



**COUNTY OF EL PASO**  
County Purchasing Department  
500 East San Antonio, Suite PU500  
El Paso, Texas 79901  
(915) 546-2048  
(915) 546-8180 Fax

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### **Notice to Interested Parties**

Sealed bids will be received at the County Purchasing Department, 500 E. San Antonio, Suite PU500, El Paso, Texas 79901 before 2:00 p.m., **Wednesday, April 9, 2008** to be opened at the County Purchasing Office the same date for **(BID) Wiring of Data & Communications for MDR Building**. A pre-bid conference will be held on Tuesday, March 25, 2008 at 10:00 a.m. in the Purchasing Conference Room located at 500 East San Antonio, Room 500, El Paso, Texas 79901.

**Bids must be in a sealed envelope and marked:**  
**"Bid to be opened April 9, 2008**  
**(BID) Wiring of Data & Communications for MDR Building**  
**Bid #08-036"**

**Any questions or additional information required by interested vendors must be submitted in writing to the attention of the County Purchasing Agent before Tuesday, April 1, 2008, at 12:00 p.m. Questions can be faxed to (915)-546-8180.**

Said contract shall be let to the lowest responsible bidder, and the **COMMISSIONER'S COURT RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS AND WAIVE TECHNICALITIES**. Only bids that conform to specifications will be considered. Faxed bids will not be accepted. Successful bidder shall not order items or services until a Purchase Order is received from the County Purchasing Office. Payment will not be made on items delivered without a Purchase Order. Contract will be awarded by lump sum or line item, whichever is in the best interest of the County.

In order to remain active on the El Paso County Vendor list, each vendor receiving this bid must respond in some form. Vendors submitting a bid must meet or exceed all specifications herein. Vendors submitting a no bid must submit their reason in writing to the El Paso County Purchasing Department.

If the bid totals more than \$100,000.00, the bidder shall furnish a certified cashier's check made payable to the order of El Paso County or a good and sufficient bid bond in the amount of 5% of the total contract price, executed with a surety company authorized to do business in the State of Texas. The bid bond must be included with the bid at the time of the opening.

**PITI VASQUEZ**  
County Purchasing Agent

## BIDDING SCHEDULE

To: El Paso County, Texas

I or we agree to furnish the following described equipment, supplies, or services for the prices shown in accordance with specifications listed below or attached. By execution of this bid, I hereby represent and warrant to El Paso County that I have read and understood the Bid Documents and the Contract Documents and this bid is made in accordance with the Bid Documents.

Please quote prices and discounts on the following items:

F. O. B. El Paso County

<b>Description – Bid #08-036</b> <b>(BID) Wiring of Data &amp; Communications for MDR Building</b>  Vendor must meet or exceed specifications
<b>TOTAL COST</b>
\$
Please do not include tax, as the County is tax-exempt. We will sign tax exemption certificates covering these items. <b>Please submit one (1) original copy and two (2) copies of your bid.</b>

\_\_\_\_\_  
Company

\_\_\_\_\_  
Address

\_\_\_\_\_  
Federal Tax Identification No.

