



**COUNTY OF EL PASO**  
County Purchasing Department  
800 E. Overland, Suite 300  
El Paso, Texas 79901  
(915) 546-2048  
(915) 546-8180 Fax

---

---

### **Notice to Interested Parties**

Sealed bids will be received at the County Purchasing Department, 800 E. Overland, Suite 300, El Paso, Texas 79901 before 2:00 p.m., **Wednesday, June 8, 2011** to be opened at the County Purchasing Office the same date for **Cabling Services for the County of El Paso.**

**A pre-bid conference will be held on Tuesday, May 24, 2011 at 10:00 a.m. in the Purchasing Conference Room located at 800 East Overland, Room 300, El Paso, Texas 79901.**

**Bids must be in a sealed envelope and marked:  
"Bid to be opened **June 8, 2011**  
**Cabling Services for the County of El Paso**  
**Bid #11-019"****

**Any questions or additional information required by interested vendors must be submitted in writing to the attention of the County Purchasing Agent before Tuesday, May 31, 2011, 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 #11-019</b> <b>Cabling Services for the County of El Paso</b> Vendor must meet or exceed specifications
<b>GRAND 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 (3) copies of your bid.</b>

\_\_\_\_\_  
Company

\_\_\_\_\_  
Mailing 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\*\*\***

# **Cabling Services for the County of El Paso**

**Bid #11-019**



**Opening Date  
Wednesday, June 8, 2011**



# Information Technology Department

---

BID - # 11-019

## TABLE OF CONTENTS

---

<b>Contents</b>	<b>Page</b>
Section 1 – BID Requirements and Guidelines .....	4
Section 2 – Specifications .....	8
Appendix A - Response Format.....	25
Appendix B - Evaluation Factors .....	36

# SECTION 1 – BID REQUIREMENTS AND GUIDELINES

---

## 1. BID SUBMISSIONS

All perspective bidders will submit their proposal to:

Mr. Piti Vasquez,  
Purchasing Agent  
El Paso County Purchasing Department  
800 E Overland Room 300  
El Paso, Texas, 79901

## 2. BID SCHEDULE

The following schedule of activities is planned. Any changes will be communicated to the prospective vendor's from the Director of Purchasing, El Paso County.

<b>Events</b>	<b>Dates</b>
Release/Advertise BID	5/8/11 & 5/15/11
BID Responses Due	6/8/11
BID Opening	6/8/11
Evaluation Committee Recommendations	Pending
VENDOR Selection	Pending
Commissioner's Court Action to Award	Pending

## 3. VENDOR QUALIFICATION

A representative of the County of El Paso (hereafter "COUNTY") will evaluate proposals only from experienced, highly qualified VENDORS (hereafter "VENDOR(s)") that have proven successful experience in their respective industry as requested in this BID. The VENDOR's response to the BID must document and qualify this experience.

## 4. BID SUBMITTAL INFORMATION

VENDORS that have submitted proposals are considered earnest participants and must conform to the following processes after submission.

### 4.1 SUBMITTALS

All prospective VENDORS must submit one (1) original and two (3) copies of their proposal, contract(s), terms and conditions for this project. Any agreements must be included in the BID response package. All materials submitted in response to this BID will become the property of The County of El Paso. The VENDOR is solely responsible for ensuring that the full proposal is received by The County of El Paso, Purchasing Department (hereafter PURCHASING) in accordance with the solicitation requirements, prior to the date and time specified in the solicitation, and at the place specified. The COUNTY shall not be responsible for any delays in mail or by express mail carriers or by transmission errors or delays or missed delivery. The VENDOR shall carefully review all documents referenced and made a part of the solicitation document to ensure that all information required to properly respond has been submitted or made available and all requirements are priced in the proposal. Failure to examine any document, drawing, specification, or instruction will be at the Vendor's sole risk. VENDORS submitting proposals do so entirely at their expense. There is no express or implied obligation by THE COUNTY to reimburse a

vendor for any costs incurred in preparing or submitting proposals, providing additional information when requested by THE COUNTY, participating in any selection interviews or product demonstrations, or participating in this procurement. Proposals must include the VENDOR name, address, telephone and facsimile numbers, and federal tax identification number. The proposal must be signed by a duly authorized officer or employee of the VENDOR and include the name, title, address, and telephone number of the Individual who is the proposer's designated representative. All proposals must be submitted in the proper format, as stated in section 5.

#### **4.2 AMMENDMENTS**

A vendor may amend its proposal prior to the Proposal Closing Time. All amendments must be in writing and received by PURCHASING prior to the Proposal Closing Time. A vendor may withdraw its proposal at any time prior to the Proposal Closing Time by notifying PURCHASING in writing of its withdrawal. Amendments or withdrawals offered in any other manner, oral or written, will not be considered. Proposals cannot be amended or withdrawn after the Proposal Closing Time.

#### **4.3 PRICING AND COSTS**

The total price of unit-price items or individual line items will be the product of the unit or line item price and the quantity. If the unit or line item price is ambiguous, unintelligible or uncertain for any cause, or is omitted, the unit or line item price shall be the amount obtained by dividing the "extension" price by the item quantity.

#### **4.4 JOINT SUBMISSIONS AND MULTIPLE VENDORS**

Unless a proposer is submitting a joint proposal, the proposer represents and warrants that by submitting its proposal it did not conspire with any other vendor to set prices in violation of anti-trust laws. A proposal submitted by two or more VENDORS participating jointly in one proposal may be submitted, but one vendor must be identified as the prime contractor and the other as the subcontractor. The COUNTY assumes no responsibility or obligation for the division of orders or purchases among joint subcontractors. Furthermore, all sub-contractors must meet the same expectations and requirements of the BID.

#### **4.5 QUESTIONS**

VENDORS interested in responding to this solicitation may submit questions by fax (915) 546-8180 or by email to [lbalderama@epcounty.com](mailto:lbalderama@epcounty.com) only on procedural matters related to the BID or requests for clarification or modification of this solicitation document, including questions regarding the Scope of Services. If the VENDOR is requesting a change, the request must set forth the recommended change and the VENDOR's reasons for proposing the change. All questions and requests must be submitted by email to PURCHASING no later than the date specified for the close of the bid process. Questions or requests submitted after the due date will not be answered. All email submissions sent to PURCHASING must contain the BID number and other appropriate identifying information in the email subject line. In the body of the email, always include paragraph numbers whenever references are made to content of this BID. Failure to include the BID number as well as other sufficient identifying information in the email subject line may result in The COUNTY taking no action on a vendor's email submission.

#### **4.6 COMMUNICATIONS**

VENDORS are specifically directed NOT to contact any County personnel or consultants currently retained by The COUNTY for meetings, conferences, or discussions that are specifically related to this BID at any time prior to any award of a contract. The COUNTY intent for this solicitation is to ensure that all VENDORS have the same information when creating their proposals. Unauthorized contact with any County personnel or County consultants may be cause for rejection of the VENDOR's response. VENDORS are responsible for all costs incurred in preparing and submitting the VENDOR's response to the BID.

