



Diné College

Shiprock, New Mexico

REQUEST FOR PROPOSAL
Shiprock Library
Information Technology Special Systems

May 25, 2010

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1. INTRODUCTION and OVERVIEW

1.0 OBJECTIVE

Diné College, Information Technology Department (hereinafter “Diné College”) is requesting a proposal for and intends to acquire and implement Information Technology Special Systems, including but not limited to: IT Network, Audio Visual, Security and UPS infrastructures and systems, including all appropriate hardware and software.

Diné College here within requests proposals for the installation, testing, and acceptance of the network, Audio/visual, Security and UPS equipment and cabling as described in the specifications for interested persons (hereinafter known as “The Vendor”). Prices quoted shall be all-inclusive and represent the complete installation at the new Shiprock Library. The Vendor shall be responsible for all parts, labor, and all other associated cost or apparatus necessary to completely install and configure, test, and turnover for acceptance to Diné College as detailed herein.

Diné College has undertaken initial research into a variety of potential systems, and now wishes to engage the Vendor services to implement the remaining tasks involved in this project. The systems of primary interest to Diné College are outlined within the RFP.

Responders should note that Diné College would prefer to see proposals that take an incremental, phased, approach in line with the construction of the Library.

Diné College reserves the right to award a contract for the implementation management of this work to the most qualified, responsive and cost effective vendor in compliance with Navajo Procurement.

1.2 SCOPE OF WORK

As integral elements of this project, the selected Vendor shall be responsible but not limited to the follow:

- Provide and Install the special systems as noted within the RFP and as per the 100% construction drawings.
- Provide and Install all ancillary intra-building supporting infrastructure (e.g., wall fields, conduit, surface mount raceways, cable support/management systems, racks, cabinets/enclosures, systems grounding, fire stopping, etc);
- Provide and Install all Voice and Data Network Equipment, Audio Visual Equipment, Security Equipment and UPS Equipment as outlined in the RFP.
- Test, cutover and warrant for 20-years from date of acceptance new voice/data intra-building station, intra-building fiber and copper backbone cable systems as required and specified elsewhere herein.
- Test, cutover and warrant the performance of the Voice and Data Network equipment, Audio Visual Equipment, Security equipment and UPS equipment as outlined in the RFP for a period of 1-year from date of acceptance for all special systems as required and specified herein.

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1.3 SCHEDULE OF EVENTS

This tentative schedule has been developed to provide Diné College sufficient time to make prudent decisions and to ensure timely implementation of the required systems, applications and services. It is also provided for the Vendor to properly judge the needed response to the RFP. *Any scheduling changes will be negotiated with the vendor.*

<u>DATE</u>	<u>EVENT</u>
May 25, 2010	Release of RFP
June 3, 2010	Mandatory Pre-proposal Conference (11:00 a.m. MDST)
July 2, 2010	Proposal Due Date (11:00 a.m. Diné College Local time deadline)
July 17, 2010	Diné College Board of Regence Award of Contract (tentative)
July 23, 2010	Receipt of PO (tentative)
Aug 2, 2010	Project Start (tentative)
September, 2010	Project completion (tentative)

1.4 INSTRUCTIONS AND GENERAL INFORMATION

1.4.1 GENERAL INFORMATION

The RFP does not commit Diné College, to pay any costs incurred in the submission of a proposal or in making any necessary studies or designs for the preparation thereof, nor the purchase or contract for the services.

After acceptance of the successful proposal by Diné College, the selected vendor shall be obligated to enter into an agreement consistent with the proposal submitted.

Upon conclusion of the RFP process, Diné College will select a vendor to enter into an Agreement to perform all or part of the selected vendor's proposal.

All Agreements will require the Vendor to adhere to the terms of their proposal, and to act in accordance with all applicable laws and regulations.

Should the successful vendor fail to execute the agreement, Diné College shall have the right to seek legal remedies against the vendor, including damages and shall have the right to award the project to the next ranked vendor.

Statistical information contained in this RFP is for informational purposes only. Diné College shall not be responsible for the complete accuracy of said data.

1.4.2 LOCATIONS OF WORK

The work will be performed at the Diné College Campus new Library. The new Library building is located at Navajo route 570 behind city market. Shiprock, New Mexico 87420.

1.4.3 MANDATORY PRE-PROPOSAL CONFERENCE

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A **Mandatory** pre-proposal conference will be held at **11:00 a.m. on June 3, 2010**, at:

Dine College
Shiprock, Branch south campus
Navajo Route 570. OIA conference room 104 first floor
Shiprock, NM 87420
Telephone Number: (505) 368-3500

Sign in will begin at 10:45 a.m. MDST; the meeting will begin PROMPTLY at 11:00 a.m. MDST (Diné College Local time). Vendors must adhere to a limit of three (3) attendees.

The purpose of this conference is to discuss with prospective Vendors the work to be performed, and to answer questions arising from initial review of this RFP.

PLEASE NOTE: The Pre-Proposal Conference is Mandatory. Proposals from vendors not in attendance at the Mandatory Pre-Proposal conference will be automatically rejected.

1.4.4 MAILING ADDRESSES AND DEADLINE FOR RECEIPT OF PROPOSALS

Proposals must be delivered to the *Diné College information Technology* receptionist,
One Circle Drive
Tsaile, AZ
Telephone Number: (928) 724-6600

All responses will be logged and time stamped.

One (1) original and three (3) copies and one electronic copy of the entire Proposal, including all supporting documentation, etc., must be provided as follows, and **received no later than 11:00 a.m. MDST on July 6, 2010. Faxed proposals will not be accepted.**

All Proposals shall be submitted in sealed envelopes or boxes clearly marked on the outside "**Proposal Responding to the “Diné College, Shiprock, New Mexico REQUEST FOR PROPOSAL Shiprock Library, Information Technology Special Systems”**". Any proposal received after the due date and time cannot be accepted and shall be rejected and returned to the Vendor unopened. Therefore, the envelope must also have a return address on the outside.

1.4.5 DINÉ COLLEGE REPRESENTATIVE AND PROJECT CONTACTS

Chief Technology Officer & Diné College Campus IT Special Systems Library Project Manager
Francesca Shiekh
Dine College
One Circle Drive
Tsaile, AZ 86556
Telephone Number: (928) 724-6646
Email: fshiekh@dinecollege.edu

Construction Owners Representative

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Cliff Johns
Dine College
Shiprock, Branch
1228 Yucca St.,
Shiprock, NM 87420
Telephone Number: (505) 368-3623

1.4.6 QUESTIONS REGARDING PROPOSALS/ INQUIRIES AND/OR CLARIFICATION

All technical questions regarding the project shall be directed in writing in email to Francesca Shiekh, Chief Technology Officer during the pre-submission process at the address listed in item 1.4.5 above. All Vendor questions will be answered and copied to all proposing Vendors within 48 hours. Questions will be accepted up to 5:00 pm on June 25, 2010.

Any Diné College response to an inquiry, question and/or request for clarification by a Vendor during the RFP process will be made in the form of an addendum to the RFP, and will be distributed to all parties in physical attendance at the Mandatory Pre-Proposal Conference.

1.4.7 PROPOSAL FORMAT

Vendors are to provide one (1) original and three (3) copies and one electronic copy of the entire Proposal, including all supporting documentation, tabbed for section clarification.

Vendors are to provide a **COMPLY** or **NO COMPLY** proposal summary for each section in response to the specifications and or the requirements of this RFP.

This RFP utilizes a fill-in-the-blank format for pricing and additional requirements for a detailed executive summary and bill of materials list. This format has been specifically developed to facilitate efficient retrieval of information and comparison of responses during the RFP evaluation process.

Vendors are to provide a complete copy of this RFP with their proposals. Specific responses to RFP sections must be generated on separate pages and inserted directly behind the appropriate sub-section page of the RFP, referencing the specific sub-section by number, title and page. Failure to comply with this requirement may result in proposal disqualification.

Any comments, exhibits, etc., beyond what is asked for in the RFP are encouraged, BUT WILL NOT SUBSTITUTE for item-by-item compliance with the required RFP format.

If any portion of the RFP document is regenerated Vendors are advised to be extremely careful not to make any changes or mistakes because any material alteration to the form or intent of the RFP shall be, at the sole discretion of Diné, grounds for disqualification of the proposal.

The contents of this RFP shall not be disclosed outside of the recipient's organization, and shall not be duplicated, used or disclosed in whole or in part for any purpose other than to evaluate the RFP and prepare a response.

Any submitted quote may be withdrawn prior to the scheduled due date of the RFP. All quotes must remain valid for at least ninety (90) calendar days after the submitted response is received.

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If there are any questions regarding the intent of a given specification, we strongly recommend that you request clarification - **DO NOT ASSUME!** Inaccurate responses are potential grounds for rejection of proposals at the discretion of Diné College.

IT IS MANDATORY that the formats be followed exactly and completely as they appear.

1.4.8 PROPOSAL VALIDITY PERIOD

The proposal must remain valid for ninety (90) days from submittal date.

1.4.9 DINÉ IS NOT RESPONSIBLE FOR PREPARATION COSTS

All costs incurred in the preparation, submission and/or presentation of proposals responding to the RFP, including but not limited to, Vendors travel expenses to attend any pre-proposal conferences, oral presentations, long distance charges, and negotiation sessions, shall be the sole responsibility of the Vendor and will not be reimbursed by Diné College. As noted above, Diné College shall not pay for any costs incurred for proposal or contract preparation as a result of termination of this RFP process.

1.4.10 NO COLLEGE OBLIGATION

Receipt of proposals in response to this RFP does not obligate the Diné College in any way. The right to accept or reject any proposal shall be exercised solely by Diné College. Diné College shall retain the right to abandon the bid process at any time prior to the actual execution of a contract with the Vendor, and Diné College shall bear no financial or other responsibility in the event of such abandonment.

1.4.11 WARRANTY AND SERVICE CAPABILITIES

Proposals will not be accepted from Vendors who cannot provide full installation and warranty service capabilities in the Shiprock, New Mexico area for the system being proposed.

1.4.12 FINANCIAL CONDITION

The Vendor must demonstrate to Diné college satisfaction that the vendor of the proposed systems is financially sound and is likely to remain strongly committed to the Network, AV, Security and telecommunications field and to the Diné College for the next ten (10) years.

1.4.13 AUTHORIZED SIGNATURE

An individual authorized to legally bind Vendor, must sign proposals.

1.4.14 CONTRACT APPROVAL

As noted above, this RFP does not obligate Diné College until a purchase order is issued. If approved, it is effective from the date of Purchase Order. Diné College shall not be responsible for work done, even in good faith, prior to the issuance of a purchase order.

1.4.15 RIGHT TO USE IDEAS

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All proposals submitted become the property of Diné College. Diné College reserves the right to use any ideas presented in any response to the RFP, while respecting proprietary information provided by the Vendor. Selection or rejection of the proposal shall not affect this right.

1.4.16 INCLUSION OF RFP

The Diné College Request for Proposal, and the Vendor's response, will be incorporated into the finalized contract as Exhibits. **Wherever there is variance between the language in Vendors' response and the requirements and commitments stated in the Diné College RFP, those requirements and commitments will take precedence over the Vendor's language.**

1.4.17 INCLUSION OF SUPPORT MATERIALS

Brochures and/or manuals must accompany proposals providing technical specifications as well as specific descriptions of systems referenced in this RFP and proposed. If the literature, photographs or drawings differ in any manner from the systems and equipment being proposed, such differences MUST be explained in detail.