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
CIQ Document Number

\_\_\_\_\_  
CIQ Sent Date

\_\_\_\_\_  
Representative Name & Title

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Fax Number

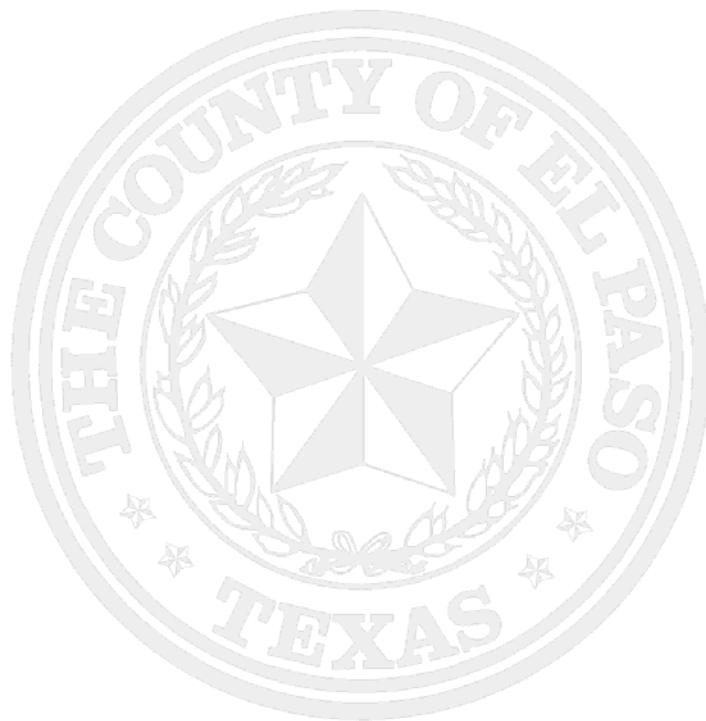
\_\_\_\_\_  
E-mail

\_\_\_\_\_  
Signature

**\*\*\*THIS MUST BE THE FIRST PAGE ON ALL BIDS\*\*\***

# **(BID) Wiring of Data & Communications for MDR Building**

**Bid #08-036**

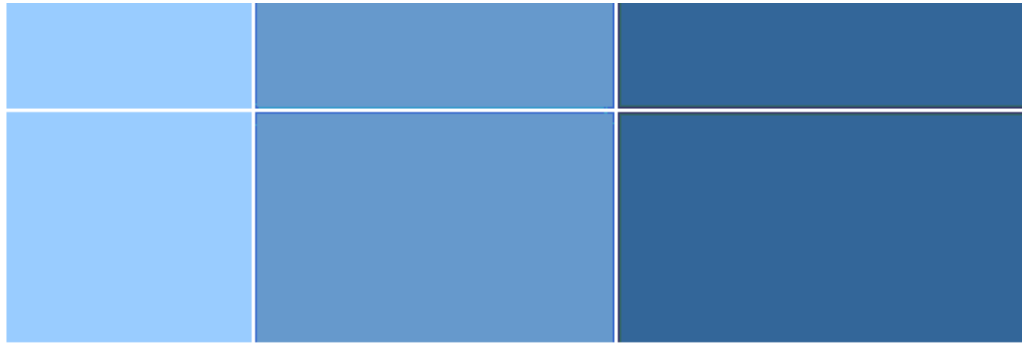


**Opening Date  
Wednesday, April 9, 2008**

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## Information Technology Department

Document Name:  
Specifications for Category 6, Category 3 Cabling and Fiber Optic  
Cable  
Date:  
March 19, 2008



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**TECHNICAL SPECIFICATIONS  
CATEGORY 6 and CATEGORY 3 and FIBER OPTICS  
STRUCTURED CABLING SYSTEM  
(Low Voltage Applications)**

Attached is a generic technical specification to be used as a tool when preparing general bidders specification for a communications network to support voice, data, and low voltage applications in commercial buildings.

At any point in time, should you require clarification or have any questions pertaining to the content of this document, please call County Of El Paso, Purchasing Department.

## Section 1 - INTRODUCTION

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### General Background

- This document is issued as a request for quote for the supply and installation of a structured telecommunications cabling system for the County Of El Paso, MDR Location.
- The structured cabling system will support voice, data, applications within the facility located at *"800 E. Overland; MDR Location"*
- This document describes the system requirements to be met in the proposals of the telecommunications cabling to secure under contract all materials, design engineering, installation, supervision and training services for the structured cabling system.

## Section 2 - QUALITY ASSURANCE

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### Vendor Qualifications

- The Vendor shall at a minimum possess the following qualifications:
- Be in business a minimum of five (5) years.
- Vendor shall demonstrate satisfaction of sound financial condition and can be adequately bonded and insured if the project deems necessary.
- Possess those licenses/permits required to perform telecommunications installations in the specified jurisdiction.
- Personnel knowledgeable in local, state, province and national codes and regulations. All work shall comply with the latest revision of the codes or regulations. When conflict exists between local or national codes or regulations, the most stringent codes or regulations shall be followed.
- Must possess current liability insurance certificates.

### Required Vendor Training

- The Vendor shall be fully conversant and capable in the cabling of low voltage applications such as, but not limited to data, voice, and imaging network systems. The Vendor shall at a minimum possess the following qualifications:
- Personnel trained and certified to install the Panduit or Siemon Cabling System. The Designer and Installer shall show proof of current certification in Panduit or Siemon Cabling.
- Provide references of the type of installation provide in this specification.
- Personnel trained and certified in fiber optic cabling, splicing, termination, and testing techniques. Personnel must have experience using a light meter and OTDR.
- Personnel trained in the installation of pathways and support for housing horizontal and backbone cabling.

- Vendor shall be obligated to exercise the highest standard of care in performing its obligations as defined in this request for proposal.

#### Manufacturer Quality & Product Substitutions

- All telecommunications connecting hardware and cable must be made by an ISO 9001 Certified Manufacturer.

### ***Industry requirements***

- The following installation, documentation, component and system industry specifications shall be met or exceeded:
  - ANSI/TIA/EIA-568-B.1 and addenda  
*"Commercial Building Telecommunications Cabling Standard - Part 1: General Requirements"*
  - ANSI/TIA/EIA-568-B.2 and addenda  
*"Commercial Building Telecommunications Cabling Standard - Part 2: Balanced Twisted-Pair"*
  - ANSI/TIA/EIA-568-B.3 and addenda  
*"Commercial Building Telecommunications Cabling Standard - Part 3: Optical Fiber Cabling and Components Standard"*
  - ANSI/TIA/EIA-569-B and addenda  
*"Commercial Building Standard for Telecommunications Pathways and Spaces"*
  - ANSI/TIA/EIA-606-A and addenda  
*"Administration Standard for the Telecommunications Infrastructure of Commercial Buildings"*
  - ANSI-J-STD-607-A and addenda  
*"Commercial Building Grounding and Bonding Requirements for Telecommunications"*
  - ANSI/TIA/EIA-526-7  
*"Measurement of Optical Power Loss of Installed Single-Mode Fiber Cable Plant"*
  - ANSI/TIA/EIA-526-14A  
*"Optical Power Loss Measurements of Installed Multimode Fiber Cable Plant"*
  - IEC/TR3 61000-5-2 - Ed. 1.0 and amendments  
*"Electromagnetic compatibility (EMC) - Part 5: Installation and mitigation guidelines - Section 2: Earthing and cabling"*
  - ISO/IEC 11801:2002 Ed2.0 and amendments  
*"Information technology - Generic cabling for customer premises"*

## Section 3 - SCOPE OF WORK

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### ***INITIAL WALKTHROUGH***



- Vendors are welcomed to do a walkthrough of the facility in order to familiarize and properly understand the Scope of Work.