## 5. BID RESPONSE FORMAT

VENDOR responses to the BID must follow the forms and format provided in the BID. Additional information can certainly be provided but not in lieu of the prescribed format. It is intended that the technical and application data be presented separate from the cost data and that the cost data contain no technical data. Below is a brief example of the required format and structure for proposals. Please refer to Appendix A for further explanations of each section.

The Table of Contents for the BID responses is as follows:

FIRST PAGE	PROPOSAL SCHEDULE
Section A	Cover Letter
Section B	Vendor Demographics
Section C	Vendor Experience
Section D	Vendor References
Section E	Financial Statements
Section F	Overview of Vendor Proposal with Pricing
Section G	Delivery
Section H	Support and Maintenance
Section I	Warranty

## 6. VENDOR REFERENCES

Proposals must include references of other entities that are currently utilizing the proposed equipment. The references are mandatory. The references must clearly establish that the proposed equipment is in production usage. The COUNTY is interested in receiving quality service on the listed equipment. The references must include projects that are similar to The COUNTY project in terms of scope and complexity.

## 7. VENDOR DEMONSTRATIONS

The COUNTY reserves the right to seek clarification or additional information from any vendor throughout the solicitation process, including a demonstration of the equipment proposed. The COUNTY may require a VENDOR's representative to answer questions during the evaluation process with regard to the VENDOR's proposal. Failure of a proposer to demonstrate that the claims made in its proposal are in fact true may be sufficient cause for deeming a proposal non-responsive. If the Evaluation Committee requests a demonstration of the proposed equipment, the demonstration will be arranged by the VENDOR at a site that is agreeable to the COUNTY.

## 9. BID EVALUATION PROCESS

All responses received in compliance with the terms and conditions of COUNTY PURCHASING will be reviewed and evaluated by an Evaluation Committee. The Evaluation committee will be comprised of members from the Information Technology Department and the department stakeholders.

The initial factors in the selection process are listed below along with the weighting factor for each:

1	Proposal COST	(50%)
2	Reputation & Quality of the VENDORS Services	(15%)
3	Qualifications, Experience and Capacity	(15%)
4	Experience with Projects of Similar Size and Scope	(10%)
5	Extent to which the Goods or Services Meet the COUNTY's Needs	(10%)

Please See Appendix B for the Evaluation Criteria.

Although some factors are weighted more than others, all are considered necessary, and a proposal must be technically acceptable in each area to be eligible for award. With regards to pricing, The COUNTY reserves the right, in its sole discretion, to reject any proposal whose price is outside of the competitive range.

Recommendations from the Evaluation Committee will be presented to the Commissioners' Court for award.

#### 10. PRE-BIDDERS CONFERENCE

A Pre-Bid Conference will be held where deemed appropriate by the COUNTY and the PURCHASING department. The purchasing agent will include the time, date, place and requirements in the advertisement for proposals. The purchasing agent shall be responsible for conducting the Pre-Bid Conference, with assistance from the COUNTY and the Information Technology Department.

Pre-bidders Conference has been set for: **May 24, 2011 at 10:00 in the Purchasing Conference room.**

#### 11. NON-RESPONSIVE BID PROPOSALS

Any proposal that does not directly address the needs of The COUNTY as described in the BID will be considered non-responsive and will not be considered. A proposal that does not prove the VENDOR's ability to furnish a suitable solution, based on experience and references, as well as response to the equipment requirements in the BID, will not be considered.

#### 12. BID AWARD

The Evaluation Committee will make a final recommendation for award of the contract. Upon award, the selected VENDOR will be required to execute an agreement in accordance with the specifications and conditions of this BID. The period for execution of the agreement may be changed by mutual contract of the parties. Contracts are not effective until signed by both parties.

#### 13. BID ACCEPTANCE AND USE OF PROPOSALS

All materials submitted in response to this solicitation document will become the property of the COUNTY. Results will be kept confidential until the selection process has been completed. One copy of a submitted proposal will be retained for official files and become a public record. At that time, the contents of the proposals and test results will become public record and open to inspection by all parties. Any material that a vendor considers as confidential but does not meet the disclosure exemption requirements of the Open Records Act / Texas Public Information Act should not be included in the VENDOR's proposal as it may be made available to the public.



## **SECTION 2 – SPECIFICATIONS**

### **1. INTENT**

The intent of this request is to establish a complete service contract for the installation, maintenance and repair of structured cabling systems (hereafter SCS). The service includes all types of telecommunications work including but not limited to adds, moves changes, demolition, estimating, surveying, code compliance, repair, and maintenance.

**1.1** The County of El Paso (Hereafter COUNTY) intends to award one contract(s), for an initial one (1) year term for the SCS services, as further described in the section 2 "Scope of Services" of this BID, and an option to renew, additionally for two (2) years with the VENDOR(s) for the continuance of these services. The COUNTY is issuing this BID to obtain proposals from qualified telecommunications Vendors to provide services related to structured cabling systems, facilities infrastructure and related installation services. The COUNTY reserves the right to make an award to one or multiple vendors for this contract, if it is determined to be in the COUNTY's best interest.

**1.2** "Piggy Back" Clause - The City of El Paso (Hereafter CITY) is seeking cabling services for various facilities within the El Paso area and belonging to the City of El Paso or used by the City. These facilities range in size from a single room supporting one or more employees to facilities supporting nearly 500 employees. The County will extend all pricing and costs awarded in this BID to their partner agency the CITY.

**1.3** Standards - The City and County has implemented a cable standard that requires that all telecommunications wiring that is not fiber will be CAT 6 Panduit Structured Cabling System, Siemon, or Commscope. Copper cabling shall be a Category 6 unshielded twist pair cabling, compliant with CAT 6 performance requirements as defined in ANSI/TIA/-568-C.2 or the most recent revision or addenda at the time of installation. Fiber optic distribution systems shall be single mode fiber. The brand used by the City for telecommunications cabling and associated support and delivery infrastructure shall be Panduit, Siemon, or Commscope unless otherwise indicated in writing from the City. All work will be done in accordance with "Industry Best Practices" and as per applicable Standards and Codes.

The proposal should address the following requests and conditions succinctly and specifically in the order presented below. Proposals that do not meet the requirements will not receive consideration.

### **2. GENERAL INFORMATION**

#### **0.1 Work Included**

Provide all labor, materials, tools and equipment required for the complete installation of work called for in the Request for Proposal.

#### **0.2 Overview**

This document describes the products and execution requirements relating to furnishing and installing Data and Telecommunications Cabling for the horizontal copper cabling, fiber and associated support systems for all COUNTY buildings and future build outs.

