

## **Request for Proposals**

**The Archdiocese of Los Angeles  
E-Rate Category 2  
Infrastructure Consortium, 2023**

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# 1. INTRODUCTION

## 1.1 Description of the Archdiocese of Los Angeles E-rate Category 2 Infrastructure Consortium Project, 2023

Roman Catholic Archbishop of Los Angeles, a California corporation sole, on behalf of the schools that are participants in the Archdiocese of Los Angeles E-Rate Category 2 Infrastructure Consortium Project, 2023, (“Archdiocese of LA”, “Archdiocese”, or “C2IC Project”) has formed a consortium of elementary schools and high schools that are looking to purchase, install, refresh, and enhance network infrastructure to support the distribution of highspeed Internet services throughout their E-Rate eligible facilities. As the lead member of the Consortium, the Archdiocese of LA is issuing this Request for Proposals (“RFP”) in conjunction with the submission of E-Rate Form 470 by the Consortium, to request bids on Category 2 E-Rate eligible products, such as cabling components, switches, and access points. This RFP in its entirety is available at: <http://archla.org/erate2023>.

## 1.2 Demographics

The Archdiocese of LA currently operates approximately 600 parishes, schools, and administrative offices in Los Angeles, Ventura, and Santa Barbara Counties in California. This RFP includes only E-Rate eligible elementary and high schools that are members of this Consortium.

## 1.3 General Background

### 1.3.1 Intent

The Archdiocese of LA is soliciting proposals from qualified firms for installing and supporting wired and wireless network infrastructure and equipment for the distribution of high-speed Internet services at E-Rate eligible elementary and high schools.

### 1.3.2 Scope of Bids

The C2IC Project will consider bids that incorporate all schools in the Consortium, listed in Appendix A. Bids for a subset of schools will not be accepted.

### 1.3.3 Description of Network Infrastructure Products and Services

This document is issued as a Request for Proposal for the purchase, installation and support of E-Rate Category 2 eligible network infrastructure products and services at schools participating in the C2IC Project. See Section 3 of this RFP for scope of work requested.

## 1.4 Clarifications

Inquiries related to clarification of this RFP and RFP process must be submitted by email to: [phernandez@la-archdiocese.org](mailto:phernandez@la-archdiocese.org).

When a potential bidder and bidders ask questions that have been answered in this RFP, they will be redirected to the RFP. Answers to questions that have not been answered in the RFP will be posted and made available publicly at: <http://archla.org/erate2023> and will also be posted to the Universal Service Administrative Corporation’s (“USAC”) E-Rate Productivity Center (“EPC”) at least weekly.

## 1.5 Terms and Conditions

This is an invitation to submit a proposal based on the requirements described in this document. All proposals must be submitted in accordance with the requirements, specifications, and information contained herein, as well as with any addenda to this RFP, if required, issued by the Archdiocese of LA.

### **1.5.1 Rights of the Archdiocese of LA**

The rights of the Archdiocese of LA include:

- 1.5.1.1** Subject to all applicable rules and regulations of the Federal Communications Commission (“FCC”), including E-Rate rules, and applicable policies of the Universal Service Administrative Company (collectively, “E-Rate Rules”), the Consortium reserves the right to reject any or all proposals for whatever reason. Subject to E-Rate Rules, nothing in this RFP shall obligate the Archdiocese of LA, the Consortium, or Consortium members to select one or more winning bidders or execute a contract with the winning bidder(s). The Archdiocese of LA may withdraw this RFP at any time and for any reason.
- 1.5.1.2** Receipt of a proposal does not obligate the Archdiocese of LA to pay any expenses incurred by the bidder in preparation of their proposal or obligate the Archdiocese of LA in any other respect.
- 1.5.1.3** Subject to E-Rate Rules, the Archdiocese of LA reserves the right to modify the RFP anytime during the bidding period. Any modifications will be posted at: <http://archla.org/erate2023> and posted to the Universal Service Administrative Corporation’s (“USAC”) E-Rate Productivity Center (“EPC”) at least weekly. Modifications will not trigger a new 28-day waiting period pursuant to 47 C.F.R. Section 54.622(g) unless required under E-Rate Rules. The Archdiocese of LA will indicate whether a modification triggers a new 28-day waiting period. Only changes issued in writing, as an addendum, will be binding upon the Archdiocese of LA. No verbal instructions or interpretations of requirements shall be accepted.
- 1.5.1.4** The selection and award of any bid and a resulting contract with a bidder is contingent upon E-Rate funding approval. Services and purchases will not be approved or provided under said contract until E-Rate funds are approved and accepted by the Archdiocese.

