

### Segment #3: IP Surveillance

ITEM NO	ITEM DESCRIPTION	PRICE EACH	BUDGETED LABOR HOURS
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33001	Install and focus one interior single lens camera		
33002	Install and focus one exterior single lens camera		
33003	Install and focus one interior dual lens camera		
33004	Install and focus one exterior dual lens camera		
33005	Install and focus one interior quad lens camera		
33006	Install and focus one exterior quad lens camera		
33007	Install and focus one LPR camera		
33008	Install and focus one PTZ camera		
33009	Install one wall-mount camera		
33010	Install one ceiling-mount camera with backbox		
33011	Install one stanchion mount camera		
			OVERTIME/EMERGENCY
33021	Hourly rate for on-site technician (Operational)		
33022	Significant dispatch rate		
33023	Critical dispatch rate		
33024	Emergency dispatch rate		
33025	Hourly rate for design and programming		
	Sub-Total		0
	Weight Factor		2

note: Installations of patch cords for devices shall be included, all exterior cameras are required to have aircraft cable safety supports.

#### Segment #4: Sound Masking

ITEM NO	ITEM DESCRIPTION	PRICE EACH	BUDGETED LABOR HOURS
34001	Install homerun emitter zone cable, terminate, label, and test		
34002	Install one emitter jumper, up to 20', between devices		
34003	Install one emitter, including cutting ceiling tile		
34004	Install one headend device		
34005	Install one volume control		
			OVERTIME/EMERGENCY
34011	hourly rate for technician to commission		
	Sub-Total		0
	Weight Factor		3

#### Segment #5: Digital Signage



ITEM NO	ITEM DESCRIPTION	PRICE EACH	BUDGETED LABOR HOURS
35001	Install one signage display smaller than 50"		
			OVERTIME/EMERGENCY
35011	hourly rate for programming		
35012	hourly rate for technician to commission		
	Sub-Total	0	
	Weight Factor	1	

note: Installations of patch cords shall be included.

#### Segment #6: POE Lighting

ITEM NO	ITEM DESCRIPTION	PRICE EACH	BUDGETED LABOR HOURS
36001	Install, terminate and test one Cat 6A cable, com room patch panel to RJ-45 jack or plug at device location		
36002	Install one local sensor cable and mount sensor		
36003	Install one local switch cable and install switch		
			OVERTIME/EMERGENCY
36011	Hourly rate for design coordination		
36012	Hourly rate for field tech to perform out of scope work and hang light fixtures		
36013	Hourly rate for commissioning		
	Sub-Total	0	
	Weight Factor	1	

note: Installations of patch cords shall be included.

#### Segment #7: WAPs

ITEM NO	ITEM DESCRIPTION	PRICE EACH	BUDGETED LABOR HOURS
37001	Install one wireless access point and enclosure in drywall		
37002	Install one wireless access point and enclosure in accessible ceiling tile		
37003	Install one wireless access point and enclosure on masonry wall		
37004	Install one set of lightning suppression for external WAPs		
37005	Install an access point in various methods without an enclosure		

37006	Install one local sensor cable and mount sensor		
			OVERTIME/EMERGENCY
37011	Hourly rate for survey and documentation		
37012	Hourly rate for field technician		
	Sub-Total	0	
	Weight Factor	3	

note: Installations of patch cords shall be included.

#### LOT #4 AUDIO/VISUAL

##### Segment #1: Installation

ITEM NO	ITEM DESCRIPTION	PRICE EACH	BUDGETED LABOR HOURS
41001	Install one speaker cable, labeled but unterminated		
41002	Install one local camera cable, labeled but not terminated		
41003	Install one local category cable, labeled but not terminated		
41004	Install one room status indicator, labeled but not terminated		
41005	Install one lighting controller with wiring and service disconnect as needed		
41006	Install one microphone cable, labeled but unterminated		
41011	Mount one display larger than 55" but smaller than 96"		
41012	Mount one projector		
41013	Mount one projection screen smaller than 188" Diagonal (Ceiling recessed or surface mount)		
41014	Mount one PTZ camera		
41015	Mount one in-ceiling speaker with back box and support		
41016	Mount one lay-in ceiling speaker with support		
41017	Mount one wall mount speaker		
41018	Install and connect one loaded equipment rack		
41019	Mount one ceiling microphone (suspended or 2x2 microphone array)		
41020	Mount/install one Wireless microphone system		
41021	mount one wired touch panel or scheduling panel		
41022	Install one Assisted Listening transmitter (LT-84 as basis of design)		
41023	Install HDMI or USB (extender) TX/RX set		

41024	Mount one occupancy sensor		
	Sub-Total		0
	Weight Factor		1

note: All cabling except UCF IT network connections are assumed to service the room of origination and be less than 75-foot in length.