**2.2.1 Standards** - The COUNTY and CITY currently have standardized on Panduit cabling and products for its existing infrastructure. The COUNTY/CITY wishes to continue implementing the same quality and warranty standards established with our Panduit SCS purchases in all future build out projects and currently maintained building. The County will accept Siemon, Commscope, and Panduit bids with the same warranties and guaranties. Furthermore, the structured cabling system shall adhere to guidelines contained in ANSI/TIA-568 C.0, ANSI/TIA-568 C.1, ANSI/TIA-568-C.2, TIA/EIA-568-C.3 as well as TIA-569-B, ANSI/TIA 606-A, ANSI-J-STD-607-A, ANSI/TIA 942 and ANSI/TIA-1152 with respect to design, installation, testing, pathways, distribution, administration, and grounding of the system. The structured cabling system to be installed should also follow the guidelines spelled out in this BID and in accordance with all local codes and regulations.

All cables and related terminations, support and grounding hardware shall be furnished, installed, wired, tested, labeled, and documented by the Telecommunications Contractor as detailed in this document.

Product specifications, general design considerations, and installation guidelines are provided in this document. Quantities of telecommunications outlets, typical installation details, sizing of pathways and cable managers, cable routing decisions and outlet types shall be the responsibility of the Contractor as part of the design/build. The successful Contractor shall meet or exceed all requirements for the cable system described in this document.

## 2.3 Regulatory References

The following industry standards are the basis for the SCS described in this document.

### 1. ANSI/TIA

- ANSI/TIA-568-C.0 - Generic Telecommunications Cabling for Customer Premises, or most recent revision at the time of installation
- ANSI/TIA-568-C.1 – Commercial Building Telecommunications Cabling Standards, or most recent revision at the time of installation
- ANSI/TIA-568-C.2 - Balance Twisted Pair Communications and Components Standards, or most recent revision at the time of installation
- TIA/EIA-568-C.3 - Optical Fiber Cabling Components Standard
- ANSI/TIA –942 -Telecommunications Infrastructure for Data Centers, or most recent revision at the time of installation
- TIA-569-B - Commercial Building Standard for Telecom Pathways and Spaces, or most recent revision at the time of installation

- ANSI/TIA-606-A – Administration Standard for the Telecommunications Infrastructure of Commercial Buildings, or most recent revision at the time of installation
  - ANSI-J-STD-607-A - Commercial Building Grounding/Bonding Requirements, or most recent revision at the time of installation
  - ANSI/TIA 1152 – Testing of Copper Links
2. National Electric Codes
- National Electrical Safety Code (NESC) (IEEE C 2)
  - National Electrical Code (NEC) (NFPA 70)
3. ISO/IEC
- ISO 11801 - Generic Cabling for Customer Premises
4. OSHA Standards and Regulations – all applicable
5. Local Codes and Standards – all applicable

If there is a conflict between applicable documents, then the more stringent requirement shall apply. All documents listed are believed to be the most current releases of the documents. The Contractor has the responsibility to determine and adhere to the most recent release when developing the proposal for installation.

This document does not replace any code, either partially or wholly. The contractor must be aware of local codes that may impact this project.

## 2.4 Quality Assurance of the Product

### **System Warranty**

Contractor shall provide upon completion a Manufacturer Certified System Warranty to guarantee installation of end-to-end high performance cabling systems that meet all application requirements associated with the Category of cabling installed. The guarantee shall include all copper cable, fiber and connectivity components. The system shall be warranted for a period of at least 25 years.

### **Product Guarantee**

All non-consumable products have a further 25-year component guarantee when installed per TIA or ISO/IEC standards, this guarantee assures the Network Cabling System will operate successfully with all application(s) for which the Category of system was designed to support.

In order to qualify for the guarantee, the structured cabling system must be installed in per the following:

- Meet all ANSI/TIA commercial building wiring standards
- Contractor will provide a single source solution for the end-to-end installation
- Products must be installed per manufacturer instructions and methods by a certified manufacturer Installer
- If any manufacturer <sup>product</sup> fails to perform as stated above, the manufacturer will provide new components at no charge.

Contractor:

- Contactor shall be a Certified Installer of the manufacturer products being proposed.
- Contractor shall have a minimum three years documented experience on similar projects and have available service facilities within 120 miles of project.
- A copy of certification documents for each must be submitted with the quote in order for such quote to be valid.
- Contractor is responsible for workmanship and installation practices in accordance with the Panduit Certified Installers Program.
- At least 30 percent of the technicians on the job must have a current Certified manufacturer Copper Technicians certificate.

## 2.5 Approved Products

Panduit, Siemon, and Commscope shall manufacture all products, including but not limited to cable management, faceplates, copper modules, patch panels, racks, 110 blocks, patch cords, labels, grounding lugs and fiber connectivity products for the purpose of this document.

Panduit, Siemon, and Commscope shall manufacture all data/telecommunications link cable and components.

- A. Approved UTP 4-pair Cable: Panduit, Siemon, Commscope
- B. Approved UTP connector product manufacturer: Panduit Siemon, Commscope
- C. Approved Patch Panel manufacturer: Panduit Siemon, Commscope
- D. Approved UTP Patch Cord manufacturer: Panduit Siemon, Commscope
- E. Approved Manufacturer of Racking Systems, Cable Management and J-hook delivery systems: Panduit, Siemon, Commscope.
- F. Approved Grounding and Bonding products: Panduit Siemon, Commscope
- G. Approved Labeling Products: Panduit Siemon, Commscope

## 3. SPECIFICATIONS FOR COPPER CABLE

### 3.1 Work Area

Cables shall be coiled in the in-wall or surface-mount boxes if adequate space is present to house the cable coil without exceeding the manufacturers bend radius. In hollow wall installations where box-eliminators are used, excess wire can be stored in the wall. No more than 12" of UTP and 36" of fiber slack shall be stored in an in-wall box, modular furniture raceway, or insulated walls. Excess slack shall be loosely configured and stored in the ceiling above each drop location when there is not enough space present in the outlet box to store slack cable.

Cables shall be dressed and terminated in accordance with the recommendations made in the ANSI/TIA-568-C series of Standards, manufacturer's recommendations and best industry practices.

Pair untwist at the termination shall not exceed 3.18mm (0.125 inch).

Bend radius of the cable in the termination area shall not be less than 4 times the outside diameter of the cable.

The cable jacket shall be maintained to within 25mm (one inch) of the termination point.

For reference of the work area outlets, each shall consist of four terminations contained within

a four hole, quad-gang faceplate. There will be two (2) Data and one (2) voice drop(s), and the drops shall be Category 6 cabling for data and components and voice drops shall be Category 5E cabling and components.

Data jacks, unless otherwise noted in drawings, shall be blue color located in the bottom position(s) or right position of each faceplate. Data jacks in horizontally oriented faceplates shall occupy the right-most position(s).