## ***VOICE AND DATA SPECIFIC REQUIREMENTS***

- Cable type (Plenum Cable CAT 3) for Voice Telecommunications
  - 300 drops split to two RJ Voice terminations
- Cable Trays- (12x4) and J Hooks
- 110 Blocks- needed for IDF rooms
- 300 pair CAT3 cable from MDF to each IDF
- Cable type (Plenum Cable CAT 6) for Data Telecommunications
  - 600 drops
- All category 6 outlets designed for termination of twisted-pair category 6 copper cables must possess the following characteristics at the minimum:
- Labeling must be used
- Label mappings must be provided
- Termination must follow category 6 standards
- Quad face plates must be used, unless otherwise identified in the project scope of work

## ***PATCH CORDS***

The following category 6 patch cords are required for this project

- Patch cables must be factory made per category 6 specifications
- Patch cords will be provided by the Vendor for the data closets. The length will be determined by the cable management and will be one of the following lengths: **10, 6 or 3 FT.**
- 10 ft. Patch Cords provided By the Vendor for all end user cable drops
- All Patch Cables will use proper cable management in the data closets
- Cable management provided for all data racks provided by Vendor

## ***OPTICAL FIBER PRODUCT SPECIFICATION***

**In addition to meeting the specifications outlined in ANSI/TIA/EIA-568-B.3 and ISO/IEC 11801:2000Ed2.0, the requirements in this section must also be met for all applicable optical fiber products as listed below.**

### **Outlets/Adapters/Connectors**

All optical fiber outlets/adapters shall meet the following characteristics:

- All Data Closets shall use ST Connectors
- Proper labeling will be provided with all terminations

## Patch Cords/Pigtails

Fiber equipment cords shall possess the following characteristics:

- Patch cords will allow for connectivity from the enclosure to the 19" racks (not to exceed 10 meters)
- ST to LC patch cords will be used.
- ST to SC patch cords may be substituted if necessary

## ENCLOSURES

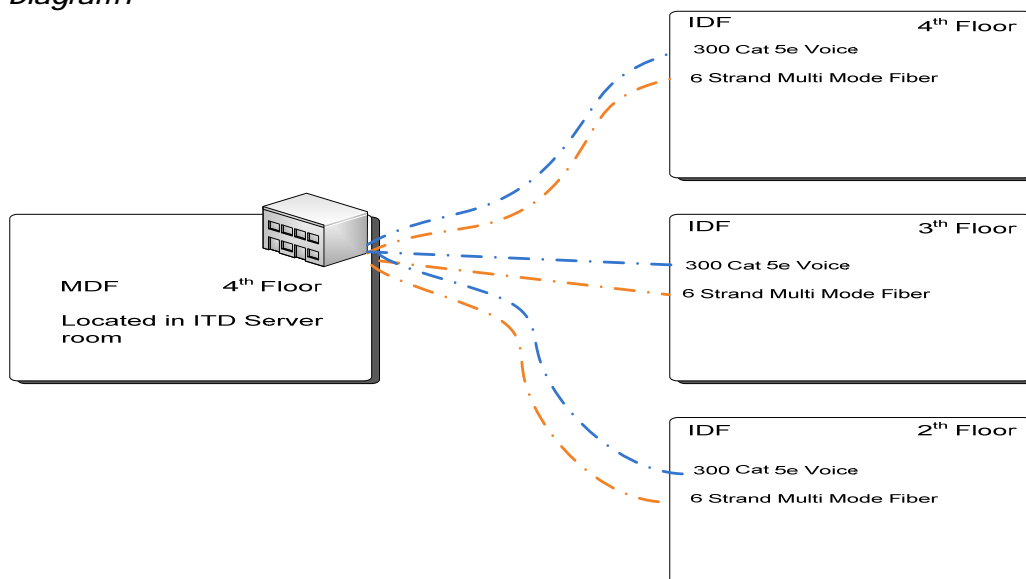
All interconnect centers, panels and trays (units) shall provide cross-connect, inter-connect, splicing capabilities and contain cable management for supporting and routing the fiber cables/jumpers.

## FIBER OPTICS CABLE

In addition to meeting the applicable performance specifications, all optical fiber cable shall be appropriate for the environment in which it is installed – See Diagram 1

All horizontal/vertical optical fiber cable must be a minimum of two strands of 62.5/125 or 50/125 $\mu$ m multimode.

Diagram 1



## MOUNTING REQUIREMENTS

### Necessary Racks and Cable Management Provided by Vendor

- Racks must be a standard two post 19 inch rack
- Racks to be installed 3 feet from the floor and should be accessible on three sides. (actual placement to be determined during walkthrough)
- Cable tray / Conduit extends to 19 inch rack
- Bolted to floor

- Properly grounded
- Racks will not be collocated with electrical power distribution systems or major electrical hardware
- Racks will be located adjacent to each other with enclosed cable management between racks and on the outside of racks at the end of a series of racks.
- All racks will be installed in accordance with the manufactures specifications.
- All racks shall incorporate vertical and horizontal cable management enclosures unless otherwise specified.
- Racks will have Category 6 patch panels installed in sufficient quantity to terminate all CAT6 UTP from wall jacks plus 20%. Patch panels for cabling from wall jacks will be mounted in the upper half of the equipment rack.