**Segment #2: Labor**

ITEM NO	ITEM DESCRIPTION	PRICE EACH	OVERTIME/EMERGENCY
42001	Hourly rate for on-site technician		
42002	Hourly rate for design services		
42003	Hourly rate for programming		
42004	Hourly rate for commissioning		
42005	Hourly rate for training		
42007	Hourly rate for rack build-out		
	Sub-Total		0
	Weight Factor		1

**LOT #5 RADIO/DAS**

**Segment #1 Installation**

ITEM NO	ITEM DESCRIPTION	PRICE EACH	BUDGETED LABOR HOURS
51001	Install .500 Heliac free-wired above ceiling spaces \$/ft		
51002	Terminate .500 Heliac with one JMA brand connector		
51003	Install one splitter or directional coupler		
51004	Install one antenna in ceiling space		
51005	Install one amplifier		
51006	Install one battery backup appliance		
51007	Install one donor antenna		
51008	Install inline lightning protection		
	Sub-Total		0
	Weight Factor		1

**Segment #2 Labor**

ITEM NO	ITEM DESCRIPTION	PRICE EACH	OVERTIME/EMERGENCY
52001	Design per hour utilizing iBwave		

52002	Survey per hour		
52003	Hourly rate for a technician		
52004	Hourly rate for an installer		
52005	Hourly rate for programing		
	Sub-Total		0
	Weight Factor		1

**LOT #3 NETWORK ENGINEERING SERVICES**

**Segment 1: Local Area Network Engineering**

ITEM NO	ITEM DESCRIPTION	PRICE EACH	
61001	Mid-Level Network Engineer per hour		
61002	Senior-Level Network Engineer per hour		
	Sub-Total		0
	Weight Factor		3

**Segment #2: Wireless Network Engineering**

ITEM NO	ITEM DESCRIPTION	PRICE EACH	
62001	Wireless Network Engineer per hour		
	Sub-Total		0
	Weight Factor		1

**Segment #3: Network Security Engineering**

ITEM NO	ITEM DESCRIPTION	PRICE EACH	
63001	Network Security Engineer per hour		
	Sub-Total		0
	Weight Factor		2

**Segment #4: Wide Area Network Engineering**

ITEM NO	ITEM DESCRIPTION	PRICE EACH	
64001	Wide Area Network Engineer per hour		
	Sub-Total		0
	Weight Factor		3

**Segment #5: Network Architecture**

ITEM NO	ITEM DESCRIPTION	PRICE EACH	
65001	Network Architect per hour		
	Sub-Total	0	
	Weight Factor	1	

A sample copy of UCF's standard contractual agreement, which is the instrument used to bind the parties, can be viewed at <http://www.procurement.ucf.edu/>. Any concerns with the provisions and clauses of the offered agreement are to be addressed during the question and answer period sited in section 2.2.

**APPENDIX I  
SUPPLEMENTAL OFFER SHEET  
TERMS AND CONDITIONS**

The sections set forth below are to each be initialed as YES for "understood and agreed upon" or NO for "not agreed to." Failure to complete and return this document with your offer could result in rejection of your offer, at UCF's sole discretion. Respondents shall not check sections as "understood and agreed upon" with the intent to negotiate a change to those sections/terms and conditions after tentative award of a contract resulting from this ITN. Respondents disagreeing with any negotiable term or condition of this ITN are to provide a clear and detailed reason for the disagreement and a solution to the disagreement in his/her offer. A Respondent's disagreement with any non-negotiable section of this ITN may be automatically rejected. Failure of the University and the tentative awardee to come to an agreement with respect to terms and conditions within a time frame UCF determines to be reasonable constitutes grounds for rejection of that offer, and the University shall have the right, at its sole discretion, to award the contract to the next favorable respondent.