1.4.18 PUBLIC RECORD - PROPOSALS BECOME PROPERTY OF COMPANY

Responses to this RFP become the exclusive property of the Diné College. All proposals received in response to this RFP become a matter of public record and shall be regarded as public records, with the exception of those elements in each proposal which are defined by the Vendor as business or trade secrets and plainly marked as "Confidential," "Trade Secret," or "Proprietary."

Diné College shall not in any way be liable or responsible for the disclosure of any such proposal or portions thereof, if they are not plainly marked as "Confidential," "Trade Secret," or "Proprietary" or if disclosure is required under the Public Records Act. Any proposal which contains language purporting to render all or significant portions of the proposal "Confidential," "Trade Secret," or "Proprietary," shall be regarded as non responsive.

If a request is made for information marked "Confidential," "Trade Secret," or "Proprietary", Diné College will provide the Vendor who submitted the information with reasonable notice to allow the Vendor to seek protection from disclosure.

1.4.19 EVALUATION OF PROPOSALS

Each proposal will be evaluated based on criteria and priorities defined by the Diné College. Diné College will decide the best submissions that are in the best interest of the long-term technology plan, not necessarily the lowest price. Proposals will first be evaluated based upon the base requirements.

The evaluation panel will consist of Diné College technical and management personnel and others as may be designated by Diné College. This panel will thoroughly evaluate the proposals based on the evaluation criteria listed below, but are not limited to the following:

- 1) Quality of proposed equipment and services;**
 - a. Response of the Vendor; whether the proposal completely and efficiently addresses the RFP.

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- b. Vendor's ability to meet all the requirements detailed in the RFP as single a turn-key vendor that can supply and install Voice and Data networking equipment, AV, Security, video distribution and cabling to support the systems. All components must be of the brand name where Diné College has specified in this RFP. (Any other manufacturer solution or models are unacceptable).
 - c. Vendor's overall performance record based on available references, reliability, and meeting of the requirements as defined in the RFP.
- 2) Cost to Diné College;**
- a. The total sum cost of the proposal (including shipping costs to Shiprock, New Mexico, installation and all warranties) as well as individual costs of equipment, including 4% Navajo Tax.
- 3) Capabilities and expertise of the Vendor;**
- a. Ability of Vendor to provide long term services including: -- On-site warranty support exclusive of manufacturer's warranty -- Integration and the ability to provide high tech solutions -- Support & Training to End User
 - b. Past service record of the Vendor; Whether the Vendor has completed similar projects and can provide excellent references to that effect
 - c. References from other companies/institutions served by the Vendor
- 4) Capacity of the Vendor to perform the service;**
- a. Vendor's performance history based on the length of time installing proposed products. Client citations from prior installations with a minimum of five (5) 1 references that involve similar projects.
- 5) Vendor status**
- a. Financial Stability
 - b. Bonding capabilities

As part of the evaluation process, Vendors may, at the sole discretion of Diné College, be interviewed regarding specific areas of their proposals. An invitation to interview is not to be interpreted in any manner by any Vendor as any representation other than an invitation to interview.

1.5 CONTRACT INFORMATION / TERMS AND CONDITIONS

Diné College believes terms and conditions presented in this RFP to be reasonable and necessary to protect Diné College's best interests. Therefore, Diné College expects the selected Vendor to accept them as an integral part of any contract resulting from this RFP. In the event the Vendor disagrees with or cannot comply with any provisions listed herein, Vendor must provide a full explanation in writing of their objection to the specific item (identifying it by specific Section number, title and page), and provide alternative verbiage that they deem acceptable. Vendors recognize that any exceptions taken may result in

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proposal disqualification and that the absence of proposal disqualification does not imply Diné College acceptance of any alternative verbiage.

1.5.1 TURNKEY INSTALLATION

Diné College is seeking a turnkey installation of the systems contemplated by this RFP. Vendor shall provide all labor, equipment, materials, supplies, tools, transportation and services necessary for, or incidental to, the complete performance of any agreement resulting from this RFP. Vendor **MUST** include in its Price all design, engineering, delivery, installation, testing, and warranty costs associated with all elements of the proposed systems.

It is Diné College's intent that the entire installation is completed for the stated Proposal price; any items omitted but reasonably necessary to accomplish this intent shall be furnished and installed by the Vendor at no additional cost to Diné College.

1.5.2 CONTRACT TYPE RESULTING FROM THE RFP

This contract will be a FIXED PRICE turnkey contract to provide and install all required materials for the systems contemplated by this RFP.

1.5.3 PAYMENT PROCEDURES

Diné College proposes to pay the Vendor in accordance with the following invoicing terms

Invoicing terms:

At the end of the calendar month, Diné College will accept Vendor invoices for work completed (including materials **installed**) less 10% retention.

At project completion (upon total System Acceptance by Diné College), Diné will accept a final Vendor invoice for the 10% retention.

Approval of Vendor's invoice for payment will be made based on the accuracy and measurability of supporting invoice information. Insufficient or inaccurate supporting detail may delay payment. All invoices must be reviewed and approved by Diné College's project manager prior to delivery to Diné College's purchasing department.

1.5.4 RFP AND PROPOSAL AS PART OF THE CONTRACT

The successful proposal, this RFP, and any Diné-generated Amendments to this RFP, shall all become an integral part of any Vendor/ Diné College contract resulting from this RFP.

1.5.5 CONTRACT NEGOTIATIONS

Upon preliminary Vendor selection, contract negotiations shall commence. If the selected Vendor fails to provide the necessary information for negotiations in a timely manner, does not negotiate in good faith, or cannot perform the contract for the project, Diné College may elect to terminate negotiations, negotiate with another Vendor, or terminate the entire acquisition process.

1.5.6 ACCEPTANCE OR REJECTION OF PROPOSAL

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The Agreement shall be awarded to the vendor whose proposal most closely satisfies the needs of Diné College and is deemed by the Diné College to be most advantageous to the Diné College. Diné College reserves the right to accept or reject any item or group(s) of items of a proposal. Diné College also reserves the right to waive any minor informality or irregularity in any proposal. Additionally, Diné College may, for any reason, decide not to award an Agreement as a result of this RFP.

1.5.7 DINÉ COLLEGE IS NOT RESPONSIBLE FOR PREPARATION COSTS

All costs incurred in the preparation, submission and/or presentation of proposals responding to the RFP, including but not limited to, Vendors travel expenses to attend any pre-proposal conferences, oral presentations, long distance charges, and negotiation sessions, shall be the sole responsibility of the Vendor and will not be reimbursed by Diné College. As noted above, Diné College shall not pay for any costs incurred for proposal or contract preparation as a result of termination of this RFP process.

1.5.8 CONTRACT APPROVAL

As noted above, this RFP does not obligate Diné College until a purchase order is issued. If approved, it is effective from the date of Purchase Order. Diné College shall not be responsible for work done, even in good faith, prior to the issuance of a purchase order.

1.5.9 REVIEW OF PROJECT WORK

Before submitting a proposal, the Vendor shall consider the magnitude of work to be done and the difficulties involved in its proper execution. Vendors shall include in any proposal all costs necessary to cover all contingencies essential to the proper installation of any system, equipment or service proposed. **No claims for compensation will be allowed for extra work or materials resulting from ignorance of any existing condition on the part of the Vendor.**

1.5.10 WARRANTIES

Vendor must warrant that all equipment, parts, and labor referenced in any contract resulting from this RFP shall, under normal use and service, be free from defects and faulty workmanship for a minimum of **one (1) year** from the date of total System Acceptance ("Warranty Period").

Vendor must also warrant that the Special Systems shall function in accordance with all performance criteria requirements of this RFP, and according to industry standards, and current specifications and descriptions published or disseminated by the System manufacturer(s) as performance and/or operational "*Practices*" with respect to each respective component.

Vendor must provide a SYSTIMAX warranty on all backbone and station location cable systems, including all cable and termination hardware referenced in any contract resulting from this RFP, under normal use and service, be free from defects and faulty workmanship for a minimum of **twenty (20) years** from the date of total System Acceptance ("Warranty Period").

1.5.11 STANDARDS FOR EQUIPMENT AND MATERIALS

All materials shall be new. Defective or damaged materials shall be replaced or repaired, prior to Systems Acceptance, in a manner that meets the approval of Diné College and at no additional cost to Diné College.

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1.5.12 DELIVERY AND RISK OF LOSS

Vendor and its insurers shall bear responsibility for all risk of loss or damage to materials until such items are Installed and Accepted.

1.5.13 PERMITS, ORDINANCES AND REGULATIONS

Any and all fees required by Tribal, Sovereign, Federal, and any other applicable laws, codes and/or tariffs that pertain to equipment being supplied or work being performed by the Vendor will be paid by the Vendor.

All applicable permits required by law, codes, ordinances, tariffs and/or regulations will be obtained by and paid for by the Vendor, and Vendor shall give all notices that are required in connection therewith.

Vendor shall comply with all applicable licensing requirements, and applicable Sovereign, Federal, State and local laws, regulations, ordinances and codes which are in effect at the time of execution of any contract resulting from this RFP and which place obligations on the Vendor with respect to its performance under any subsequent contractual agreement.

No claims for additional payment will be approved for changes required to comply with laws, codes, ordinances, tariffs or regulations in effect on the date of execution of any contract that result from this RFP.

1.5.14 WORK PERFORMANCE AND STANDARDS

Vendor must warrant that the installation of all contracted equipment and materials, shall be completed in a good and workmanlike manner and in accordance with the highest standards of the Network, AV, security, and telecommunications industry.

1.5.15 VENDOR PROJECT MANAGEMENT

Vendor warrants that all contracted work shall be managed to Diné College's satisfaction, by a qualified and designated project manager at the system installation site, who shall:

- a) Attend all scheduled (i.e. weekly) project status meetings (**including progress responsibility for generating and distributing meeting minutes**);
- b) Be available to Diné College at all reasonable times;
- c) Be responsive to Diné College's questions, problems and/or concerns;
- d) Be on-site at scheduled times to inspect work progress; and,
- e) Be on-site during critical phases of work, including testing and subsequent voice and data systems cutovers.

The designated Vendor project manager for the systems installation, whose name and phone numbers (office, and cell) shall be provided to Diné College's project manager prior to initiation of any on-site work under any contractual Agreement, shall:

- a) Be Vendor's single-point-of-contact to Diné College for the project;
- b) Have overall responsibility for all contracted work until total project Acceptance;

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c) Have the authority to make necessary decisions and enlist necessary resources to ensure successful completion of all contracted work in the required timeframes.

1.5.16 LIAISON AND COORDINATION

Vendor agrees to provide necessary liaison and coordination functions and activities, in a timely and professional manner, with Diné College personnel and other Vendors and service providers in implementing systems contemplated in this RFP on behalf of Diné College during the entire implementation period.

1.5.17 PREMIUM AND OVERTIME

It is anticipated that some of the work contemplated by this RFP will occur during times other than normal business hours. Vendor shall provide Diné College with any required premium time and/or overtime work at no charge beyond the Price provided in Vendor's proposal.