### ***HORIZONTAL CABLE ROUTING***

- All horizontal cables, regardless of media type, shall not exceed 90 m (295 ft) from the telecommunications outlets in the work area to the horizontal cross connect.
- The combined length of jumpers, or patch cords and equipment cables in the telecommunications room and the work area should not exceed 10m (33 ft) unless used in conjunction with a multi-user telecommunications outlet.
- Two horizontal cables shall be routed to each work area. At least one horizontal cable connected to an information outlet shall be 4-pair, 100  $\Omega$  balanced twisted-pair.
- It is recommended that a minimum horizontal cable distance of 15m (49 ft.) shall be maintained between the telecommunications room and the work area.
- Horizontal pathways shall be installed or selected such that the minimum bend radius of horizontal cables is kept within manufacturer specifications both during and after installation.
- In open ceiling cabling, cable supports shall be provided by means that is structurally independent of the suspended ceiling, its framework, or supports. These supports shall be spaced no more than 1.5 m (5 ft) apart.
- Telecommunications pathways, spaces and metallic cables, which run parallel with electric power or lighting, which is less than or equal to 480 Vrms, shall be installed with a minimum clearance of 50 mm (2 in).
- The installation of telecommunications cabling shall maintain a minimum clearance of 3 m (10 ft) from power cables in excess of 480 Vrms.

- No telecommunications cross-connects shall be physically located within 6 m (20 ft) of electrical distribution panels, step down devices, or transformers, which carry voltages in excess of 480 Vrms.
- The Vendor shall observe the bending radius and pulling strength requirements of the 4-pair balanced twisted-pair and fiber optic cable during handling and installation.
- Each run of balanced twisted-pair cable between horizontal portions of the cross-connect in the telecommunication closet and the information outlet shall not contain splices.
- In a false ceiling environment, a minimum of 3 inches (75 mm) shall be observed between the cable supports and the false ceiling.
- Continuous conduit runs installed by the Vendor should not exceed 30.5 m (100 ft) or contain more than two (2) 90 degree bends without utilizing appropriately sized pull boxes.
- All horizontal pathways shall be designed, installed and grounded to meet applicable local and national building and electrical codes.
- The number of horizontal cables placed in a cable support or pathway shall be limited to a number of cables that will not cause a geometric shape of the cables.
- Maximum conduit pathway capacity shall not exceed a 40% fill. However, perimeter and furniture fill is limited to 60% fill for move and changes.
- Horizontal distribution cables shall not be exposed in the work area or other locations with public access.
- Cables routed in a suspended ceiling shall not be draped across the ceiling tiles. Cable supports shall be mounted a minimum of 75 mm (3 in) above the ceiling grid supporting the tiles.

### ***WORK AREA TERMINATION***

- All balanced twisted-pair cables wired to the telecommunications outlet/connector, shall have 4-pairs terminated in eight-position modular outlets in the work area. All pairs shall be terminated.
- The telecommunications outlet/connector shall be securely mounted at planned locations.
- The height of the telecommunications faceplates shall be to applicable codes and regulations.

### ***SLACK***

- In the work area, a minimum of 300 mm (12 in) should be left for balanced twisted-pair cables, while 1 m (3 ft) is left for fiber cables.

- In telecommunications rooms a minimum of 3m (10 ft) of slack should be left for all cable types. This slack must be neatly managed on trays or other support types

### ***CABLE TIE WRAPS***

- Tie wraps shall be used at appropriate intervals to secure cable and to provide strain relief at termination points. These wraps shall not be over tightened to the point of deforming or crimping the cable sheath.
- Hook and loop cable managers should be used in the closet where reconfiguration of cables and terminations may be frequent.
- Velcro tie wraps will be provided for IDF and MDF

### ***GROUNDING***

- All grounding / earthing and bonding shall be done to applicable codes and regulations.
- Properly installed fire stop systems shall be installed to prevent or retard the spread of fire, smoke, water, and gases through the building. This requirement applies to openings designed for telecommunications use that may or may not be penetrated by cables, wires, or raceways.
- Fire stops shall be done to applicable code.

### ***WORKMANSHIP***

- All work shall be done in a workman like fashion of the highest standards in the telecommunications industry.
- All equipment and materials are to be installed in a neat and secure manner, while cables are to be properly dressed.
- Workers must clean any debris and trash at the close of each workday.

### ***COPPER TESTING***

- All category 6 field-testing shall be performed with an approved level field test device.
- All installed category 6 channels shall perform equal to or better than the minimum requirements as specified EIA/TIA Standards

Warranty performance claims are based on worst case testing and channel configurations. Typical channel performance may be significantly higher. Independent test reports are now available.