Voice jacks will be white color and shall occupy the top position(s) or right position on the faceplate. Voice jacks in horizontally oriented faceplates shall occupy the left-most position(s).

### 3.2 Horizontal Distribution Cable Installation

Cable shall be installed in accordance with manufacturer's recommendations and best industry practices as defined within the ANSI/TIA-568-C series of Standards.

A pull cord (nylon; 1/8" minimum) shall be co-installed with all cable installed in any conduit.

Cable raceways shall not be filled greater than the TIA-569-B maximum fill for the particular raceway type

Cable managers on racks shall not exceed 35% fill as reckoned by manufacturer's fill charts and calculated for outer diameter of cable installed.

Cables shall be installed in continuous lengths from origin to destination (no splices) except for transition points, or consolidation points.

Where transition points or consolidation points are allowed, they shall be located in accessible locations and housed in an enclosure intended and suitable for the purpose.

The cable's minimum bend radius and maximum pulling tension shall not be exceeded.

If a J-hook or trapeze system is used to support cable bundles all horizontal cables shall be supported at a maximum of 48 to 60 inch (1.2 to 1.5 meter) intervals. At no point shall cable(s) rest on acoustic ceiling grids or panels. Horizontal distribution cables shall be bundled in groups of no more than 25 cables. Cable bundle quantities in excess of 25 cables may cause deformation of the bottom cables within the bundle and degrade cable performance. Cable shall be installed above fire-sprinkler systems and shall not be attached to the system or any ancillary equipment or hardware. The cable system and support hardware shall be installed so that it does not obscure any valves, fire alarm conduit, boxes, or other control devices.

Cables shall not be attached to ceiling grid or lighting fixture wires. Where support for horizontal cable is required, the contractor shall install appropriate carriers to support the cabling.

Any cable damaged or exceeding recommended installation parameters during installation shall be replaced by Contractor prior to final acceptance at no cost to the Owner.

Cables shall be identified by a self-adhesive label in accordance with the System Documentation Section of this specification and ANSI/TIA-606-A. The cable label shall be applied to the cable behind the faceplate on a section of cable that can be accessed by removing the cover plate.

Unshielded twisted pair cable shall be installed so that there are no bends smaller than four times the cable outside diameter at any point in the run and at the termination field.

Pulling tension on 4-pair UTP cables shall not exceed 25-lbf for a four-pair UTP cable.

### 3.3 Horizontal Cross-connect/Inter-connect Installation

Cables shall be dressed and terminated in accordance with the recommendations made in the ANSI/TIA-568-C series of Standards, manufacturer's recommendations and best industry practices.

**Pair untwist at the termination shall not exceed 3.18 mm (0.125 inch).**

Bend radius of the cable in the termination area shall not exceed 4 times the outside diameter of the cable.

Cables shall be neatly bundled and dressed to their respective panels or blocks. Each panel or block shall be fed by an individual bundle separated and dressed back to the point of cable entrance into the rack or frame.

The cable jacket shall be maintained as close as possible to the termination point.

Each cable shall be clearly labeled on the cable jacket behind the patch panel at a location that can be viewed without removing the bundle support ties. Cables labeled within the bundle, where the label is obscured from view shall not be acceptable.

Cable designations on labels shall follow the recommendations contained within ANSI/TIA-606-A and ANSI/TIA-942.

### 3.4 Copper Termination Hardware

Cables shall be dressed and terminated in accordance with the recommendations made in the ANSI/TIA-568-C series of Standards, manufacturer's recommendations and best industry practice.

Pair untwist at the termination shall not exceed 3.18mm (0.125 inch). Bend radius of the cable in the termination area shall not exceed 4 times the outside diameter of the cable.

Cables shall be neatly bundled and dressed to their respective panels or blocks. Each panel or block shall be fed by an individual bundle separated and dressed back to the point of cable entrance into the rack or frame. The cable jacket shall be maintained to within 25 mm (one inch) of the termination point.

Each cable shall be clearly labeled on the cable jacket behind the patch panel at a location that can be viewed without removing the bundle support ties. Cables labeled within the bundle, where the label is obscured from view shall not be acceptable.

## 4. SPECIFICATIONS FOR FIBER CABLE

### 4.1 Work Area

Cables shall be coiled in the in-wall or surface-mount boxes if adequate space is present to house the cable coil without exceeding the manufacturer's bend radius. In hollow wall installations where box-eliminators are used, excess wire can be stored in the wall. No more than 12" of UTP and 36" of fiber slack shall be stored in an in-wall box, modular furniture raceway, or insulated walls. Excess slack shall be loosely configured and stored in the ceiling above each drop location when there is not enough space present in the outlet box to store slack cable.

Cables shall be dressed and terminated in accordance with the recommendations made in the TIA/EIA-568-B document, manufacturer's recommendations, and best industry practices.

Bend radius of the cable in the termination area shall not be less than 10 times the outside diameter of the cable.

The Work Area shall consist of the connectivity equipment used to connect the horizontal cabling subsystem and the equipment in the work area. Both copper and fiber media shall be supported. The connectivity equipment shall include the following options:

- Patch (equipment) cords and modular connectors
- Outlets and surface mount boxes
- Surface raceway and outlet poles
- Consolidation point / MUTO

#### Patch Cords and Modular Connectors

The modular connectors and patch cords will be chosen to match the horizontal cabling medium and rating. The same manufacturer shall provide the modular connectors and patch cords. The total patch cord length at the work area is not to exceed 3 meters (10 ft). Exception: When implementing an open office cabling system as specified under TIA/EIA TSB-75 (see section 3.4).

## 4.2 Fiber Optics

Optical Fiber Cable: Panduit Corp., Siemon, or Commscope

#### Technical Information

<b><i>Bend radius</i></b>	Dynamic: 20 x Cable O.D. Static: 10 x Cable O.D.	Dynamic: 20 x Cable O.D. Static: 10 x Cable O.D.
<b><i>Tensile rating (&lt;12 fibers)</i></b>	Installation: 150 lb. (660 N) Long Term: 37 lb. (165 N)	Installation: 100 lb. (440 N) Long Term: 24 lb. (100 N)
<b><i>Tensile rating (&gt;12 fibers)</i></b>	Installation: 300 lb. (1300 N) Long Term: 74 lb. (330 N)	Installation: 150 lb. (660 N) Long Term: 37 lb. (165 N)
<b><i>Storage temperature</i></b>	-40° to 150°F (-40° to 65°C)	-40° to 150°F (-40° to 65°C)
<b><i>Installation temperature</i></b>	-4° to 122°F (-20° to 50°C)	32° to 122°F (0° to 50°C)
<b><i>Operation temperature</i></b>	-4° to 122°F (-20° to 50°C)	32° to 122°F (0° to 50°C)
<b><i>Attenuation</i></b>	Single mode: 0.7dB/km @ 1310 & 1550nm Multimode: 3.5dB/km @ 850nm; 1.5dB/km @ 1300nm	