1.5.18 VENDOR PERSONNEL

Diné College reserves the right to accept or not accept the Vendor's proposed Project Manager, lead technician, and system designers. Diné College **must approve any change in Vendor's selected and approved project team members in advance and in writing**. This is to assure that the Vendor does not arbitrarily remove persons with vital experience and skill from the project. Vendor personnel changes not approved by Diné College may be cause for Diné College to terminate the contract.

1.5.19 SUBCONTRACTORS

It is the intention of Diné College that this project be completed by a Single Turnkey Vendor. The Vendor shall not contract for or permit any subcontract work to be performed without prior written authorization of Diné College. The selection of subcontractors must be acceptable to Diné College; such acceptance shall not be unreasonably withheld.

Vendor must agree that all installation and warranty, of the proposed system resulting from this RFP shall be performed by fully qualified, Vendor employed personnel.

If, in Diné College's judgment, any subcontractors fail to perform the work in strict accordance with the contract, Vendor, after due notice from Diné College, shall discharge said subcontractors, but this discharge shall in no way release Vendor from its obligations and responsibilities under the contract.

The conditions and provisions of the contract as applicable to its work shall bind every subcontractor performing work on the System on behalf of Vendor. Nothing contained in any Vendor/ Diné College contract shall create any contractual relations between the subcontractor and Diné College.

Vendor shall be fully responsible to Diné College for the acts and omissions of its subcontractors.

Any subcontractor the Vendor proposes to utilize must be able to demonstrate to Diné College's satisfaction that it has successfully completed a minimum of three (3) projects for the Vendor within the past two (2) years in which similar scope and magnitude of work was performed.

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Vendors must provide in their proposals:

- a) The complete names and addresses of all subcontractors proposed to be used;
- b) The type and percentage of work each proposed subcontractor will be providing;
- c) Each proposed subcontractor's qualifications to perform such work.
- d) A minimum of three (3) customer references (with contact names, contract amounts, and telephone numbers) for similar scope and magnitude of work that each proposed subcontractor has performed within the past year;
- e) A written statement from each proposed subcontractor verifying their commitment to perform the services indicated to be completed by them;

Substitution of any proposed subcontractor will only be allowed after prior written permission is received from Diné College. Diné College reserves the right to reject any proposed subcontractor for reasonable cause.

The use of any subcontractor(s) will not relieve Vendor from total responsibility for design, engineering, order, delivery, installation, cutover, maintenance and support services of all hardware, equipment and materials proposed.

1.5.20 CONTRACT CHANGES

During the course of performing the work, Vendor may be required to perform additional work within the general scope of the contract.

At such time when additional work is required, Diné College shall forward to Vendor a description of the work to be accomplished and request that a proposal be offered within a given time period.

No additional work shall commence by Vendor without a valid Diné College purchase order, amendment of the original purchase order, change order or written authorization from Diné College's Project Manager.

1.5.21 WORKERS' COMPENSATION INSURANCE

The compensation insurance policy shall cover the full liability of the Vendor in accordance with the provisions of the Labor Code of the State of New Mexico, and any act or acts amendatory thereof. **The Vendor must provide with their proposal a signed certification of insurance.**

1.5.22 LIABILITY INSURANCE

The Vendor shall take out and maintain during the life of the contract public liability and property damage insurance protecting Diné College, its officers, employees, and agents and the Vendor from claims for personal injury, including accidental death, as well as claims for property damage, which may arise from the performance of the contract. The Vendor's public liability insurance shall be in the amount of not less than **\$1,000,000** single limit and in such form that contractual liability insurance is included. The Vendor shall furnish to Diné College a Certificate of Insurance naming **Diné College** as an additional insured and provide that said insurance is not

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cancelable unless Diné College has received 30 days written notice of cancellation. The Certificate of Insurance must clearly show if the policy is issued on an "occurrence" or "claims made" basis. In the case of claims made coverage, the form must indicate the retroactive date. The retroactive date cannot be after the inception date of a contract entered into by Diné College and the Vendor. The term of the insurance coverage must run for the life of the contract. All renewing certificates and endorsements must be received prior to the expiration date of any retiring certificates. The retroactive date of any new certificate must precede the contract inception date. Certificates of insurance and additional insured endorsements must state "this insurance is primary over any valid and collectible insurance". Vendors insured under claims made policy are required to furnish an extended reporting period endorsements and such endorsement may be restricted to the specific work required and to the specific period of the contract.

1.5.23 OWNERSHIP OF DOCUMENTS

All designs, drawings, specifications, notes and other work developed in the performance of any contract resulting from this RFP are the sole property of Diné College and may be used by Diné College for any purpose without additional compensation to the Vendor.

1.5.24 SITE OFFICE, STAGING AND STORAGE

Diné College does not and will not provide or have lockable space within the building for storage and staging of equipment, materials and tools to be used by Vendor on this project. However, Diné College will provide open space within the construction site for the Vendor to bring in its own staging and storage containers. E.g. gang boxes.

It will be the responsibility of the Vendor to work with the General Contractor if a site office is needed.

1.5.25 MATERIALS AND EQUIPMENT

Vendor shall verify conditions at the Diné College library site, particularly materials/equipment delivery locations, access conditions, and door openings and passages, to avoid any handling issues. All special materials and equipment handling charges, including any resulting damage to Diné College facilities and/or Diné College job sites shall be the Vendor's responsibility.

1.5.26 RELATED EQUIPMENT AND LABOR

Nothing in this RFP or any contract resulting from this RFP shall prohibit Diné College from acquiring and installing any Voice and Data Network, AV, Security or telecommunications related equipment or materials from another source, provided such materials and/or labor do not interfere with the installation the Vendor's systems.

1.5.27 CONDUCT AND IDENTIFICATION

Vendor shall not perform work in a manner that impedes the Diné College Campus conduct of its business. Smoking, eating or drinking will not be allowed in or on Diné College property, other than those specifically designated by Diné College personnel for these activities.

Vendor's employees and subcontractors will be required to wear, at all times while on the Diné College Campus property, photo identification acceptable to Diné College which clearly

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identifies the person by name and company affiliation. **Vendor and sub-contractor personnel must also abide by all Diné College Campus and General Contractors job site security policies and procedures.** A copy of the site security policies and procedures will be provided to the Vendor if requested in writing by the Vendor.

1.5.28 SAFETY

Vendor shall be solely and completely responsible for the public safety and convenience of all persons and property where work related to this RFP is being performed, during all phases of the work. This requirement shall apply continuously during the term of the contract period and shall not be limited to normal working hours. No act or review by Diné College or its representatives is intended to include review of the adequacy of Vendor's safety measures in, on or near the Diné College premises.

It is required that the Vendor will have on site at all times, a company safety manual clearly displayed.

1.5.29 CLEAR AWAY

Throughout the progress of the work, Vendor shall keep the working areas free from debris of all types, and remove from the premises in a manner reasonably acceptable to Diné College all refuse resulting from any work being done by Vendor. At the completion of the work under the contract, the Vendor shall leave the premises in a clean and finished condition to the satisfaction of Diné College.

1.5.30 BUILDING DAMAGES

Vendor shall be liable and responsible for any building damages caused by reason of its work. Repairs of any kind required will be made and charged to Vendor. Vendor shall take precautions to protect property adjacent to the work. No cutting, notching, drilling or altering of any kind shall be done to library building by the Vendor without first obtaining written permission from Diné College.

1.5.31 NEWS RELEASES / PUBLICITY

News releases or any other external or internal publicity pertaining to the Diné College Library, this RFP or the project to which it relates shall not be made without prior written approval of Diné College.

1.5.32 COOPERATION AND COLLATERAL WORK

Diné College, The General Contractor and its workers, Vendors, and others, have the right to operate within or adjacent to the worksite to perform required work. Diné College shall require that all such workers, Vendors and others coordinate their operations with Diné College and the General Contractor to cooperate in minimizing interference with one another.

1.5.33 INSPECTIONS

Diné College and/or its representative shall have the right to inspect contracted work at any time. In the event of questionable work, Diné College's reasonable decisions with respect to necessary corrective action shall be final. Diné College and vendor representatives before installation

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acceptance shall make a joint inspection of the systems. The inspection shall be of such character and extent as to disclose any unsatisfactory condition related to the installation.

Upon discovery and validation of the existence of any unacceptable conditions, vendor shall act to rectify such conditions as quickly as possible so as not to negatively impact the project implementation schedule. Diné College shall be notified in writing of the correction of all unacceptable conditions as soon as they are completed. Diné College reserves the right to re-inspect corrected work.

1.5.34 PATENT INFRINGEMENT

Vendor agrees, as part of its contract with Diné College, to indemnify Diné College with respect to any suit, claim, or proceeding brought against Diné College alleging that use of any equipment, systems or services provided by Vendor constitutes a misuse of any proprietary or trade secret information or an infringement of any United States patent or United States copyright. Vendor agrees to defend Diné College against any such claims and to pay all litigation costs reasonable attorney's fees, settlement payments and any damages awarded or resulting from any such claim.

In the event that an injunction is obtained against Diné College use of any Vendor provided equipment, systems or services arising from such a patent suit claim or proceeding, in whole or in part; Vendor shall, at its option, either:

- a) Procure for Diné College the right to continue using the portion of the equipment, systems or services enjoined from use;
- b) Replace or modify the same so that Diné College's use is not subject to any such injunction.

1.5.35 REQUIRED PAYMENTS

Vendor shall make all payments to its employees, agents and/or subcontractors in accordance with the applicable requirements of unemployment, old age, workers compensation, and other insurance and social security provisions of the Federal, State and municipal governments and all other governing bodies, whether enacted at the time or prior to the execution of any contract resulting from this RFP or during the progress of the work, and shall assume all liability for the compliance with the requirements thereof, with respect to its employees, agents and/or subcontractors.

1.5.36 LIENS

Vendor shall indemnify, defend and hold Diné College, and its equipment and other property, forever free and clear from all liens for labor and material furnished by or on behalf of Vendor.

1.5.37 FORCE MAJEURE

If the Vendor's performance under any contract resulting from this RFP is interfered with by reason of any circumstances beyond their reasonable control, including without limitation, fire, explosion, acts of God; war, revolution, civil commotion, or acts of public enemys; labor disputes or strikes; or shortage of materials; then the Vendor shall be excused from such performance on a day-for-day basis to the extent of such interference (and Diné College shall likewise be excused from performance of its obligations on a day-for-day basis to the extent such obligations relate to the performance so interfered with); provided that:

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- a) The Vendor shall notify Diné College in writing within three (3) business days after becoming aware of such an occurrence;
- b) Diné College does not notify the Vendor in writing within three (3) business days after receipt of Vendor's written notification of a Force Majeure occurrence that it has determined Vendor's claimed occurrence not to be a legitimate circumstance covered by this section;
- c) Vendor uses their best efforts to remove such causes of non-performance as quickly as possible.

A delay caused by shortage of materials shall not qualify under this section unless the Vendor furnishes to Diné College documentary proof that the Vendor has made every effort to obtain such materials from all known sources within reasonable reach of the work in a diligent and timely manner, and further proof in the form of supplementary progress schedules that the inability to obtain such materials when originally planned did in fact cause a delay in the Cutover of the phase affected which could not be compensated for by revising the sequence of the Vendor's operations. Delays in obtaining materials due to priority in filling orders will not constitute a shortage of materials.