- Category 3, balanced twisted-pair horizontal and backbone cables, whose length does not exceed 90 m (295 ft) for the basic link, and 100 m

(328 ft) for the channel shall be 100 percent tested according to ANSI/TIA/EIA-568-B.1

- All balanced twisted-pair backbone cables exceeding 90 m (295 ft) or 100 m (328 ft) shall be 100% tested for continuity if applications assurance is not required.
- Category 6 balanced twisted-pair horizontal and backbone cables, whose length does not exceed 90 m (295 ft) for the basic link, and 100 m (328 ft) for the channel shall be 100 percent tested according to ANSI/TIA/EIA-568-B.1

## ***LABELING***

- Horizontal and backbone cables shall be labeled at each end. The cable or its label shall be marked with its identifier.
- A unique identifier shall be marked on each faceplate to identify it as connecting hardware.
- Each port in the faceplate shall be labeled with its identifier.
- A unique identifier shall be marked on each piece of connecting hardware to identify it as connecting hardware.
- Each port on the connecting hardware shall be labeled with its identifier.
- Labels will provide the following information and conform to the format defined below:

### **Multi-level facilities served by single Main Cross-Connect (MC)**

- The first number represents the building floor where the MC is located
- The second number indicates the floor on which the WAO is located
- The third number indicates the patch panel within MC
- The fourth number indicates the port on the patch panel.

### **Single-Level facilities served by an MC and multiple IC/HC**

- The first number represents the building floor where the MC/IC is located
- The second number indicates the number of the HC on that floor
- The third number indicates the patch panel within that MC/IC/HC
- The fourth number indicates the port on the patch panel.

## **DRAWINGS**

- As-built drawings shall be supplied by the Vendor utilizing CAD software in .DWG or DFX format. Drawings will show the locations of and identifiers for all:

- Horizontal cable routing and terminations
- Telecommunications outlets/connectors
- Backbone cable routing and terminations

#### WARRANTY

- A Fifteen (15) year warranty available for the category 6 structured cabling systems shall be provided for an end-to-end installation which covers applications assurance, cable, connecting hardware and the labor cost for the repair or replacement thereof.

#### ***SUPPLEMENTARY CONSIDERATIONS***

- Vendor contract may be extended to do additional cabling at other El Paso County Facilities.
- County Facilities currently have Cat6, Cat5e and Cat3 installed.

## COUNTY OF EL PASO, TEXAS

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### CERTIFICATIONS REGARDING LOBBYING, DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; DRUG-FREE WORKPLACE REQUIREMENTS; FEDERAL DEBT STATUS, AND NONDISCRIMINATION STATUS AND IMPLEMENTING REGULATIONS\*

#### Instructions for the certifications:

#### General Requirements

The County of El Paso, Texas is required to obtain from all applicants of federal funds or pass-through certifications regarding federal debt status, debarment and suspension, and a drug free workplace. Institutional applicants are required to certify that they will comply with the nondiscrimination statutes and implementing regulations.

Applicants should refer to the regulations cited below to determine the certifications to which they are required to attest. Signature of the form provides for compliance with certification requirements under 21 CFR part 1405, "New Restrictions on Lobbying," 21 CFR part 1414, Government wide Debarment and Suspension (Non-procurement), Certification Regarding Federal Debt Status (OMB Circular A-129), and Certification Regarding the Nondiscrimination Statutes and Implementing Regulations. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the County of El Paso determines to award the covered cooperative agreement

#### 1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented in 21 CFR part 1405, for persons entering into a cooperative agreement over \$100,000, as defined at 21 CFR Part 1405, the applicant certifies that;

(a) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement,

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal Grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award document for all sub-awards at all tiers (including sub-grants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.



## 1. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549, Debarment and Suspension and implemented at 21 CFR Part 1404, for prospective participants in primary covered transactions

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or and a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State, or local) transaction or contract under a public transaction violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to the application.

## 2. DRUG-FREE WORKPLACE

As required by the Drug Free Workplace Act of 1988, and implemented at 21 CFR Part 1404 Subpart F.

A. The applicant certifies that it will or will continue to provide a drug free workplace by:

(a). Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the applicant's workplace and specifying the actions that will be taken against employees for violations of such prohibition;

(b) Establishing an on-going drug free awareness program to inform employees about:

(1) The dangers of drug abuse in the workplace;

(2) The applicant's policy of maintaining a drug free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violation occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph

(a)

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee must

- (1) Abide by the terms of the statement; and
- (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such convictions. Employers of convicted employees must provide notice including position title, to: The County of El Paso, Texas, 500 East San Antonio Street, Suite 406, El Paso, Texas 79901. Notice shall include the identification number of each affected grant

(f) Taking one of the following actions within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal State, or local health, law enforcement, or other appropriate agency

(g) Making a good faith effort to continue to maintain a drug free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

### 3. CERTIFICATION REGARDING FEDERAL DEBT STATUS (OMB Circular A-129)

The Applicant certifies to the best of its knowledge and belief, that it is not delinquent in the repayment of any federal debt.