### 4.3 Fiber Optic Hardware

The fiber products shall be used for the Work Area subsystem, including all modular connectors. The network cabling system shall be comprised of Fiber Optic modular work area adapters in support of high-speed networks and applications designed for implementation on multimode (both 62.5/125 and 50/125  $\mu\text{m}$ ) glass fiber cabling. All outlets shall utilize interchangeable and individual connector modules that mount side by side to facilitate quick and easy moves, adds, and changes. Approved components of the Fiber Termination Hardware for the Work Area Subsystem shall include but are not limited to:

- SC, and LC Style Connectors

SC and LC Optical Fiber Patch Cords shall be constructed from high performance 50/125 $\mu\text{m}$  multimode cable and ST / SC / LC simplex connectors with ceramic ferrules. Integral boots shall be provided to provide strain relief and help maintain consistent polarity. They shall come in standard lengths.

### 4.4 Horizontal Distribution Cabling

The horizontal distribution cabling system is the portion of the telecommunications cabling system that extends from the work area telecommunications outlet/connector to the horizontal cross-connect in the TR.

- Horizontal cabling in an office should terminate in a TR located on the same floor as the work area being served
- Horizontal cabling is installed in a star topology (home run)
- Bridged taps and splices are not permitted as part of the copper horizontal cabling
- 

Cable raceways shall not be filled greater than the TIA/EIA-569-A maximum fill for the particular raceway type

Cables shall be installed in continuous lengths from origin to destination (no splices) except for transition points, or consolidation points.

Where transition points or consolidation points are allowed, they shall be located in accessible locations and housed in an enclosure intended and suitable for the purpose.

The cable's minimum bend radius and maximum pulling tension shall not be exceeded.

If a J-hook or trapeze system is used to support cable bundles all horizontal cables shall be supported at a maximum of 48 to 60 inch (1.2 to 1.5 meter) intervals. At no point shall cable(s) rest on acoustic ceiling grids or panels.

Horizontal distribution cables shall be bundled in groups of no more than 25 cables. Cable bundle quantities in excess of 25 cables may cause deformation of the bottom cables within the bundle and degrade cable performance.

Cable shall be installed above fire-sprinkler systems and shall not be attached to the system or any ancillary equipment or hardware. The cable system and support hardware shall be installed so that it does not obscure any valves, fire alarm conduit, boxes, or other control devices.



Cables shall not be attached to ceiling grid or lighting fixture wires. Where support for horizontal cable is required, the contractor shall install appropriate carriers to support the cabling.

Any cable damaged or exceeding recommended installation parameters during installation shall be replaced by the contractor prior to final acceptance at no cost to the Owner.

Cables shall be identified by a self-adhesive label in accordance with the System Documentation Section of this specification and ANSI/TIA/EIA-606-A. The cable label shall be applied to the cable behind the faceplate on a section of cable that can be accessed by removing the cover plate.

#### 4.5 Cable Termination Hardware

Each horizontal or backbone cabling run will be terminated using appropriate connectors or connecting blocks depending upon the cable type. Matching patch cords will be used to perform cross-connect activities or to connect into the networking/voice hardware.

Fiber slack shall be neatly coiled within the fiber splice tray or enclosure. No slack loops shall be allowed external to the fiber panel.

Each cable shall be individually attached to the respective fiber enclosure by mechanical means. The cables strength member shall be securely attached the cable strain relief bracket in the enclosure.

Each fiber bundle shall be stripped upon entering the splice tray and the individual fibers routed in the splice tray.

Each cable shall be clearly labeled at the entrance to the splice enclosure. Cables labeled within the bundle shall not be acceptable.

A maximum of 12 strands of fiber shall be spliced in each tray  
All spare strands shall be installed into spare splice trays.

#### 4.6 Fiber Termination Hardware

##### Fiber Connectors and Patch Cords

SC/LC Fiber Optic Connectors shall be field terminable simplex fiber optic connectors for both multimode and single mode glass fiber that fully complies with the fiber optic connector performance requirements specified in TIA/EIA-568-C.3 and the inter-mateability requirements specified by the TIA 604-2 FOCIS-2 document. The multimode ST connector shall be compatible with 62.5/125 $\mu$ m and 50/125 $\mu$ m, 3.0 mm jacketed or 900  $\mu$ m tight-buffered, multimode or 9/125 $\mu$ m single mode glass fiber. The connector shall have an insertion loss typically less than 0.3 dB per fiber. They shall be capable of field termination with commonly available tools. The boots of the multimode ST connector shall be available in beige or blue for single mode fiber. They shall incorporate pre-radius ceramic ferrules to ensure consistent end face geometry and high performance connector mating.

ST, SC and LC Optical Fiber Patch Cords shall be constructed from high performance 50/125µm multimode cable and ST / SC / LC simplex connectors with ceramic ferrules. Integral boots shall be provided to provide strain relief and help maintain consistent polarity. They shall come in standard lengths of 1, 2, 3 and 10 meters. The following patch cord configuration(s) shall be used:

## **5. GENERAL REQUIREMENTS FOR BOTH COPPER AND FIBER SCS**

### **5.1 Racks**

Racks shall be securely attached to the concrete floor using minimum 3/8" hardware or as required by local codes.

Racks shall be placed with a 36-inch (minimum) clearance from the walls on all sides of the rack. When mounted in a row, maintain a minimum of 36 inches from the wall behind and in front of the row of racks and from the wall at each end of the row.

All racks shall be grounded to the telecommunications ground bus bar in accordance with the grounding section of this document.

Rack mount screws not used for installing patch panels and other hardware shall be bagged and left with the rack upon completion of the installation.

Wall mounted termination block fields shall be mounted on 4' x 8' x .75" void free plywood. The plywood shall be mounted vertically 12" above the finished floor. The plywood shall be painted with two coats of white fire retardant paint.

Wall mounted termination block fields shall be installed with the lowest edge of the mounting frame 18" from the finished floor.

### **5.2 Grounding System**

Grounding systems shall be installed in accordance with best industry practice.

### **5.3 Identification and Labeling**

The contractor shall develop and submit for approval a labeling system for the cable installation designed in accordance with recommendations from the ANSI/TIA-606-A and ANSI/TIA-942 Standards. The labeling system shall clearly identify all components of the system: racks, cables, panels and outlets. The labeling system shall designate the cables origin and destination with a unique encoded identifier for the cable within the system as per Standards. Racks and patch panels shall be labeled to identify the location within the cable system infrastructure. All labeling information shall be recorded on the as-built drawings and all test documents shall reflect the appropriate labeling scheme.