Except for any additional compensation provided for under any contract resulting from this RFP, Vendor shall have no claim for damage or compensation for any delay or hindrance.

1.5.38 JUDICIAL PROCESS

Notwithstanding anything to the contrary contained herein, Vendor may not, under any circumstances, proceed after Acceptance to take or dispose of any portion of the Systems or require Diné College to return any portion of such to Vendor except pursuant to judicial process and may not, under any circumstances, render any portion of the System unusable while still being used by Diné College, except pursuant to judicial process. In the event that Diné College notifies Vendor in writing that Diné College contests or disagrees with a determination by Vendor that Diné College is in default hereunder, Vendor shall under no circumstances be excused from or cease performance of its obligations hereunder except upon a judicial determination that Diné College is, in fact, in default hereunder. Vendor hereby acknowledges and agrees that the provisions of this subsection are necessary to prevent Diné College from suffering severe and irreparable damage in the event that a bona fide dispute arises between Vendor and Diné College regarding the performance of their respective obligations hereunder and Vendor, despite the bona fide nature of such dispute, chooses to take any actions prohibited by the provisions of this subsection.

1.5.39 TERMINATION FOR DEFAULT

If Vendor fails to deliver, install, and implement the Systems contracted for in accordance with the description thereof set forth in any contract resulting from this RFP, within the time limits specified in said contract, or pursuant to any other parts of said contract that provide for termination or define a default, Diné College may, upon fifteen (15) calendar days' written notice to Vendor specifying the default, terminate this contract or, at Diné College's option, such portion of this contract as to which there has been default. If Vendor corrects the default, and provides Diné College a written confirmation describing how the default was corrected, within such 15-calendar-day period, and Diné College reasonably agrees in writing that the default has been corrected, this contract shall continue as if the termination notice had not been given.

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In the event of activation of this Section, Diné College, at its sole discretion, may require Vendor to transfer title and deliver to Diné College any completed elements of the Systems, any partially completed elements of the Systems, and any materials, equipment, plans, drawings, information, and contract rights as Vendor has specifically produced or specifically acquired for the performance hereof. Payment for completed System elements delivered to and accepted by Diné College shall be at contract price.

In the event of termination for cause, Vendor shall assist and cooperate with Diné College in effectuating such termination in an orderly fashion in order to minimize disruption to Diné College business and to minimize the cost of completing implementation of the Systems.

1.5.40 ASSIGNMENT

The Vendor may assign no contract resulting from this RFP without the prior written consent of Diné College.

1.5.41 HOLD HARMLESS CLAUSE

Vendor agrees to hold harmless and indemnify Diné College, its officers and employees from and against any and all claims, loss, liability, damage, and expense arising from the negligent, or claimed negligent, performance of any contract arising from this RFP process by Vendor, including claims, loss, liability, damage, and expense caused or claimed to be caused by passive negligence of Diné College, its officers or employees. Vendor agrees to defend Diné College, its officers or employees against any such claims. This provision does not apply to claims, loss, liability, damage, or expense arising from the sole negligence, willful misconduct, or active negligence of Diné College.

1.5.42 MATERIAL BREACH

In the event of any material breach of any contract resulting from this RFP by either party, the aggrieved party shall be entitled to avail itself of mediation, arbitration or other legal remedies available at law or equity.

1.5.43 SEVERABILITY

In the event of invalidation of any portion of any contract resulting from this RFP, Vendor and Diné College agree that such invalidity shall not affect the validity of the remaining portion of said contract. Vendor and Diné College agree to substitute for the invalid portion a valid provision, which most closely approximates the economic effect and intent of the invalid provision.

1.5.44 CONFLICTS IN TERMS (PRECEDENCE)

If conflict arises from the RFP, Vendor proposal, or any contract resulting there from, Diné College shall be entitled to unilaterally remedy the conflict in its own best interests, as follows: Wherever there is variance between the language in Vendor's standard contract and the requirements and commitments stated in this RFP and Vendor's RFP response, those requirements and commitments will take precedence over language of Vendor's standard Purchase contract.

1.5.45 NOTICES

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All notices which either party to any contract resulting from this RFP is required or may desire to give the other party hereunder shall be deemed given upon receipt thereof when in writing sent by certified or registered mail, return receipt requested, postage prepaid, by telegram or facsimile, or by hand delivery with receipt acknowledged. All such notices to Diné College shall be as set forth in the contract between the parties and such other address as either party may specify from time to time by written notice delivered in accordance herewith. Any notice given pursuant to this Section shall be effective three (3) days after the day it is mailed, upon receipt as evidenced by the U.S. Postal Service return receipt card, or by written acknowledgement of hand delivery, whichever is earlier. The inability to deliver because of a changed address of which no notice was given, or the rejection or other refusal to accept any notice, demand or other communication, shall be deemed to be the receipt of the notice, demand or other communication as of the date of such inability to deliver or the rejection or refusal to accept.

1.5.46 GOVERNING LAW

The formation, interpretation and performance of any contract resulting from this RFP shall be governed by the laws of the Navajo Nation provided that no provision of this contract shall be interpreted for or against a party because that party or its legal representative drafted such provision, and this contract shall be construed as if jointly prepared by the parties. All disputes over performance or services provided in the execution of this RFP will be settled in the Navajo Nation Courts and under the laws of the Navajo Nation.

1.5.47 GOVERNING REGULATIONS

All work and materials shall be in full accord with the requirements of the the State Fire Marshall, the Safety Orders of the Division of Industrial Safety, the National Electric Code and other applicable state laws or regulations. Nothing in the plans or specifications shall be construed to permit work not conforming to these codes and orders.

1.5.48 ADDITIONAL TERMS AND CONDITIONS

Diné College reserves the right to determine, formulate and include additional terms and conditions during final contract negotiations with the selected Vendor. These terms and conditions shall be within the general scope of the RFP.

2. IMPLEMENTATION MANAGEMENT

2.1 INSTRUCTIONS TO VENDORS

These instructions outline the guidelines governing the format and content of the proposal and the approach to be used in its development and presentation. Only that information which is essential to an understanding and evaluation of the proposal should be submitted. However, no limitation on the content of the proposal is intended in these instructions and inclusion of any pertinent data or information is permitted.

Vendor proposals shall provide responses directly corresponding to the requirements of this RFP. All responses must be complete and unequivocal. Any proposal that is submitted without the required forms, or is incomplete to a significant extent or degree, shall be deemed non-responsive and eliminated from further consideration. Where and if instructed, please indicate compliance or non-compliance. When indicating non-compliance, provide an explanation as to why or how you do not comply. In instances where a response is not required, or where material is not applicable to the proposal, a response such as “no response required”, or “not applicable” is acceptable. All pages are to be consecutively numbered.

A proposal and all attachments shall be complete and free of ambiguities, alterations, and erasures. A duly authorized officer or agent of Vendor shall execute it. In the event of conflict between words and numerals, the words shall prevail.

A proposal shall be prepared and submitted in accordance with the provisions of this RFP instructions and specifications.

2.2 ESCALATION PLAN

The Vendor is also required to provide, an escalation plan and procedure, including names, telephone numbers (office, cell and/or pager) for all key project personnel, including Vendor project manager, project engineer and other relevant technical resources, appropriate local sales and operations management personnel, and corporate executive management. **This escalation plan shall detail the process, timing, and circumstances under which either Vendor field and/or Diné College personnel shall institute escalation.**

2.3 IMPLEMENTATION PROJECT MANAGEMENT PLAN

Due to the critical nature of this project for Diné College, a proposed detailed **Project Management Plan** identifying key deliverables, the dates associated with each key deliverable, and the selection criteria suggested or recommended by the Vendor for each key deliverable is required. It is imperative that the implementation process be planned and carried out in a flawless manner and in conjunction with the Construction schedule.

The Vendor is required to provide, a proposed detailed implementation/project management plan as part of the Vendor’s response. The implementation/project management plan should include, but not be limited to, the following information:

- Detailed schedules showing start and completion dates for each key project task through final Diné College Acceptance;

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- Project management team organization with names and titles, including responsibilities of each member
- Any Vendor recommended schedule modifications

During and for completion of the project, the selected vendor shall be responsible but not limited to the following deliverables:

2.3.1 Implementation/Project Management.

The Implementation/Project Management will consist of but not limited to:

- a) Project Management Overview
- b) Manage Vendor activities
- c) Be Vendor's single-point-of-contact to Diné College for the project
- d) Attend all scheduled (e.g., weekly) project status meetings
- e) Be available to Diné College at all reasonable times
- f) Be responsive to Diné College 's questions, problems and/or concerns
- g) Be on-site during critical phases of work, including testing
- h) Have overall responsibility for all contracted work until total project Acceptance
- i) Make necessary decisions and enlist necessary resources to ensure successful completion of all contracted work in the required timeframes

2.3.2 Attendance of Periodic Management Team Meetings (Diné College Coordinated)

- a) Management Team Meeting (Bi weekly) 2 per month minimum.
- b) Conduct On-Site Progress Meetings w/ Selected Vendor and Diné College staff
- c) Document and manage On-Site Coordination and Monitoring of Installation
- d) Attendance of Periodic project Team Meetings (Vendor Coordinated)

2.3.3 Scheduled and Ad Hoc Reports summarizing progress and significant project events

- a) Manage all project activities and provide weekly report
- b) Presentations of project status
- c) Be on-site at scheduled times to inspect work progress

2.3.4 Change Management

- a) Response to all Request for Information
- b) Validate change documents and discuss with Diné College all out of scope additions

2.3.5 Project Closure Management.

The Project Closure Management will consist of but not limited to:

- a) On-Site Supervision
- b) Punch List Review
- c) Manage vendor punch list
- d) Prepare and provide to Diné College a report detailing final project sign off
- e) Review and verification of Final Network configuration, As-Built Documentation and Testing Documentation
- f) Provide a detailed verbal and written presentation to executive and management staff
- g) Financial and Invoice Reconciliation

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- h)** Assist Diné College in approving and finalizing all financial requirements
- i)** Provide receipt and validation of all Systems Acceptance Testing Criteria and Associated Documentation

3. SYSTEM REQUIREMENTS

3.1 OVERVIEW

Diné College, Information Technology Department (hereinafter “Diné College”) is requesting a proposal for and intends to acquire and implement Information Technology Special Systems, including but not limited to: IT Network, Audio Visual, Security and UPS infrastructures and systems, including all appropriate hardware and software. At the completion of all work, the Vendor will submit the following:

- a. Test results for all systems
- b. Operation manuals for each piece of equipment
- c. “As-Built” drawings
- d. Systems Operation and Maintenance Manuals
- e. Any software specifically written for the project
- f. Source code for all systems must be provided.
- g. Systems Operation and Maintenance Manuals
- h. All details specific to the software-equipment functionality
- i. List of all MAC addresses, IP addresses, ports, etc, for all equipment attached to the Owner’s networks.

3.2 GENERAL REQUIREMENTS

The specified equipment within the RFP meets Diné College’s standards and is an example of the type of equipment for quality and for functionality that is acceptable. Requests for substitutions may be made in writing by the vendor submitting a bid, provided the equipment being proposed for substitution is of equal quality and is of equal functionality.