### 4. CERTIFICATION REGARDING THE NONDISCRIMINATION STATUTES AND IMPLEMENTING REGULATIONS

The applicant certifies that it will comply with the following nondiscrimination statutes and their implementing regulations: (a) title VI of the Civil right Act of 1964 (42 U.S.C. 2000D et seq.) which provides that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of or be otherwise subjected to discrimination under any program or activity for which the applicant received federal financial assistance; (b) Section 504 of the rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicap in programs and activities receiving federal financial assistance; (c) title IX of the Education Amendments of 1972m as amended (20 U.S.C. 1981 et seq.) which prohibits discrimination on the basis of sex in education programs and activities receiving federal financial assistance; and (d) the Age Discrimination Act of 1975, and amended (42 U.S.C. 6101 ec seq.) which prohibits discrimination on the basis of age in programs and activities receiving federal financial assistance, except that actions which reasonably take age into account as a factor necessary

for the normal operation or achievement of any statutory objective of the project or activity shall not violate this statute.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

\_\_\_\_\_  
Business Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Authorized Representative

\_\_\_\_\_  
Signature of Authorized Representative

# COUNTY OF EL PASO PURCHASING DEPARTMENT

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COUNTY COURTHOUSE, 500 EAST SAN ANTONIO,  
ROOM PU500, EL PASO, TEXAS 79901  
(915) 546-2048, FAX: (915) 546-8180

PITI VASQUEZ, PURCHASING AGENT  
JOSE LOPEZ, JR. ASST. PURCHASING AGENT  
LUCY BALDERAMA, INVENTORY BID TECHNICIAN

## **BIDDING CONDITIONS**

This is the only approved instruction for use on your invitation to bid. Items below apply to and become a part of the terms and conditions of the bid.

1. BY SUBMITTING A BID, EACH BIDDER AGREES TO WAIVE ANY AND ALL CLAIMS IT HAS OR MAY HAVE AGAINST THE COUNTY OF EL PASO, AND ITS OFFICERS, AGENTS AND EMPLOYEES, ARISING OUT OF OR IN CONNECTION WITH: THE DOCUMENTS, PROCEDURES, ADMINISTRATION, EVALUATION, OR RECOMMENDATION OF ANY BID; THE WAIVER BY EL PASO COUNTY OF ANY REQUIREMENTS UNDER THE BID DOCUMENTS OR THE CONTRACT DOCUMENTS; THE ACCEPTANCE OR REJECTION OF ANY BIDS; AND THE AWARD OF THE CONTRACT.
2. Bids must be in the Purchasing Department BEFORE the hour and date specified. Faxed bids will not be accepted.
3. Late bids properly identified will be returned to bidder unopened. Late bids will not be considered under any circumstances.
4. All bids are for new equipment or merchandise unless otherwise specified.
5. Quotes F.O.B. destination. If otherwise, show exact cost to deliver.
6. Bid unit price on quantity specified-extend and show total. In case of error in extension, unit prices shall govern. Bids subject to unlimited price increases will not be considered.
7. Bids must give full firm name and address of bidder. Failure to manually sign bid will disqualify it. Person signing should show title or authority to bind his firm in a contract.
8. No substitutions or cancellations permitted without written approval of County Purchasing Agent.
9. The County reserves the right to accept or reject all or any part of any bid, waive minor technicalities and award the bid to the lowest responsible bidder. The County of El Paso reserves the right to award by item or by total bid. Prices should be itemized.
10. Bids \$100,000.00 and over, the bidder shall furnish a certified cashiers check made payable to the County of El Paso or a good and sufficient bid bond in the amount of 5% of the total contract prices and execute with a surety company authorized to do business in the State of Texas. The bid bond must be included with the bid at the time of the opening.
11. This is a quotation inquiry only and implies no obligation of the part of the County of El Paso.
12. The County of El Paso reserves the right to reject any proposal due to failure of performance on deliveries. The County Purchasing Agent will justify this.
13. Brand names are for descriptive purposes only, not restrictive.
14. The County of El Paso is an Equal Opportunity Employer.

15. Any proposal sent via express mail or overnight delivery service must have the proposal number and title clearly marked on the outside of the express mail or overnight delivery service envelope or package. Failure to clearly identify your proposal may be cause for disqualification.
16. PURSUANT TO TEXAS GOVERNMENT CODE SECTION 2253.021, A PRIME CONTRACTOR WHO IS AWARDED A PUBLIC WORKS CONSTRUCTION CONTRACT SHALL, PRIOR TO BEGINNING THE WORK, EXECUTE TO THE COUNTY:
  - a. A PERFORMANCE BOND, IN THE FULL AMOUNT OF THE CONTRACT, IF THE CONTRACT IS IN EXCESS OF \$100,000; AND
  - b. A PAYMENT BOND, IN THE FULL AMOUNT OF THE CONTRACT, IF THE CONTRACT IS IN EXCESS OF \$25,000.
17. PURSUANT TO TEXAS LOCAL GOVERNMENT CODE SECTION 262.032(b), ANY SUCCESSFUL BIDDER WHO IS AWARDED ANY CONTRACT IN EXCESS OF \$50,000 MAY BE REQUIRED TO EXECUTE A PERFORMANCE BOND TO THE COUNTY. SAID BOND SHALL BE IN THE FULL AMOUNT OF THE CONTRACT AND MUST BE FURNISHED WITHIN 30 DAYS AFTER THE DATE A PURCHASE ORDER IS ISSUED OR THE CONTRACT IS SIGNED AND PRIOR TO COMMENCEMENT OF THE ACTUAL WORK. ANY PERFORMANCE BOND REQUIRED PURSUANT TO THIS SECTION SHALL BE NOTED IN THE ATTACHED DETAILED BID SPECIFICATIONS OR SCOPE OF WORK. THIS SECTION DOES NOT APPLY TO A PERFORMANCE BOND REQUIRED BY CHAPTER 2253, TEXAS GOVERNMENT CODE.
18. "Beginning January 1, 2006, in order to implement HB 914 (adding new Local Government Code Chapter 176), ALL VENDORS MUST SUBMIT A CONFLICT OF INTEREST QUESTIONNAIRE (Form CIQ) disclosing its affiliations and business relationships with the County's Officers (County Judge and Commissioners Court) as well as the County employees and contractors who make recommendations for the expenditure of County funds. The names of the County Officers and of the County employees and contractors making recommendations to the County Officers on this contract are listed in the Specifications.