Self-laminating labels will be used on cable jackets, appropriately sized to the OD of the cable, and placed within view at the termination point on each end. Outlet, patch panel and wiring block labels shall be installed on, or in, the space provided on the device.

### **5.4 Testing and Acceptance**

#### **General**

All cables and termination hardware shall be 100% tested for defects in installation and to verify cabling system performance under installed conditions according to the requirements of ANSI/TIA-568-C series of Standards and TIA copper test document 1152. All pairs of each installed cable shall be verified prior to system acceptance. Any defect in the cabling system installation including but not limited to cable, connectors, feed through couplers, patch panels, and connector blocks shall be repaired or replaced in order to ensure 100% useable conductors in all cables installed.

All cables shall be tested in accordance with this document, the ANSI/TIA Standards, the MANUFACTUROR CERTIFICATION PLUS System Warranty guidelines and best industry practice. If any of these are in conflict, the Contractor shall bring any discrepancies to the attention of the COUNTY project team for clarification and resolution.

#### Copper Testing

All twisted-pair copper cable links shall be tested for compliance to the requirements in ANSI/TIA-568-C series of Standards and requirements in TIA1152 for the appropriate Category of cabling installed.

#### Fiber Testing

All installed fiber shall be tested in accordance with ANSI/TIA/EIA-568-B.1 section 11.

For horizontal cabling system using multimode optical fiber, attenuation shall be measured in one direction at either 850 nanometer (nm) or 1300 nm using an LED light source and power meter.

Backbone multimode fiber cabling shall be tested at both 850 nm and 1300 nm (or 1310 and 1550 nm for single mode) in both directions.

Test set-up and performance shall be conducted in accordance with ANSI/TIA/EIA-526-14 Standard, Method B.

Where links are combined to complete a circuit between devices, the Contractor shall test each link from end to end to ensure the performance of the system. ONLY BASIC LINK TEST IS REQUIRED. The contractor can optionally install patch cords to complete the circuit and then test the entire channel. The test method shall be the same used for the test described above. The values for calculating loss shall be those defined in the ANSI/TIA/EIA Standard.

Attenuation testing shall be performed with a stable launch condition using two-meter jumpers to attach the test equipment to the cable plant. The light source shall be left in place after calibration and the power meter moved to the far end to take measurements.

### 5.5 System Documentation

Upon completion of the installation, the telecommunications contractor shall provide three digital documentation sets to End User for approval.

## 6. PERFORMANCE MEASURES

6.1 Performance refers to output results and their outcomes obtained from processes, products, and services that permit evaluation and comparison relative to goals, standards, past results, and other organizations. Before any payment is made for any labor or service received, the COUNTY/CITY would like to validate the service performed and receive confirmation that all services are delivered and operational as designed or quoted.

6.2 Measures

6.2.1 Vendors’ must be able to complete project on-time and within the project scope and budget. Any assumed

6.2.2 Vendor must meet all material and service specifications as defined in the BID.

6.2.3 Vendor must provide a punch list at the completion of project and provide inspection of installed system.

6.2.4 Vendor must provide testing documentation and certifications of warranty of completed system.

6.2.5 Vendor and the COUNTY or CITY IT Manager must perform live tests of installed system prior to accepting and paying invoices.

**7. PRICING**

All proposals must include a standard rate sheet that will be referenced throughout the term of this agreement. Prices must be guaranteed for the duration of this agreement.

**7.1 Materials**

<b>Cat 5 cable - installed, terminated, tested and labeled including wall plate, jack and certification report</b>	<b>Cost</b>
<b>0-10 Pulls</b>	
0-150 ft	\$ -
151-300 ft.	\$ -
<b>11- 50 Pulls</b>	
0-150 ft	\$ -
151-300 ft.	\$ -
<b>51-100 Pulls</b>	
0-150 ft	\$ -
151-300 ft.	\$ -
<b>101-200 Pulls</b>	
0-150 ft	\$ -
151-300 ft.	\$ -
<b>Over 200 Pulls</b>	
0-150 ft	\$ -
151-300 ft.	\$ -
<b>Cat 5e cable - installed, terminated, tested and labeled including wall plate, jack and certification report</b>	<b>Cost</b>
<b>0-10 Pulls</b>	

0-150 ft	\$	-
151-300 ft.	\$	-
11- 50 Pulls		
0-150 ft	\$	-
151-300 ft.	\$	-
51-100 Pulls		
0-150 ft	\$	-
151-300 ft.	\$	-
101-200 Pulls		
0-150 ft	\$	-
151-300 ft.	\$	-
Over 200 Pulls		
0-150 ft	\$	-
151-300 ft.	\$	-
<b>Cat 6 cable - installed, terminated, tested and labeled including wall plate, jack and certification report</b>	Cost	
0-10 Pulls		
0-150 ft	\$	-
151-300 ft.	\$	-
11- 50 Pulls		
0-150 ft	\$	-
151-300 ft.	\$	-
51-100 Pulls		
0-150 ft	\$	-
151-300 ft.	\$	-
101-200 Pulls		
0-150 ft	\$	-
151-300 ft.	\$	-
Over 200 Pulls		
0-150 ft	\$	-
151-300 ft.	\$	-
<b>Cat 6e cable - installed, terminated, tested and labeled including wall plate, jack and certification report</b>	Cost	
0-10 Pulls		
0-150 ft	\$	-
151-300 ft.	\$	-
11- 50 Pulls		
0-150 ft	\$	-
151-300 ft.	\$	-
51-100 Pulls		
0-150 ft	\$	-
151-300 ft.	\$	-
101-200 Pulls		
0-150 ft	\$	-

151-300 ft.	\$ -
Over 200 Pulls	
0-150 ft	\$ -
151-300 ft.	\$ -
<b>Cat 6a cable - installed, terminated, tested and labeled including wall plate, jack and certification report</b>	Cost
0-10 Pulls	
0-150 ft	\$ -
151-300 ft.	\$ -
11- 50 Pulls	
0-150 ft	\$ -
151-300 ft.	\$ -
51-100 Pulls	
0-150 ft	\$ -
151-300 ft.	\$ -
101-200 Pulls	
0-150 ft	\$ -
151-300 ft.	\$ -
Over 200 Pulls	
0-150 ft	\$ -
151-300 ft.	\$ -
<b>(OPTIONAL) Cat 7 cable - installed, terminated, tested and labeled including wall plate, jack and certification report</b>	Cost
0-10 Pulls	
0-150 ft	\$ -
151-300 ft.	\$ -
11- 50 Pulls	
0-150 ft	\$ -
151-300 ft.	\$ -
51-100 Pulls	
0-150 ft	\$ -
151-300 ft.	\$ -
101-200 Pulls	
0-150 ft	\$ -
151-300 ft.	\$ -
Over 200 Pulls	
0-150 ft	\$ -
151-300 ft.	\$ -
<b>Fiber Optic cable (Multi Mode) - installed, terminated, tested and labeled including wall plate, jack and certification report</b>	Cost
0-10 Pulls	
0-150 ft	\$ -
151-300 ft.	\$ -
11- 50 Pulls	