The vendor shall thoroughly test all new systems and all its component parts, in the new library facility. In addition, the vendor will be required to certify the network and systems as to its readiness and operational efficiency.

The selected Vendor shall furnish all supervision, design/engineering, labor, materials and equipment needed to complete all work specified in this RFP and shown on the accompanying schedules and drawings. This work shall include all tools, services and miscellaneous materials and equipment necessary to provide required new Special Systems in accordance with the specifications provided herein.

It is the responsibility of the Vendor to ensure compatibility of all equipment and material and to ensure proper quantities for all material included in the respective bid.

The intent of this specification is to provide the groundwork for a complete and satisfactory system. All equipment and installation material required to fulfill the RFP requirements shall be furnished whether or not specified or on the drawings.

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3.3 SCOPE OF WORK

General

The Vendor will respond to a request for service within two (2) hours by telephone for support, if required, onsite support will occur within twenty-four (24) hours after the request for service.

The Vendor will be required to provide 24X7 Telephone support to Diné College.

Service Contract

The Vendor shall offer a separate service contract for two (2) years on a year-to-year basis for all systems included in the RFP. This service contract shall cover a minimum of two (2) visits per year and scheduled as per the Dine College's request, to perform preventive maintenance, repairs and adjustments, as necessary.

The service contract will include the scheduled replacement of lamps for projectors and other display devices. This contract should also include adjustment of equipment to maintain optimum image and sound quality as well as maintaining all other components of all installed systems to meet the specifications of this document.

The service contract shall commence immediately after expiration of the one year warranty period.

The contract should include separate costs and contact information for emergency and after hour's service.

Owner Training

The Vendor will provide training by a qualified instructor to personnel designated by Diné College. In the event the Vendor does not have an instructor on staff, a Manufacturer's representative will be provided by the Vendor at no additional cost to provide the required training.

All training shall take place after the system acceptance tests and the systems are operational.

The training will be divided into four (4) sessions of two (2) hours each and this training is to be done with Diné College's designated representatives. The Vendor will provide the schedule for training and a sign in sheet.

Should Diné College request additional training; the Vendor will make the appropriate arrangements and provide to Diné College the costs for this training.

All training materials and the training plan shall be reviewed and approved by Diné College prior to training sessions.

Diné College Existing Environments

Responders should take note to Diné College's current and existing environment when responding to the RFP. Diné College prefers to see proposals that take in to account the existing Diné College's environment.

Below is an outline of the current and existing Diné College environment:

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Network:

Cisco AVVID network.

Cisco Unified Communications Manager v.7 and Unity

Cisco WiFi, predominantly 1310 and 1242 Access Points, no wireless controller

Edge Switches are Cisco 3650-24PS.

Nine sites with Cisco 2811 and 3845 ISP routers with SRST.

WAN links are each 5 Mbps Metro-Ethernet.

Shiprock South WAN connection is by routed 54Mbps Redline Wireless to Shiprock North campus.

Shiprock South Main MDF is in the adjacent Classroom Building with Cisco 3750 F/O switch stack for Layer 3 switching.

Typical network UPS are APC Smart-UPS models monitored via ISX Manager NMS.

Cabling:

Diné College's current standard for cabling is Cat 6 to the work area outlet, both Multi-Mode and Single-Mode fiber backbones. All cabling is SYSTIMAX certified and installed per BICSI specifications.

ITV:

Tandberg Codian 4210 MCU

Tandberg Educator

Tandberg Edge 95

Security Systems:

GE Alliance Enterprise 8300 key card access system (at Tsaile campus)

Sony NSR-1050H Surveillance Recorder (camera system surveillance system)

3.3.1 Voice and Data Network Equipment.

New network electronics are to be installed for the new Diné College, Shiprock campus Library. All network electronics are to be installed and stacked properly as per manufacturer guidelines in the MDF room 130. The vendor will be required to achieve the following goals, including but not limited to;

- a) Provide IP-based voice capability. The new system will provide a Voice over Internet Protocol (VoIP) solution that Diné College will tie into their existing network and leverage for current and future applications.
- b) Design and configure appropriate QoS for voice, video and data.

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All equipment is expected to have a minimum of a one year warranty period, with annual maintenance charges where applicable after this period.

It is the responsibility of the vendor to verify all equipment listed in this RFP. Omissions and/or equipment and/or material or design inaccuracies in the specifications of any provision herein described shall not be construed as to relieve the vendor of any responsibility or of any obligation to the complete and satisfactory delivery, operation and support of any and all equipment or services. The vendor will furnish and install Cisco's Network solution utilizing managed switches to support new library facility.

Equipment and/or Material used for the new Diné College, Shiprock campus Library site is to include but is not limited to:

PART NUMBER	Description	Qty
SWITCHES		
WS-C3560V2-24PS-S	CISCO 24 PORT SWITCH, POE	8
GLC-SX-SM=	CISCO SFP FIBER MODULES	2
WS-C3750G-12S-S	CISCO CORE SWITCH	1
GLC-SX-MM=	CISCO SFP FIBER MODULES	10
CON-SNTE-356024PS	Cisco SMARTnet - replacement - 3 year - 8x5	4
CON-SNT-3750G12S	Cisco SMARTnet - replacement - 3 year - 8x6	1

3.3.2 System Reliability

The system must remain available for generating incoming and outgoing calls, despite individual component failures. In order to guard against failures that will make the system inoperative, the system must possess sufficient redundancy of critical components to minimize the scope of a major component failure. Minimum requirements are for redundant common control and system memory. Failure of a backed-up component must be automatically reported at the operations console or existing facility. Following a major system failure, the system should not lose any critical databases or tables

3.3.3 Wireless LAN Equipment

The Vendor will furnish all supervision, design/engineering, labor, materials and equipment needed to complete all work specified in this RFP and shown on the accompanying schedules and drawings for the Wireless system listed below. All Wireless electronics are to be installed as per manufacturer guidelines and per the construction drawings, the controller will be located in the MDF room 130.

An option for one (1) wireless local area network controller may be considered. The access points are to be linked into the local area network using horizontal data drops installed/priced under the Structured Cabling. All wireless networking equipment should be, at a minimum, capable of MAC address authentication and RADIUS authentication.

3.3.6 AUDIO VISUAL, PRESENTATION SYSTEMS SYSTEM DESCRIPTION

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The vendor is required to provide the Audio visual systems and equipment that meets and/or exceeds the current Diné College environment and will tie into the current environment.

The Control Room shall be the location of all audiovisual support equipment and serve as the control hub of the audiovisual systems. Audiovisual equipment will be located as shown on the drawings.

- a) **The Lecture hall 111** shall have a digital multi-media presentation system consisting of a projector and projector lift and a wide projection screen capable of showing 16:9 HD images. Inputs to the system shall be via floor boxes and wall plates and the Control Room. Input sources will include computers, HDMI, DVD players, any audiovisual device connected to the system, feeds from the Control Room or the Distributed Audiovisual System.

The audio system shall consist of ceiling-mounted speakers for voice reinforcement and program speakers located adjacent to the projection screen to supply audio for presentations, video or movie type of material that has both video and audio. Microphone inputs are located in wall boxes and wall plates as shown in the drawings. Other system inputs shall be from computers, video players, streaming devices, the Distributed Audiovisual System or any audiovisual device connected to the system. An audio DSP shall be provided with dynamics control, parametric equalization, routing, level control, and an automatic microphone mixing algorithm for audio signal control. Eight (8) microphone inputs and two (2) line level returns shall be available at the front of the room and connected as shown on the drawings. A combination of two (2) single microphone inputs and a multi-pin connector shall be provided.

Control of the audiovisual system shall be via a wireless touch panel with a wall mount docking station located in the Control Room. Control functions shall include, but not be limited to:

- a) System on/off
- b) Projectors on/off
- c) Screen up/down
- d) Blackout shades open/closed for Window Wall.
- e) Source selection
- f) Audio levels
- g) Image display format
- h) Audio system functions

Vendor shall submit the control system functionality and touch panel layout to the Diné College for approval.

- b) **ITV Room 115**, a Tandberg ITV system shall be provided and integrated with existing TMS (Tandberg Management System) and CODIAN MCU.

The system must include:

- a. A high definition Tandberg CODEC,
- b. Touch panel controls,
- c. High resolution LCD TVs (two at the front and one at the back of the room) or equivalent projector/screen system in adequate size,

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- d. High definition front and rear view cameras,
- e. Integrated DVD/VCR, and
- f. Integrated Document Camera.

Installer Qualifications:

Installer must be Tandberg certified.

- c) **Computer Lab 114**, requires an audiovisual system that shall be a digital multi-media presentation system. The system shall include one (1) ceiling mounted projector and one (1) recessed ceiling mounted electrically controlled projection screen to display images from a computer interface located in each of two (2) floor boxes as shown on the drawings. Audio from all sources is heard via ceiling-mounted speakers. A wall box shall provide the necessary connection for a computer to the projector. Control of the projector shall be by the manufacturer's supplied hand held remote control.

3.3.7 ACCESS CONTROL AND VIDEO SURVEILLANCE

If the requirements of these specifications or the Project Drawings exceed those of the governing codes, regulations, and manufacturer installation requirements, then the requirements of these specifications and the drawings shall govern. However, nothing in the drawings or specifications shall be construed to permit work not conforming to all governing codes, regulations and manufacturer installation requirements.

This section includes the electronic access control system (eacs) as shown on the drawings. The work under this section consists of furnishing materials and equipment, performing labor and services necessary for the installation of the eacs, as required for the security system. The vendor is required to provide the Access control and Video Surveillance systems and equipment that meets and/or exceeds the current Diné College environment and that will tie into the current environment: GE Alliance Enterprise 8300 key card access system and Sony NSR-1050H Surveillance Recorder.

All materials and interfaces necessary shall be provided by the Vendor to perform the features, functions and operating procedures required. This includes hardware, firmware and software, at no additional cost to the Diné College.

The door hardware provider (Section 08) shall provide the proper and code compliant security hardware and power supplies. Door Position Switch (DPS), Request to Exit (REX) signalization, and connections to locking mechanisms will be made available in accessible locations by the hardware provider and General Contractor (GC) for use by the Vendor. The Vendor shall coordinate with the door hardware provider for locations of the power supplies to be installed by that Vendor. Connections of the power supplies to the EACS and to the socketed door hardware equipment shall be by the Vendor. All doors controlled by the EACS will have at minimum a DPS and REX, unless otherwise noted on drawings.

Provide EACS devices as shown on the drawings.

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Provide compliant connections and interactions with the site fire alarm system. It is the responsibility of the Vendor to coordinate with GC to provide compliant connections and interactions with the site fire alarm system.

Pricing shall disclose all software and maintenance costs, including on-going and/or annual requirements and “seat-based” costs for the consideration of the Vendor and selection by Diné College.

Vendor to furnish and install all other necessary devices and power supplies to make a complete and functional system as shown in the drawings and described in this section.

Vendor is required to coordinate with GC on door preparation for security devices.

System control at the central computer location shall be under a single software program control, shall provide full integration of all components, and shall be alterable at any time, depending upon the facility requirements. Reconfiguration shall be accomplished on-line through system programming, without hardware changes.

Access control functions shall include validation based on time of day, day of week, holiday scheduling, automatic or manual retrieval of cardholder information, and access validation based on positive verification of card.