<u>SECTION</u>	<u>YES</u>	<u>NO</u>	<u>RESPONDENT INITIALS</u>
2.1 <b>**Non-negotiable**</b>	_____	_____	_____
2.2 <b>**Non-negotiable**</b>	_____	_____	_____
2.3 <b>**Non-negotiable**</b>	_____	_____	_____
2.4	_____	_____	_____
2.5	_____	_____	_____
2.6 <b>**Non-negotiable**</b>	_____	_____	_____
2.7 Section Not Used			
2.8 <b>**Non-negotiable**</b>	_____	_____	_____
2.9	_____	_____	_____
2.10	_____	_____	_____
2.11 <b>**Non-negotiable**</b>	_____	_____	_____
2.12	_____	_____	_____
2.13 <b>**Non-negotiable**</b>	_____	_____	_____
2.14 <b>**Non-negotiable**</b>	_____	_____	_____
2.15	_____	_____	_____

<u>SECTION</u>	<u>YES</u>	<u>NO</u>	<u>RESPONDENT INITIALS</u>
2.16	_____	_____	_____
2.17	_____	_____	_____
2.18 **Non-negotiable**	_____	_____	_____
2.19	_____	_____	_____
2.20 **Non-negotiable**	_____	_____	_____
2.21	_____	_____	_____
2.22	_____	_____	_____
2.23	_____	_____	_____
2.24	_____	_____	_____
2.25	_____	_____	_____
2.26	_____	_____	_____
2.27 **Non-negotiable**	_____	_____	_____
2.28 **Non-negotiable**	_____	_____	_____
2.29	_____	_____	_____
2.30 **Non-negotiable**	_____	_____	_____
2.31 **Non-negotiable**	_____	_____	_____
2.32	_____	_____	_____
2.33	_____	_____	_____
2.34	_____	_____	_____
2.35 **Non-negotiable**	_____	_____	_____
2.36	_____	_____	_____
2.37	_____	_____	_____
2.38	_____	_____	_____
2.39 **Non-negotiable**	_____	_____	_____

<u>SECTION</u>	<u>YES</u>	<u>NO</u>	<u>RESPONDENT INITIALS</u>
2.40	_____	_____	_____
2.41	_____	_____	_____
2.42 **Non-negotiable**	_____	_____	_____
2.43	_____	_____	_____
2.44	_____	_____	_____
2.45	_____	_____	_____
2.46	_____	_____	_____
2.47	_____	_____	_____
2.48	_____	_____	_____
2.49 **Non-negotiable**	_____	_____	_____
2.50	_____	_____	_____
2.51	_____	_____	_____
2.52 **Non-negotiable**	_____	_____	_____
2.53 **Non-negotiable**	_____	_____	_____
2.54	_____	_____	_____
2.55	_____	_____	_____
2.56 **Non-negotiable**	_____	_____	_____
2.57 **Non-negotiable**	_____	_____	_____
2.58 **Non-negotiable**	_____	_____	_____
Appendix I	_____	_____	_____
Appendix II	_____	_____	_____
Appendix III	_____	_____	_____
Appendix IV	_____	_____	_____

Company: \_\_\_\_\_ Authorized Representative's Name: \_\_\_\_\_

Authorized Representative's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## APPENDIX II

### CERTIFICATE OF NON-SEGREGATED FACILITIES

We, \_\_\_\_\_ certify to the University of Central Florida that we do not and will not maintain or provide for our employees any segregated facilities at any of our establishments, and that we do not and will not permit our employees to perform their services, under our control, where segregated facilities are maintained. We understand and agree that a breach of this certification is a violation of the Equal Opportunity clause required by Executive Order 11246, as amended.

As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, rest rooms and wash room, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, creed, color or national origin, because of habit, local custom or otherwise.

We, further, agree that (except where we have obtained identical certifications from offered subcontractors for specific time periods) we will obtain identical certifications from offered subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity Clause; that we will retain such certification in our files; and that we will forward the following notice to such offered subcontractors (except where the offered subcontractors have submitted certifications for specific time periods):

NOTE TO PROSPECTIVE SUBCONTRACTORS ON REQUIREMENTS FOR CERTIFICATIONS OF NON-SEGREGATED FACILITIES. A Certificate of Non-segregated Facilities, as required by the 9 May 1967 order on Elimination of Segregated Facilities, by the Secretary of Labor (32 Fed. Reg. 7439, 19 May 1967), must be submitted prior to the award of a sub-contract exceeding \$10,000 which is not exempt from the provisions of the Equal Opportunity clause. The certification may be submitted either for each sub-contract or for all subcontracts during a period (i.e., quarterly, semiannually, or annually).