0-150 ft	\$ -
151-300 ft.	\$ -
51-100 Pulls	
0-150 ft	\$ -
151-300 ft.	\$ -
101-200 Pulls	
0-150 ft	\$ -
151-300 ft.	\$ -
Over 200 Pulls	
0-150 ft	\$ -
151-300 ft.	\$ -
<b>Fiber Optic cable (Single Mode) - installed, terminated, tested and labeled including wall plate, jack and certification report</b>	Cost
0-10 Pulls	
0-150 ft	\$ -
151-300 ft.	\$ -
11- 50 Pulls	
0-150 ft	\$ -
151-300 ft.	\$ -
51-100 Pulls	
0-150 ft	\$ -
151-300 ft.	\$ -
101-200 Pulls	
0-150 ft	\$ -
151-300 ft.	\$ -
Over 200 Pulls	
0-150 ft	\$ -
151-300 ft.	\$ -
<b>Coax Cable for Video Distribution (CATV, CCTV (surveillance), satellite (DSS, VSAT)) - installed, terminated, tested and labeled including wall plate, jack and certification report</b>	Cost
0-10 Pulls	
0-150 ft	\$ -
151-300 ft.	\$ -
11- 50 Pulls	
0-150 ft	\$ -
151-300 ft.	\$ -
51-100 Pulls	
0-150 ft	\$ -
151-300 ft.	\$ -
101-200 Pulls	
0-150 ft	\$ -
151-300 ft.	\$ -
Over 200 Pulls	

0-150 ft	\$ -
151-300 ft.	\$ -
<b>Miscellaneous Cabling Products Description</b>	<b>Cost</b>
19 Data Rack - Including rack screws and Installation kit"	\$ -
Ladder Rack-Including installation kit – Price per ft	\$ -
24 Port Patch Modular	\$ -
48 port Patch Modular	\$ -
24 Port Patch Full	\$ -
48 port Patch Full	\$ -
Single Faceplate	\$ -
Dual Faceplate	\$ -
Quad Faceplate	\$ -
Six Port Faceplate	\$ -
Horizontal Rack Mount-3.5",Panduit" Wire Manager	\$ -
Horizontal Rack Mount-1.75",Panduit" Wire Manager	\$ -
Vertical-Dual Sided Rack Mount Wire Manager (Fits 19 Data Rack)	\$ -
3 ft RJ45 Patch Cord (Cat 6)	\$ -
5ft RJ45 Patch Cord (Cat 6)	\$ -
7ft RJ45 Patch Cord (Cat 6)	\$ -
10 ft - 15 ft RJ45 Patch Cord (Cat 6)	\$ -
Fiber 24 Port Box	\$ -
Fiber 72 Port Box	\$ -
Connectors:	\$ -
Cat 5	\$ -
Cat 5e	\$ -
Cat 6	\$ -
Cat 6e	\$ -
Cat 6a	\$ -

**Note: Any material not listed here that is required for any cable job will be priced at actual costs and receipts must be provided to prove the cost.**

## 7.2 Services and Labor Rates

<b>Cabling Services / Standard Rate</b>	<b>Cost</b>
Per Hour Rate	\$ -
Cabling Technical Support/Troubleshooting	\$ -
Cabling System Design/Large Project	\$ -
Cable Removal	\$ -
Furniture/ Office Equipment Moving and Replacing	\$ -
Flat Rate	
Labor Cost per Pull (Copper)	\$ -
Labor Cost per Pull (Fiber)	\$ -



Grand Total \$ \_\_\_\_\_

**Appendix A**  
**Response Format for County of El Paso, Texas**  
**Request for Proposal**

SECTIONS	PAGE #
PROPOSAL SCHEDULE - MUST BE FIRST PAGE	
A COVER LETTER .....	1
B VENDOR DEMOGRAPHICS .....	2
C VENDOR EXPERIENCE .....	3
D VENDOR REFERENCES .....	4
E FINANCIAL STATEMENTS .....	5
F OVERVIEW OF VENDOR PROPOSAL with PRICING.....	6
G DELIVERY .....	7
H SUPPORT AND MAINTENANCE .....	8
I WARRANTY.....	9

## PROPOSAL 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 proposal, I hereby represent and warrant to El Paso County that I have read and understood the Proposal Documents and the Contract Documents and this proposal is made in accordance with the Proposal Documents.

Please quote prices and discounts on the following items:

F. O. B. El Paso County

Description – BID #
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 three (3) copies of your bid.</b>

\_\_\_\_\_  
Company

\_\_\_\_\_  
Mailing Address

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

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

\_\_\_\_\_  
CIQ Confirmation Number

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

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

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email Address

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

SECTION A  
COVER LETTER

The proposal must be accompanied by a cover letter, signed by an individual authorized to bind the proposing entity.

## SECTION B

### **VENDOR DEMOGRAPHICS**

The VENDOR shall submit the following information:

Official name and address. Indicate what type of entity, e.g. corporation, company, etc.

Complete name, address, telephone number and fax number of person to receive correspondence and who is authorized to make decisions or represent the VENDOR. Please state his or her capacity within the company.

Total number of years VENDOR has been in business and, if applicable, number of years under the present business name.

Number of years experience the VENDOR has had in providing equivalent products and services.

A description of the VENDOR's operation, facilities, business, objectives, number of employees (both nationally and locally), and previous experience and qualifications relating to the products and services requested.

## SECTION C

### **VENDOR EXPERIENCE**

In this section the VENDOR will provide an experience narrative. Include a description of experience the VENDOR has had installing the proposed equipment in the operating environment proposed.

As mentioned in Section 2, page 4 of this BID, The COUNTY will evaluate proposals only from VENDORS that have proven successful experience in the assembly, configuration and installation of the products and services requested in this BID. The VENDOR's response to the BID must document and qualify this experience. Preferred parameters for this documentation should include:

1. Authorized reseller, certified service center, etc. (indicate manufacturers and status as well as requirements to reach and maintain that status);
2. Years of experience (indicate manufacturer);
3. Volume of equipment installed per manufacturer/product;
4. Credentials of individuals scheduled to perform the outlined services (If applicable, i.e. industry related certification)

## SECTION D

### **VENDOR REFERENCES**

The VENDOR will provide a list of all company references that are of comparable scope and complexity to that proposed by El Paso County and that have equipment similarly configured, and in operation, for at least one year. The VENDOR shall include the following information for each reference:

1. Name of organization
2. Networking hardware/software
3. Size and scope of project
4. Installation date
5. Contact name, title, address, and telephone number

## SECTION E

### FINANCIAL STATEMENTS

Each proposal must include a complete audited set of financial statements or suitable other documents for the last three (3) years. All required financial statements shall be prepared in conformity with generally accepted accounting principles.