THE CONFLICT OF INTEREST QUESTIONNAIRE MUST BE FILED WITH THE COUNTY CLERK AND A COPY OR PROOF OF FILING MUST BE ATTACHED TO THE BIDDER'S RESPONSE SUBMITTED TO THE PURCHASING DEPARTMENT.

Bidders should be aware that this bidding condition is not intended to cover or to advise you about all situations in which Local Government Code Chapter 176 would require you to file a Form CIQ. You should consult your private attorney with regard to the application of this law and your compliance requirements. Failure to comply is punishable as a Class C misdemeanor.

**NOTICE:**

ALL COMMUNICATIONS BY A VENDOR TO THE COUNTY, ITS OFFICIALS, AND DEPARTMENT HEADS REGARDING THIS PROCUREMENT SHALL BE DONE THROUGH THE EL PASO COUNTY PURCHASING DEPARTMENT. **THE EL PASO COUNTY CODE OF ETHICS PROHIBITS ALL PRIVATE COMMUNICATION BETWEEN VENDORS AND CERTAIN COUNTY OFFICIALS AND EMPLOYEES AS DESCRIBED BELOW:**

No vendor, its representative, agent, or employee shall engage in private communication with a member of the El Paso County Commissioners Court or county department heads regarding any procurement of goods or services by the County from the date that the bid, RFP, or RFQ is released. No private communication regarding the purchase shall be permitted until the procurement process is complete and a purchase order is granted or a contract is entered into. Members of the commissioners court are required to make a reasonable effort to inform themselves regarding potential procurements and have a duty to inquire of vendors, their representatives or employees, the nature of any private communication being sought prior to engaging in any communication. "Private Communication" means communication with any vendor outside of a posted meeting of the governing body, a regular meeting of a standing or appointed committee, or a negotiation with a vendor which has been specifically authorized by the governing body.

# Health Insurance Benefits Provided By Bidder

## Consideration of Health Insurance Benefits\*

1. Do you or your subcontractor(s) currently offer health insurance benefits to your employees?

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If so, please describe those health insurance benefits that you or your subcontractor(s) currently provide/offer to your employees.

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2. What percentage, if any, of your of your subcontractor's employees are currently enrolled in the health insurance benefits program?

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**El Paso County may consider provision of health insurance benefits as part of the overall "best value" determination.** Failure to provide health insurance benefits will not disqualify you from participating in this bid selection process.

\_\_\_\_\_  
Business Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Authorized Representative

\_\_\_\_\_  
Signature of Authorized Representative

\* This page must be included in all responses.



**COUNTY OF EL PASO**  
County Purchasing Department  
500 East San Antonio, Suite PU500  
El Paso, Texas 79901  
(915) 546-2048  
(915) 546-8180 Fax

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RE: Bid #08-036, (BID) Wiring of Data & Communications for MDR Building

Dear Vendor:

As of January 1, 2006, the Texas Local Government Code Chapter 176 requires all vendors and potential vendors who contract or seek to contract for the sale or purchase of property, goods, or services with any local government entity to complete and submit a Conflicts of Interest Questionnaire. A copy of the requirements regarding vendors is attached. Also attached is a copy of the Questionnaire which needs to be filed and was prepared and approved for statewide use by the Texas Ethics Commission.

In filing out the Questionnaire, the following are the County Officers that will award the bid and the employees which will make a recommendation to the Commissioners Court:

County Officers: County Judge Anthony Cobos  
Commissioner Luis C. Sariñana  
Commissioner Veronica Escobar  
Commissioner Miguel Teran  
Commissioner Dan Haggerty

County Employees: Piti Vasquez, Purchasing Agent  
Jose Lopez, Jr., Assistant Purchasing Agent  
Pete Gutierrez, Buyer II  
Linda Gonzalez, Inventory Bid Technician  
Lucy Balderama, Inventory Bid Technician  
Art Armas, Director Information Technology  
David Garcia, Business Application Project Administrator  
Justin Curry, Network Administrator

Please note that the state law requires that the Questionnaire be filed with the **COUNTY CLERK** no later than **the 7<sup>th</sup> business day after submitting an application, response to an RFP, RFQ or bid** or any other writing related to a potential agreement with the County. Failure to file the questionnaire within the time provided by the statute is a Class C misdemeanor



# CONFLICT OF INTEREST QUESTIONNAIRE

# FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

## OFFICE USE ONLY

Date Received

**1** Name of person who has a business relationship with local governmental entity.

**2**  Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

**3** Name of local government officer with whom filer has employment or business relationship.

\_\_\_\_\_  
Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

Yes       No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

Yes       No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes       No

D. Describe each employment or business relationship with the local government officer named in this section.

**4**

\_\_\_\_\_  
Signature of person doing business with the governmental entity

\_\_\_\_\_  
Date

**Tex. Local Gov't Code § 176.006 (2005)**

§ 176.006. Disclosure Requirements for Vendors and Other Persons; Questionnaire

(a) A person described by Section 176.002(a) shall file a completed conflict of interest questionnaire with the appropriate records administrator not later than the seventh business day after the date that the person:

(1) begins contract discussions or negotiations with the local governmental entity; or

(2) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential agreement with the local governmental entity.