**The Contractor and subcontractors shall abide by the requirements of 41 CFR Section 60-1.4(a), 60-300.5(a), 60-741.5(a), and 29 CFR Part 471, Appendix A to Subpart A with respect to affirmative action program and posting requirements. These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status, or physical or mental disability.**

**NOTE: Whoever knowingly and willfully makes any false, fictitious, or fraudulent representation may be liable to criminal prosecution under 18 U.S.C. 1001.**

## APPENDIX II

### CERTIFICATE OF NON-SEGREGATED FACILITIES SUBPART - CONTRACTOR'S AGREEMENTS

**SEC. 202.** Except in contracts exempted in accordance with Section 204 of this Order, all Government contracting agencies shall include in every Government contract hereafter entered into the following provisions:

During the performance of this contract, the contractor agrees as follows:

- (1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, gender identity or national origin. Such action shall include, but not be limited to the following: employment, upgrading demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.
- (2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or national origin.
- (3) The contractor will send to each labor union or representative of workers with which the contractor has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or worker's representative of the contractor's commitments under Section 202 of Executive Order No. 11246 of September 24, 1965, and shall post copies of notice in conspicuous places available to employees and applicants for employment.
- (4) The contractor will comply with all provisions of Executive Order No. 11246 of September 24, 1965 and of the rules, regulations, and relevant orders of the Secretary of Labor.
- (5) The contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.
- (6) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoiced as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- (7) The contractor will include the provision of Paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued

pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or Supplier. The contractor will take such action with respect to any subcontract or purchase orders the contracting agency may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or Supplier as a result of such direction by the contracting agency, the contractor may request the United States to enter into such litigation to protect the interest of the United States.

SEC. 402 Affirmative Action for Disabled Veterans and Veterans of the Vietnam Era:

(1) The contractor agrees to comply with the affirmative action clause and regulation published by the US Department of Labor implementing Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974, as amended, and Executive Order 11701, which are incorporated in this certificate by reference.

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

Authorized Representative's Name: \_\_\_\_\_

Authorized Representative's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### APPENDIX III

#### COMPLIANCE AND CERTIFICATION OF GOOD STANDINGS

The parties shall at all times comply with all applicable ordinances, laws, rules and regulations of local, state and federal governments, or any political subdivision or agency, or authority or commission thereof, which may have jurisdiction to pass laws, ordinances, or make and enforce rules and regulations with respect to the parties.

Suppliers shall certify below that they are in good standings to conduct business in the State of Florida. **The awardee of any contract resulting from this solicitation shall forward a certification of good standing, upon request of UCF.** Noncompliance with this provision may constitute rejection of proposal or termination of a contract at UCF's sole discretion.

#### CERTIFICATION

I certify that the company submitting an offer under this solicitation is in compliance with all applicable laws to conduct business in the State of Florida, is in good standings and will provide a certificate of good standings from the State of residence prior to initiating any performance under any contract resulting from this solicitation.

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

Authorized Representative's Name: \_\_\_\_\_

Authorized Representative's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## APPENDIX IV

### BONFIRE SUBMISSION INSTRUCTIONS FOR SUPPLIERS

Please follow these instructions to submit via our Public Portal.

#### 1. Prepare your submission materials:

##### Requested Information

Name	Type	# Files	Requirement
Proposal	File Type: Any	Multiple	Required

##### Requested Documents:

Please note the type and number of files allowed. The maximum upload file size is 1000 MB.

Please do not embed any documents within your uploaded files, as they will not be accessible or evaluated.

#### 2. Upload your submission at:

<https://ucfprocurement.bonfirehub.com/opportunities/138002>

Your submission must be uploaded, submitted, and finalized prior to the Closing Time of **Jun 05, 2024 2:00 PM EDT**. We strongly recommend that you give yourself sufficient time and **at least ONE (1) day** before Closing Time to begin the uploading process and to finalize your submission.

##### Important Notes:

Each item of Requested Information will only be visible after the Closing Time.

Uploading large documents may take significant time, depending on the size of the file(s) and your Internet connection speed.

You will receive an email confirmation receipt with a unique confirmation number once you finalize your submission.

Minimum system requirements: Microsoft Edge, Google Chrome, or Mozilla Firefox. Javascript must be enabled. Browser cookies must be enabled.

## **Need Help?**

University of Central Florida Procurement Services uses a Bonfire portal for accepting and evaluating proposals digitally. Please contact Bonfire at [Support@GoBonfire.com](mailto:Support@GoBonfire.com) for technical questions related to your submission. You can also visit their help forum at <https://vendorsupport.gobonfire.com/hc/en-us>