Utilizing assigned passwords, it shall be possible to define the levels of system operation for each individual user. User actions range from basic monitoring to full control of the system databases.

After installation, Diné College shall be able to perform administrative configuration changes, as desired, without the services of the manufacturer or Vendor.

The system shall be capable of utilizing the existing LAN/WAN connecting the buildings or a dedicated security Ethernet network for controller/client communications.

QUALIFICATIONS

Installer Qualifications:

The EACS Installer shall meet all applicable regulations. The Vendor shall be a firm normally employed in the EACS or Security industry.

The Vendor must be certified by the manufacturer of the products, adhere to the engineering, installation and testing procedures and utilize the authorized manufacturer components and distribution channels.

The Vendor shall be certified by the manufacturing company in all aspects of design, installation and testing of the products described herein. The Vendor shall furnish with their submittal a letter from the manufacturer indicating they are a dealer in good standing.

The Vendor shall be experienced in all aspects of this work and shall be required to demonstrate direct experience on recent systems of similar type and size. The Vendor shall have access to tools and equipment necessary for successful installation and testing of the specified systems and have personnel who are adequately trained in the use of such tools and equipment.

PRODUCTS

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Shiprock Library, Information Technology Special Systems

All products provided by the vendor shall be new and unused, and shall be of manufacturer's current and standard production and meet Diné College's standards and requirements of the current GE Alliance Enterprise 8300 key card access system and Sony NSR-1050H Surveillance Recorder.

Where two (2) or more equipment items of the same kind are provided, all shall be identical and provided by the same manufacturer.

Drawings and specifications indicate major system components, and may not show every component, connector, module or accessory that may be required to support the operation specified. Vendor shall provide all components needed for complete and satisfactory operation.

All equipment and materials used shall be standard components, regularly manufactured, regularly utilized in the manufacturer's system.

Vendor, prior to submitting a proposal, shall determine product availability and delivery time, and shall include such considerations into the proposed contract time.

Certain products specified may only be available through factory authorized dealers and distributors. Vendor shall verify their ability to procure the products specified prior to submitting a proposal.

COLLABORATION

The Vendor shall collaborate with Diné College to plan the precise function and security schema. Further, the authentication levels and assignments, as well as, the access control policies and procedures and all other options shall be designed in conjunction with the Diné College's needs. The Vendor shall present the plan for Diné College's approval prior to implementation.

INSTALLATION

Outdoor Installation: Comply with ANSI C2, "National Electrical Safety Code."

Install surge suppressors where ac-power-operated devices are not protected against voltage transients by integral surge suppressors specified in UL 1449. Install surge suppressors at the devices' power-line terminals.

Low-Voltage and COMM/DATA Equipment

Install EACS equipment according to manufacturer's recommendations.

All electronic equipment/systems utilizing cord, plug or hardwired connectors shall be bonded to the building electrical system ground, building frame or driven ground rod and shall be provided with a multi-stage suppression system.

Vendor must properly match EACS equipment to equipment being protected, including wire sizes, operating voltages, currents and number of conductors.

Vendor must coordinate with providers of all equipment being protected and provide EACS equipment which meets these specifications.

Equipment shall be installed following manufacturer's recommendations and guide-lines in compliance with NEC Articles for grounding and bonding, and NEC Articles for over-current protection.

Provide required enclosures (indoor or outdoor) for equipment.

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Where shown on the plans, or as required by the specifications, ensure that the power source for each system is from the Library's UPS units.

Wiring Method: Install cables in raceways, except in accessible indoor spaces, in hollow gypsum board partitions, and as otherwise indicated in the RFP. Conceal raceways and wiring except in unfinished spaces.

Wiring Method: Install cables concealed in accessible ceilings, walls and floors where possible. All cabling shall be routed in a clean and efficient manner. There shall be no exposed cable outside of the device.

Wiring within Enclosures: Bundle, lace and train conductors to terminal points with no excess and without exceeding manufacturer's limitations on bending radii. Provide and use lacing bars and distribution spools.

Pulling Cable: Do not exceed manufacturer's recommended pulling tensions. Do not install bruised, kinked, scored, deformed or abraded cable. Do not splice cable between termination, tap or junction points. Remove and discard cable if damaged during installation and replace it with new cable.

Exposed Cable: Install parallel to building lines, follow surface contours and support the cable according to manufacturer's written instructions. Do not run adjacent and parallel to power or data cables.

Splices, Taps, and Terminations: For power and control wiring, use numbered terminal strips in junction, pull, and outlet boxes; terminal cabinets; and equipment enclosures. Tighten electrical connectors and terminals according to manufacturer's published torque-tightening values. If manufacturer's torque values are not indicated, use those specified in UL 486A and UL 486B.

Grounding: Provide independent signal circuit grounding recommended by manufacturer.

LABELING

Label all cables as per the RFP. Label all cables using approved scheme. Label horizontal cables at the device and equipment chassis within 12" of termination. Affix labels in a visible location. All labels must be machine made and permanently attached. Label access control interface cables on both ends with door number. Label all equipment chassis per approved labeling scheme.

FIELD QUALITY CONTROL

Inspection: Verify that units and controls are properly installed, connected and labeled and that interconnecting wires and terminals are identified.

Test Schedule: Schedule tests after pretesting has successfully been completed and system has been in normal functional operation for at least 14 days. Provide a minimum of 10 days notice of test schedule.

Operational Tests: Perform operational system tests to verify that system complies with specifications. Include all modes of system operation. Test equipment for proper operation in all functional modes.

OPERATIONAL INSTRUCTION

Engage a factory-authorized service representative to train Diné College's personnel to adjust, operate and maintain EACS equipment.

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Train Diné College's personnel on procedures and schedules for troubleshooting, servicing and maintaining equipment.

Demonstrate methods of determining optimum alignment and adjustment of components and settings for system controls.

Schedule training with Diné College, with at least seven days advance notice.

ON-SITE ASSISTANCE

Occupancy Adjustments: When requested by Diné College within one year of date of substantial completion, provide on-site assistance in tuning and adjusting the system to suit actual occupied conditions and to optimize performance. Provide up to two adjustments at project site for this purpose, without additional cost.

3.3.8 VIDEO SURVEILLANCE

The vendor will be responsible to provide and install the system incorporating a total of sixteen (16) IP network cameras as noted on the drawings. 15 will be fixed cameras and (1) will be a PTZ camera.

Provide a minimum of 15 days recorded video from all cameras. Video motion detection will be enabled for all cameras so that only useful video data is stored. The PTZ cameras will be controlled through the software. The vendor is required to provide all video channel licenses.

All products provided by the vendor shall be new and unused, and shall be of manufacturer's current and standard production and meet Diné College's standards and requirements of the current Sony NSR-1050H Surveillance System to which all cameras are to be connected.

Weatherproof and vandal resistant cameras will be installed on the exterior of the library as identified in the Construction Drawings.

The cameras specified shall be of the surface mounted.

The cameras shall be vandal resistant.

The cameras shall contain heater components.

The cameras shall contain an adjustable lens.

The cameras shall utilize back-light compensation.

The cameras shall utilize auto iris features.

The cameras shall be low light capable.

The exterior cameras shall utilize technology such that the camera utilizes color by normal day light and black/white by night or when exterior lighting levels do not support color resolution.

The cable shall be in conduit between the mounted camera and the CCTV head end in areas where the cable is exposed and not run behind walls or in ceilings.

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Camera placement and installation shall be specified in the field by Diné College.

3.3.9 Uninterrupted Power Supply

Diné College requires backup power protection be properly installed and configured to provide notification of power failure and automatic shutdown.

In the event of a primary power failure, an Uninterrupted Power Supply (UPS) with Battery Backup must provide a minimum stand-by period of 60 minutes. The UPS must be configured to report to the existing ISX Manager.

3.3.10 CABLING SYSTEMS GENERAL REQUIREMENTS

New backbone copper cables and fiber optic composite (Multimode and Single mode) cables will be required between the existing Classroom room 231 and the new MTC. The fiber is intended primarily for data networking purposes; the copper cable is intended primarily for ancillary and security systems.

Complete testing of intra-building backbone copper and fiber cable will be required to insure that all fiber strands and copper pairs will accommodate the anticipated communications systems.

New intra-building cable will be required to support anticipated communications systems. This cabling will distribute to hard wall, WiFi, camera, and modular stations. The Cable will be Systemax Category 6E rated.

The Vendor shall furnish all supervision, design/engineering, labor, materials and equipment needed to complete all work specified in this RFP and shown on the accompanying schedules and drawings. This work shall include all tools, services and miscellaneous materials and equipment necessary to provide required new Cable Systems in accordance with the specifications provided herein.

It is also the Vendor's responsibility to determine and make all required modifications in MAIN Telecommunications Closet (MTC) (e.g., backboards, freestanding and wall mount relay racks, equipment shelves, cable runway, cable management hardware, grounding, sleeves, etc, that is not being completed by the General Contractor). All costs associated with required modifications must be included in Vendor's bid price.

The Vendor shall insure that manufacturer-recommended maximum pulling tensions and minimum bending radius of the cables being installed are not exceeded at any time during installation. Failure to follow such guidelines will result in the Vendor providing additional material; and labor necessary to rectify any problems resulting from such situations, at no additional cost to Diné College. This shall also apply to any and all damages to new cables caused by the Vendor during implementation.

All intra-building copper and fiber cables shall be installed with adequate slack (5ft min service loops) to allow for repair and/or splicing as may be required due to damage or breaking, and for dressing within MTC entry.

All installed intra-building cable must be properly labeled, tested and documented. This documentation, which is due at project completion, shall include one set of bound test results, and disc copy of test records, and one set redlined as-built drawings.

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All cable installations shall be done in compliance with applicable and current TIA/EIA standards, BICSI methods and Bell System Practices.

3.3.11 INCONSISTENCIES BETWEEN SCHEDULES/DRAWINGS AND TEXT DESCRIPTIONS

Accompanying drawings are provided as additional clarification of the description of work. Any inconsistencies between provided documentation and the descriptions herein should be brought to the attention of Diné College's Project Manager immediately upon discovery. Diné College will issue a clarification or correction to address identified inconsistencies. Vendor should not proceed with any element of the installation where instructions in one section conflict with those in another until Diné College or its agents provide clarification.

3.3.12 CABLE SYSTEMS INFRASTRUCTURE

In general, "Cable Systems" refers to the physical elements required to support voice, data, Audio Video, Security and WLAN, or other hardware systems within a specific environment (e.g., a room or building). Infrastructure information is provided on the accompanying drawings; nonetheless, it shall be the Vendors' responsibility to confirm or determine the specific telecommunications infrastructure that will be required to support required cable systems.

The Vendor selected to complete this project will be required to provide computer generated (e.g., AutoCAD, Visio, etc.) drawings of the building entry, and the MTC. These drawings must be submitted to the Diné College project manager for approval and must include floor plans detailing Vendor-provided equipment layouts, and backboard and rack elevations.

3.3.13 SPECIAL SYSTEMS BUILDING ENTRY CLOSET

Existing Special Systems Building Entry Closet building entry Point of Presence will continue to serve as the building point of entry and the main inter-building termination point for communications services. The Vendor will be responsible for extending from the Diné College Classroom # 231 a 50 pair of copper and a 12 strand multi mode and 12 stand single mode fiber optic cables for this facility into the Diné College Library's Main Telecommunication Closet (MTC). All cables and connecting hardware in the building point of entry closet will be enclosed in a Vendor provided cabinet, and ran in 4" conduit provided by Diné College to the MTC.