(b) The commission shall adopt a conflict of interest questionnaire for use under this section that requires disclosure of a person's affiliations or business relationships that might cause a conflict of interest with a local governmental entity.

(c) The questionnaire adopted under Subsection (b) must require, for the local governmental entity with respect to which the questionnaire is filed, that the person filing the questionnaire:

(1) describe each affiliation or business relationship the person has with each local government officer of the local governmental entity;

(2) identify each affiliation or business relationship described by Subdivision (1) with respect to which the local government officer receives, or is likely to receive, taxable income from the person filing the questionnaire;

(3) identify each affiliation or business relationship described by Subdivision (1) with respect to which the person filing the questionnaire receives, or is likely to receive, taxable income that:

(A) is received from, or at the direction of, a local government officer of the local governmental entity; and

(B) is not received from the local governmental entity;

(4) describe each affiliation or business relationship with a corporation or other business entity with respect to which a local government officer of the local governmental entity:

(A) serves as an officer or director; or

(B) holds an ownership interest of 10 percent or more;

(5) describe each affiliation or business relationship with an employee or contractor of the local governmental entity who makes recommendations to a local government officer of the local governmental entity with respect to the expenditure of money;

(6) describe each affiliation or business relationship with a person who:

(A) is a local government officer; and

(B) appoints or employs a local government officer of the local governmental entity that is the subject of the questionnaire; and

(7) describe any other affiliation or business relationship that might cause a conflict of interest.

(d) A person described by Subsection (a) shall file an updated completed questionnaire with the appropriate records administrator not later than:

(1) September 1 of each year in which an activity described by Subsection (a) is pending; and

(2) the seventh business day after the date of an event that would make a statement in the questionnaire incomplete or inaccurate.

(e) A person is not required to file an updated completed questionnaire under Subsection (d)(1) in a year if the person has filed a questionnaire under Subsection (c) or (d)(2) on or after June 1, but before September 1, of that year.

(f) A person commits an offense if the person violates this section. An offense under this subsection is a Class C misdemeanor.

(g) It is a defense to prosecution under Subsection (f) that the person filed the required questionnaire not later than the seventh business day after the date the person received notice of the violation.

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**Tex. Local Gov't Code § 176.001 (2005)**

§ 176.001. Definitions

In this chapter:

(1) "Commission" means the Texas Ethics Commission.

(2) "Family member" means a person related to another person within the first degree by consanguinity or affinity, as described by Subchapter B, Chapter 573, Government Code.

(3) "Local governmental entity" means a county, municipality, school district, junior college district, or other political subdivision of this state or a local government corporation, board, commission, district, or authority to which a member is appointed by the commissioners court of a county, the mayor of a municipality, or the governing body of a municipality. The term does not include an association, corporation, or organization of governmental entities organized to provide to its members education, assistance, products, or services or to represent its members before the legislative, administrative, or judicial branches of the state or federal government.

(4) "Local government officer" means:

(A) a member of the governing body of a local governmental entity; or

(B) a director, superintendent, administrator, president, or other person designated as the executive officer of the local governmental entity.

(5) "Records administrator" means the director, county clerk, municipal secretary, superintendent, or other person responsible for maintaining the records of the local governmental entity.

**COUNTY OF EL PASO, TEXAS**

Solicitation Check List

**(BID) Wiring of Data & Communications for MDR Building  
Bid #08-036**

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**THIS CHECKLIST IS PROVIDED FOR YOUR CONVENIENCE**

\_\_\_\_\_ Responses should be delivered to the County Purchasing Department by 2:00 p.m., Wednesday, April 9, 2008. Did you visit our website ([www.epcounty.com](http://www.epcounty.com)) for any addendums?

\_\_\_\_\_ Did you sign the Bidding Schedule?

\_\_\_\_\_ Did you sign the “Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Federal Debt Status, and Nondiscrimination Status And Implementing Regulations” document?

\_\_\_\_\_ Did you sign the “Consideration of Insurance Benefits” form?

\_\_\_\_\_ Did you file a copy of the completed Conflict of Interest Questionnaire (Form CIQ) with the El Paso County Clerk (in person or by mail to 500 E. San Antonio, Suite 105, El Paso, TX 79901 or by fax to 915-546-2012 attention Joann. Her phone number is 546-2000 ext. 3143) and write the confirmation number given as proof of filing on your bidding schedule? Please include the completed and signed form with your response whether a relationship exists or not.

\_\_\_\_\_ If your bid totals more than \$100,000, did you include a bid bond?

\_\_\_\_\_ Did you provide one original and two (2) copies of your response?

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