## SECTION F

### OVERVIEW OF VENDOR PROPOSAL

In this section the VENDOR must provide a narrative of what is being proposed. The narrative will include the following items:

1. Provide a Scope of Work for the entire project as requested in the BID
2. Provide any documentation on paper or CD/DVD that may pertain to this BID.
3. Provide a Government pricing breakdown as requested in this BID



## SECTION G

### DELIVERY

In this section, the VENDOR shall propose a preliminary delivery schedule of the proposed equipment or services. (if requested by or applicable to this BID)

## SECTION H

### SUPPORT

In this section the VENDOR shall provide information on vendor support.

- Phone Contacts
- Helpdesk information
- Procedures for Support for the Project

## SECTION I

### WARRANTY AND MAINTENANCE

In this section the VENDOR will provide a copy and description of the warranties associated with the proposed equipment/hardware and software.

1. Provide a complete description of the warranties, on-going maintenance services provided.

## **Appendix B**

### **Evaluation Factors for Award**

1. All offers are subject to the terms and conditions of this solicitation. Material exceptions to the terms and conditions, or failure to meet the COUNTY's minimum specifications, shall render the offer non-responsive to the solicitation.
2. Any award made under this solicitation shall be made to the highest ranked proposer who provides goods or services, other than professional services as defined by Section 2254.002 of the Government Code, at the best value for the COUNTY. Factors to be considered in determining highest ranked proposer are indicated below.
3. Award may be made by line item, by group of items, or one award for all items, whichever is most convenient to the COUNTY.

### **Evaluation Criteria**

1. **Cost (50%)** – As part of the requirement to establish the responsibility of the proposal, the COUNTY may determine the reasonableness of the Vendor to share in any profits derived from the services of this project.
2. **Reputation & Quality of the Bidder's Service (15%)** – The Vendor shall provide at least three (3) references for which they have provided continuous similar services for at least the past two (2) years. The VENDOR shall provide the names and telephone numbers of the contract administrators for whom the work was performed. If the VENDOR does not have three local Government contracts, then list Federal, State, or commercial contracts to complete this section.
3. **Qualifications, Experience and Capacity (15%)** – The Vendor shall identify specific qualifications of their company and submit any applicable certifications required to perform this service to include qualifications of personnel, training, licenses, and/or certifications, etc. The VENDOR shall also provide information detailing the companies capacity (i.e. personnel, equipment, resources, etc.) to perform these services.
4. **Experience with Projects of Similar Size and Scope (10%)** – The Vendor shall identify projects or contracts of similar size and scope.
5. **Extent to which the Goods or Services meet the COUNTY's Needs (10%)** – The VENDOR's capability of meeting and responding to the COUNTY's needs, to provide but not limited to, on time delivery, emergency response, product quality, reliability, and frequency of warranty replacements and completeness of the bidders proposal with respect to the proposals specifications and requirements.

# COUNTY OF EL PASO, TEXAS

## 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

(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

\*All three (3) pages of this document must be included in all responses.

# COUNTY OF EL PASO PURCHASING DEPARTMENT

---

MDR BUILDING, 800 EAST OVERLAND  
ROOM 300, 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, BID, 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?

---

---

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

---

---

---

---

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

---

---

**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  
800 East Overland, Suite 300  
El Paso, Texas 79901  
(915) 546-2048  
(915) 546-8180 Fax

---

RE: Bid #11-019, Cabling Services for the County of El Paso

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 Veronica Escobar  
Commissioner Anna Perez  
Commissioner Sergio Lewis  
Commissioner Willie Gandara Jr.  
Commissioner Dan Haggerty

County Employees: Piti Vasquez, Purchasing Agent  
Jose Lopez, Jr., Assistant Purchasing Agent  
Pete Gutierrez, Buyer II  
Linda Mena, Inventory Bid Technician  
Lucy Balderama, Inventory Bid Technician  
Justin Cutty, ITD  
Ernie Cobos, ITD

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 BID, 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

Bid # 11-019

**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.

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

\_\_\_\_\_  
Date

Adopted 06/29/2007

## COUNTY OF EL PASO PURCHASING DEPARTMENT

---

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

MDR BUILDING, 800 E. OVERLAND  
ROOM 300, EL PASO TEXAS 79901  
(915)546-2048, FAX (915)546-8180

### Instructions: Conflict of Interest Form (CIQ)

- **Please complete CIQ Form whether or not a conflict exists.**
- **Box #1 All Vendors** Must Print Clearly their names and company name.
- **Box #2** If the vendor has already filed a CIQ for the current year and is updating (filing a new one) due to changes on bid, please check box. If this is the first time within the current year that the vendor is submitting a CIQ, then do not check this box.
- **Box #3** If you are filing a disclosure of conflict of interest, meaning that you do have a relationship with someone listed on the page prior to the CIQ form on your BID, BID, RFQ, or RFI, then you must print the name of the person whom you have a business relationship with.
- If you answer **yes** to any of the following: **Item A, B, C** you have a conflict and must disclose on this form.
- **Item D** List the type of relationship and what department in the local government the person you have listed in **Box #3**.
- **Box #4** Please have the person that is named on **Box# 1**, sign and date in this box. We request a contact number in case there are any questions or form is missing information. This is a courtesy to you.
- It is the vendor's responsibility to submit the CIQ document number provided by the County Clerk's to the Purchasing Department.
- Please note that the state law requires that the Questionnaire be filed with the COUNTY CLERK no later than the 7th business day after submitting an application, response to an BID, RFQ, RFI 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.
- File a 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 915-543-3816 the attention of the County Clerks office.
- If filing by fax use your fax confirmation (date/time) for your records. To obtain a copy/CIQ document number go to our website at [www.epcounty.com](http://www.epcounty.com), click on public records, click on to Official Public Records - Deeds of Trust, Liens and other public documents (County Clerk), type in the name of your company, on Style: scroll to CIQ-Conflict INT. QUESTIONNAIRE, and click on Search. It will be available on the web-site approximately 5 to 10 business days. Please fax a copy of your fax confirmation (date/time) to The Purchasing Department at (915) 546-8180. If you have not yet placed it in your Bid, BID, RFQ, RFI.
- If you have any questions, please call Linda Mena or Lucy Balderama at 915-546-2048.

**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.

---

**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

### Cabling Services for the County of El Paso Bid #11-019

---

#### THIS CHECKLIST IS PROVIDED FOR YOUR CONVENIENCE

\_\_\_\_\_ Responses should be delivered to the County Purchasing Department by 2:00 p.m., Wednesday, June 8, 2011. 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 915-543-3816

\_\_\_\_\_ **CIQ forms** - you must write the name of your company underneath the signature with your phone number and bid number. 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 (3) copies of your response?

---