3.3.14 MAIN TELECOMMUNICATIONS CLOSET

Main Telecommunication closet (MTC) will serve as the intra-building distribution points for communications services. The MTC is of adequate size, and is secured.

Vendor shall provide freestanding relay racks, drilled both sides per EIA/TIA universal thread standards, and properly anchored. (See Special Systems Drawings for MTC Layouts.)

Although a Main telecommunications closet location has been specified on the accompanying drawings, it shall be the Vendor's responsibility to confirm that the closet is adequate to support Vendor-provided and Diné College equipment that must be located in this closet.

3.3.15 INTRA-BUILDING CABLE TRAY INFRASTRUCTURE

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Vendor will provide all Intra-building 16"x2" cable tray systems in the MTC for Cable distribution.

It will be the Vendors responsibility to provide and install all new intra-building support systems for adequacy to support required cable system. Such support systems must be adequately supported per industry standards, to support intra-building copper cable as it distributes from the Main Telecommunications Closet (MTC).

3.3.16 CABLE SYSTEMS

There is one TC's, which is located within the MTC. All horizontal cables, serving the floor areas, shall originate from this one MTC/TC and shall travel above the ceiling to their destination.

The Vendor will be responsible for the complete testing of horizontal cabling and backbone cabling between the MTC/TC, Building entrance and station locations.

All intra-building cabling must be Systimax Category 6E Plenum high performance cable system that will qualify for a minimum 20-year warranty.

3.3.17 INTRA-BUILDING STATION CABLE

Vendor is responsible for providing and installing (place, terminate, label and test) new station cable for Voice and Data systems distribution between MTC and station locations as per the Special systems drawings. New station cable shall be 4-pair, Systimax Category 6E plenum-rated cable. All four pairs of this cable shall be terminated on Systimax 24 port Patch Panels in the MTC, and on Systimax RJ-45 jacks at the station location end.

This station cable shall be installed in provided cable trays, hard walls, surface mount raceways and communications poles. **Vendor shall also be responsible for providing all cross connects and patch cords between Vendor-provided station cable and all feeder cable. Systimax will be the only acceptable manufacturer.**

3.3.18 TC ENCLOSURES AND CABLE SUPPORT SYSTEMS

Vendor shall be responsible for determining and providing required materials (e.g., freestanding and wall mount relay racks, cabinets, mounting brackets, cable runway, J-hooks, grounding systems, cable management hardware, mounting hardware, tiewraps, etc.) for supporting the systems herein described.

3.3.19 RELAY RACKS

Vendor shall provide freestanding relay racks, CPI Heavy Duty 19" x 84", Black finish, drilled both sides per EIA/TIA universal thread standards, and properly anchored.

3.3.20 EQUIPMENT GROUND SYSTEMS

Vendor shall be responsible for providing grounding systems in the MTC which shall include but not limited to, cable bonding, cabinet and relay rack ground kits with #6 THHN wire, ground busses, and ground clamps. It will be the Vendor's responsibility to provide grounds per

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ANSI/TIA/EIA-607, Grounding and Bonding Requirements for Telecommunications in Commercial Buildings.

3.3.21 MISCELLANEOUS

Vendor shall be responsible for providing all equipment and hardware necessary to provide adequate cable management on backboards, relay racks and cabinets; and all miscellaneous anchoring, mounting hardware and Velcro tiewraps.

3.3.22 FIBER OPTIC BACKBONE CABLE SYSTEM

The Diné College distribution design calls for 12SM TeraSPEED/ 12MM LazrSPEED 300 fiber which will distribute from classroom building to new library. These cables shall be installed (no mid-span splices) in the previously specified inner duct and terminated, labeled and tested per industry standards.

Vendor shall be responsible for determining the required size and method of installation of all Fiber optic patch panels.

3.3.23 FIBER TERMINATIONS

All fibers shall be terminated with small form factor LC connectors. Losses shall not exceed 0.5 dB per terminated fiber.

All fibers are to be terminated at both ends as specified herein. All fiber terminations are to be accomplished using manufacturer approved field termination tools and methods.

3.3.24 FIBER PATCH PANELS

All terminated fibers shall be properly dressed and mounted in Systimax Rack-Mount fiber connect panel in MTC (room 130), and on a Systimax Rack Mount fiber connect panel in the Diné College Classroom #231. Patch panel connector panels shall contain connector coupling compatible with the LC connectors. All patch panel bulkhead spaces must contain either connector panels or blank panels.

16-gauge heavy steel rack mount patch panels are required.

3.3.25 LABELING

All fiber optic cables shall be labeled within MDF and Diné College Classroom #231 with self-laminating typed labels. Heat laminated plastic typed labels with tiewraps shall be used for innerducts. Labels shall indicate cable type, origin and destination.

All patch panels shall be labeled with adhesive backed typed labels. Labels shall indicate origin and destination for all terminated cables.

Patch panel schedules shall be typed, **not hand written**, and must identify the building destination, fiber type and count.

3.3.26 STATION CABLE

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All station cables shall be 2071E Systimax Category 6E plenum 4-pair unshielded twisted pair (UTP) copper cable. **No substitutions will be accepted.**

Cable color shall be as follow

Data- blue
Patch- Light blue
Data Jacks- Orange
Security- yellow, cable and jacks

Vendor is required to get prior Dine College Project manager approval before ordering.

All cables shall be installed per EIA/TIA 568A building standards to designated stations as per the special System drawings. All cable shall be terminated on Category 6 patch panels within the MTCs and on Category 6E rated RJ-45 modular jacks at the station end.

Typed or computer-generated labels shall be required for closet termination hardware as well as station cable, faceplates, modular furniture, and hard wall office doorframes.

All Category 6E cable shall be tested per Category 6 performance level standards.

Installation of cable must meet all specifications identified in the applicable TIA/EIA Commercial Building Wiring Standards. Care must be taken to avoid excessive bending radii and to **not over pull, micro bend, kink, or over bind** cable during installation.

Care is required in the management of the station cable as it enters telecommunications closets. All cables must be neatly organized, routed and secured with Velcro tiewraps to the cable support systems and management hardware in an aesthetically pleasing manner. Cable must have the appearance of being combed, with no tangles. Cable overlap must be kept to a minimum. Cable improperly installed may be required to be redressed or possibly replaced at the Vendor's expense. Final approval will be given by Diné College's project manager.

A minimum of 36" cable slack shall be provided at each workstation termination. Care must be taken to maintain minimum bending radii and to avoid kinking when dressing excess cable at termination locations.

Specific care must be taken to maintain pair twists up to point of termination, or no less than within 1/2" of termination.

3.3.27 MAIN TELECOMMUNICATIONS CLOSET TERMINATION HARDWARE

Vendor shall provide and install required Systimax Patch Panel and rack mount managers for termination of all inter-building cables.

Vendor shall provide and install the required Systimax 48 portRJ-45 Cat 6 patch panels with patch cord organizers in the MTC. One patch cord organizer is required with each patch panel. Patch Panels shall be installed in quantities adequate to support 2 cables per station location in the MTC.

3.3.28 STATION TERMINATION HARDWARE

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Vendor shall provide and install all required Systimax, rated Category 6E-termination hardware. Uses of single gang, multi-outlet faceplates capable of supporting one to Six modular jacks are required.

All four pairs of the cable shall be terminated. Cable length must not exceed 90 meters from the nearest telecommunications closet to designated station locations. (See Special Systems Drawings for locations)

3.3.29 CATEGORY 6E PATCH CORDS

Vendor is responsible for providing one (1) 10' (to be used at the station) and one (1) various length to be used at the Switch Category 6E patch cord in a quantity equal to the number of required stations.

3.3.30 FIBER PATCH CORDS

Vendor is responsible for providing four (4) 5' duplex LC/LC patch cords for the MTC and MDF. Testing shall be conducted prior to installation of the patch cords to assure the integrity and length of all fibers.

3.3.31 LABELING

All patch panels and faceplates shall be labeled with typed or computer-generated labels.

Temporary type markings are not acceptable on the patch panels or workstation faceplates. Vendor shall be responsible for removing markings or replacing trim, housing, and other items where such markings cannot be readily removed. Required cable records will accurately reflect the installed labeling format. Provide labels as follows:

3.3.31b PATCH PANELS AND FACEPLATES

Vendor shall furnish and install adhesive backed labels for each patch panel port and each faceplate port. Labels shall be typewritten or computer generated indicating MTC room/workstation number (numeric), Patch panel position.

EXAMPLE of label: 103-001A or 103-001B

103= MTC

3.3.31b WIRING BLOCKS

Vendor shall label the Patch Panel designation strips with MTC room/workstation number.

EXAMPLE of label: 1033-001A or 1033-001B

3.3.31c STATION CABLE

Vendor shall label each cable at both ends. Labels will be consecutively numbered with MTC room/floor/workstation number.

EXAMPLE of label: 103-001A or 103-001B (Data)

EXAMPLE of label: 103-001A or 103-001B (TV)

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EXAMPLE of label: 103-001A or 103-001B (Security)

3.3.32 PROTECTION AND CLEANUP

During construction, all work areas shall be properly protected (e.g., barricaded, coned-off, warning-taped, etc.) from damage by accident. The premises shall be left in a neat and proper condition at the end of each day's work and at completion of installation.

3.3.33 FIREWALL PENETRATIONS

All firewalls shall be properly sleeved with metallic chases terminated with connectors and plastic bushings, and fire stopped per local fire codes with a re-enterable compound. Sleeves shall have connectors and plastic bushing on both ends and be properly anchored to walls (e.g., anchored unistrut with strut clamps).

3.3.34 CABLE TEST EQUIPMENT

The Vendor shall be responsible for providing all necessary test equipment to certify all new installed cable systems. This test equipment must include, but not limited to, multimode OTDRs, multimode Optical Loss Test Sets (power meters), copper multi-pair testers, copper modular-type testers, and Category 6 testers with two-way injectors.

3.3.35 DOCUMENTATION

At project completion and before final customer acceptance, the Vendor shall be responsible for submitting one bound set of hard and soft copies of all test results to Diné College's project manager. **This test result material must include viewing software for all test results provided in soft copy format.** Additionally, the Vendor shall also be responsible for providing "red lined" as-built drawings, accurately documenting any changes in the original cable and infrastructure design, prior to final customer acceptance.

3.3.36 BILL OF MATERIALS

The Vendor shall provide a complete bill of materials for all cable systems (e.g., copper and fiber cable, and copper splice and termination hardware, fiber termination hardware, etc.) and supporting infrastructure (e.g., relay racks, cabinets, cable runway, J-hooks, grounding, etc.). A miscellaneous column must be used for all minor (extended totals that do not exceed \$100) components. **This materials list must include quantities, line item costs and extended totals, including Vendor markup, tax and freight.**

4. CABLE TESTING

This section describes performance tests required for Acceptance of newly installed cables. Tests shall be conducted in accordance with TIA/EIA Standards. All Vendor-provided and installed cables are to be tested.

4.1 BAD PAIRS

Cables with bad pairs must be properly labeled and documented in a manner, which clearly identifies the cable pairs tested and test(s) failed. Materials and installation should be of a high quality which minimizes the number of bad pairs in any cable. Cable which does not meet the quality standards described herein will not be accepted by Diné College and must be replaced or corrected in a manner acceptable to Diné College and pre-approved by Diné College Project Manager in writing.

No bad pairs will be accepted in any cable.

4.2 DOCUMENTATION OF TEST RESULTS

Vendor shall test all cable and terminations that will document results in electronic and printed form.

4.3 ACCEPTANCE TESTING FOR FIBER OPTIC CABLING

Acceptance tests are to be conducted to ensure the engineering design is achieved in actual construction and transmission quality meets specifications and objectives.

These tests are designed to detect damage or errors that may have occurred in the manufacturing, placing, connectorizing or splicing of cable. The following tests must be conducted as described below and in the following order.

4.3.1 ON-REEL (OTDR) TESTING

Optical Time Domain Reflectometer (OTDR) testing shall be conducted on all multimode fibers to detect damaged or attenuated fibers.

On-reel uni-directional test shall be conducted prior to installation of cable to assure the integrity and length of all fibers. Hard copies of OTDR strip reports, at 850 nm for multimode fiber, must be submitted to Diné College's Project manager prior to removal from reels.

4.3.2 (OLTS) TESTING

Optical Loss Test Set (OLTS) testing shall be conducted for all installed multimode fibers to measure end-to-end attenuation, and installed length. Testing for multimode fiber shall be conducted Bi-directionally at 850 nm 1300 nm. Certified (signed and dated by lead test technician) test records of all OLTS test results shall be provided as documentation and will become part of the "as-built" record.

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4.3.3 ACCEPTANCE CRITERIA

Prior to acceptance, installed cable must be thoroughly tested to demonstrate that all materials and installation will meet performance specifications.

No cables with bad fibers will be accepted. Cables not meeting the manufacturer performance specifications and those, which may be additionally described herein, must be replaced at Vendor's expense.

4.4 ACCEPTANCE TESTING FOR CABLING

The Vendor shall test all installed and terminated cables. Cable tests are to be conducted to ensure that the engineering design is achieved in the actual construction and that transmission quality meets specifications and objectives described herein. These tests are designed to detect damage or errors that may have occurred in the placing or termination of the cable.

4.4.1 CATEGORY 6E CABLE TESTING

The Vendor shall test all installed and terminated Category 6E cable. Category 6E 4-pair cable shall be tested with full sweep frequency measurements from 1 MHz to 250 MHz for TIA/EIA CATEGORY 6Link performance measurement. **Complete 4-pair testing is required in one direction for the following characteristics:**

Near-end-cross talk (NEXT)	Mapping
Attenuation-to-Crosstalk Ratio (ACR)	Length
Resistance	Impedance
Attenuation	Capacitance

Complete 4-pair testing is required in the opposite direction for:

Near-End-Crosstalk (NEXT)
Attenuation-to-Crosstalk Radio (ACR)

Use of test equipment with a two-way injector that measures NEXT and ACR simultaneously from both cable ends of the link will preclude the requirement for bi-directional testing.

All Category 6E cable must be tested at a minimum using a Category 6 field tester.

Vendor shall submit test result documentation indicating "pass" condition with notations indicating any required repairs. Test result documentation shall be dated and signed by test technician and shall be neatly bound.

4.5 DOCUMENTATION OF TEST RESULTS

Hard and soft (prints/disk) copies of all test results shall be provided as documentation and will become part of the "as-built" record. One set of all test results shall be neatly bound and provided prior to systems acceptance.

All test results are to be documented on Vendor-provided and Category 6 tester generated test result sheets and/or disk copy.

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OTDR trace printouts and disk copy must be provided for all multimode fibers.

OLTS results are to be documented on Vendor-provided and Diné College -approved result worksheet.

All disc copies of proprietary test equipment results must be accompanied by viewing software.

4.6 AS-BUILTS

Vendor shall be responsible for marking up (manually "red-line") Diné College -provided infrastructure/cable plans. These as-built drawings shall indicate actual installed conditions. All modifications to the design as herein presented must be accurately detailed and approved by Diné College's project manager, in advance of the work being started.

4.7 CABLE RECORDS

Bound cable records shall include complete and accurate accounting for all new copper and fiber optic cable including cable pairs and fiber strands to facilitate future additions and upgrades to cable systems. Installed label format must be reflected in all cable records.

4.8 TESTING AND OVERALL PROJECT DOCUMENTATION

Test results shall be provided, and will become part of the overall "as-built" record. One neatly bound copy (and disk copy with viewing software) of test results and cable records, and one set of completed "reproducible" as-built drawings shall be submitted to Diné College 's Project manager prior to the project completion date specified in Section 1.3, Schedule of Events.

The Vendor selected to complete this project will be required to provide computer generated (e.g., AutoCAD, Visio, etc.) drawings of the building entry closet, MTC. These drawings must be submitted to Diné College project manager for approval and must include floor plans detailing Vendor-provided equipment layouts, and backboard and rack elevations.

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5. DRAWINGS

Special Systems Infrastructure (MTC, and workstation cable) plans are provided (accompanying this RFP) to assist in defining the Scope of Work of this project. These drawings are for informational purposes *only*. It is the Vendor's responsibility to **field-verify** all conditions, **including footages**, as part of bid preparations.

6. WARRANTY AND SERVICE

6.1 WARRANTY PERIOD

The Vendor shall provide a complete warranty on all materials and work proposed in response to this RFP, including all parts and labor, for a period of minimum one (1) year from the date of System Acceptance by Diné College.

Additionally, the Vendor must provide a **SYSTIMAX CABLING SYSTEM Category 6E high performance cable system that will qualify for a minimum 25-year warranty** for the intra-building Structured Cable Systems. All costs associated with this Warranty must be included in the system pricing proposed herein.

6.2 SERVICE CONTRACT

The Vendor shall offer a separate service contract for two (2) years on a year-to-year basis for all systems included in the RFP. This service contract shall cover a minimum of two (2) visits per year and scheduled as per the Dine College's request, to perform preventive maintenance, repairs and adjustments, as necessary.

The service contract will include the scheduled replacement of lamps for projectors and other display devices. This contract should also include adjustment of equipment to maintain optimum image and sound quality as well as maintaining all other components of all installed systems to meet the specifications of this document.

The service contract will include the Technology Special Systems, including but not limited to: IT Network, Audio Visual, Security and UPS infrastructures and systems, including all appropriate hardware and software.

The service contract shall commence immediately after expiration of the one year warranty period.

The contract should include separate costs and contact information for emergency and after hours service.

6.3 LABOR AND MATERIALS

During the Warranty Period, Vendor agrees at its expense and its option to either repair or replace any defective infrastructure and cable related component provided initially or post-cutover by Vendor and any added during the Warranty Period. Vendor shall provide such repair services and replacement components or parts as are necessary to keep the cable system operating in accordance with Diné College's specifications. All replacement components and materials shall be of at least equal performance and quality to the original.

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7. PRICING

7.1 PRICING SUMMARY COST PROPOSAL FORM

A Pricing Summary and Bill of Labor page is required from the Vendor and to be included in the Vendors response. It is to be used for total project costs. **Detailed Separate Pricing is required for all project Phases.** In addition, the Pricing Summary needs to outline all detailed total project costs. Pricing shall include all travel, materials, labor and applicable tax if any. The following is a sample of what is required; it is the Vendor’s responsibility to provide the proper information.

This Pricing Summary page is to be used for total project costs related to the Diné College Library building. In addition, Pricing Detail and Bill of Materials are required on the following pages. Unit pricing shall include all materials, labor (e.g., project management, design/engineering, installation, etc.), systems warranty, and applicable tax.

PRICING SUMMARY

Total RFP System Cost Acquisition	
All Labor	\$.
Equipment/ Materials	\$.
Service Contract, per year with two year option	\$.
Miscellaneous	\$.
Tax	\$.
<u>TOTAL INSTALLED PRICE</u>	\$.

7.2 PRICING DETAIL

Materials for Voice and Data Network Equipment	\$.
Labor for Voice and Data Network Equipment	\$.
Materials for Wireless LAN Equipment	\$.
Labor for Wireless LAN Equipment	\$.
Materials for Audio Visual, Presentation Systems System	\$.
Labor for Audio Visual, Presentation Systems System	\$.
Materials for ITV, Instructional Television and Distribution System	\$.
Labor for ITV, Instructional Television and Distribution	\$.
Materials for Access Control and Video Surveillance	\$.
Labor for Access Control and Video Surveillance	\$.
Materials for Uninterrupted Power Supply	\$.
Labor for Uninterrupted Power Supply	\$.
Materials for Cabling	\$.
Labor for Cabling	\$.
Documentation (test results, records, as-builts)	\$.
Project Management cost	\$
Tax	\$.

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TOTAL INSTALLATION PRICE	\$.
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7.3 BILL OF MATERIALS

Vendor shall provide a complete BOM for all cable, supporting infrastructure, and miscellaneous material items being provided for the proposed price. Include line item pricing and quantities for each item. This unit pricing must include all Vendor’s overhead, applicable tax, and freight.

The omission of items from this list does not alleviate Vendor's responsibility for providing required materials and equipment needed to complete this project for the stated bid price.

The following is an example of this sheet.

ITEM Description & Part #	Quantity	\$/ITEM	ITEM TOTAL	GRAND TOTAL
	?	?	?	?

7.4 LABOR RATES

Vendor shall provide a detailed list of labor rates that have been utilized to determine the pricing proposed. Include all levels of labor and management being provided. These labor rates must be utilized in pricing additional work requested during the entire implementation of this project, through Acceptance.

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8. REFERENCES

Please provide the following information on attached pages with clear references to the Section number being responded to:

8.1 VENDOR EXPERIENCE

To be considered qualified by Diné College, Vendor must be able to demonstrate experience during the past five (5) years with the installation of intra-building conduit/raceway infrastructure, copper and fiber optic cable backbone systems, intra-building voice and data structured cable systems, and video UTP cabling systems.

Please provide three (3) project references in the following format. (Make copies of this page to provide information on each of the 3 references for each area of single turnkey expertise included within the RFP -- a single project reference may include more than one area of expertise if applicable.)

Company Name: _____

Project Name: _____

Project Cost: _____

Current Contact Person: _____

Contact's Telephone Number: _____

Date of Completion: _____

Project Description: _____

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9. RFP ACCEPTANCE FORM

This form must be signed by an official of Vendor authorized to commit the company to the technical requirements, contractual terms and conditions, pricing and other elements of this RFP.

On behalf of _____, I am authorized to, and do, accept and agree to all requirements, terms & conditions, and other elements of the Diné College Request for Proposal for the Diné College Library Special Systems Project.

Proposed pricing includes supervision, design/engineering, labor, materials, equipment, warranty, shipping, taxes and other related costs to provide the systems and services defined in the RFP.

The only exceptions to the two paragraphs above are by specific written exception to specific items, as noted in our company's bid response to the RFP.

Signature

Name (Please Print)

Title

Date

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10.0 ATTACHMENTS

10.1 ATTACHMENTS

Any and all attachments and addendum issued by DINÉ COLLEGE will become a part of the RFP.