### **1.5.2 Non-discrimination**

The successful bidder must agree to comply with all applicable federal, state, and local statutes, rules, and regulations regarding non-discrimination in hiring and employment.

### **1.5.3 Other**

- a. Archdiocese of LA approval is required of all personnel provided by the winning bidder before services commence. Proof of background checks and fingerprinting will be required and on file with the bidder in accordance with Archdiocese of LA policies.
- b. Changes in personnel must be approved by the C2IC Project Manager prior to them reporting to a school building.
- c. Work shall be performed outside of regular school hours unless approved by the school principal and the C2IC Project Manager.
- d. Any planned service outages must be coordinated with the school principal and the C2IC Project Manager.
- e. Any cost encountered, which is not specifically itemized in the bidder’s proposal, shall not be passed on to the Archdiocese of LA or a Consortium Member school without Archdiocese of LA written approval.
- f. No additional compensation will be allowed for extra work incurred on the part of the winning bidder due to the bidder’s failure to notice any preexisting condition which may cause additional labor.

## 1.6 Schedule of Events

The schedule below indicates the critical dates that must be satisfied for proposal consideration.

- Bidder's Meeting – **January 25, 2023, at 4:00 PM**
- Final Date for Questions – **February 10, 2023, at 5:00 PM PST**
- Proposals Due – **February 20, 2023, at 5:00 PM PST**
- Vendor Selection – March 6, 2023 (Expected date)
- Contract Negotiations Complete – March 14, 2023 (Expected date)
- Construction Start Date – **July 1, 2023** (Actual start date contingent on funding approval by USAC.)

## 1.7 Bidder References, Qualifications, and Liability Insurance Certificate

### 1.7.1 References

As a reference, Bidders must submit information regarding three comparable projects that the bidder has completed as the Prime Vendor within the last three years, preferably in K-12 school districts and/or individual schools. The projects submitted shall indicate the start and completion dates, services and equipment provided, project costs, contract term, warranty, and benefits to the owner. Bidders must provide the school owner's name, address, telephone number, and contact person for each reference. Bidders must include in their proposal, a complete disclosure of any alleged or actual, significant prior or ongoing contract failures, any past or current civil or criminal proceedings, or investigations which involve the bidder or which the bidder has been judged guilty or liable. The Archdiocese of LA reserves the right to reject any proposal based upon the bidder's prior history with the Archdiocese of LA and/or its schools, which documents, without limitation, unsatisfactory performance, adversarial or contentious demeanor, significant failure(s) to meet contract milestones, filing of liens or other proceedings, failure to pay their vendors or subcontractors, or other contractual failures.

Bidders must provide the appropriate State and local Vendor License(s). Bidders must meet the following qualifications:

- a. Bidder shall be a licensed vendor holding at least one of the following State of California licenses: B, C- 7, or C-10
- b. Bidder must have a USAC Service Provider Identification Number (SPIN)
- c. Bidder must hold the required Manufacturer Certifications for the Products/Systems proposed in their bid.
- d. Bidder shall provide educational discount pricing or better.
- e. Bidder must be able to warrant the equipment for a period of one year, plus agree to extend any/all manufacturer warranties at no additional cost to the Archdiocese of LA.
- f. Bidder shall work with manufacturers to establish the manufacturer's warranty period, starting at the time of delivery or notice of completion (as agreed to by the C2CI Project Manager).

### 1.7.2 Qualifications, Training, and Resumes of Personnel Assigned to Project

The vendor shall be fully conversant and capable in all the areas of Project response. The bidder shall provide the information requested on the Bidder Qualification Form (Section 6), as well as the following:

- Brief resumes of all key personnel to be assigned to this project.
- References (including contact details for references) relevant to the type of services listed in this document.

### 1.7.3 Current Liability Insurance Certificate

Bidder will be required to provide proof of insurance subject to the following limits:

- General Liability - \$2,000,000.00
- Automobile Liability - \$1,000,000.00 per occurrence
- Workers Compensation - \$1,000,000.00 per occurrence

### 1.7.4 Evaluation Criteria

The Archdiocese of LA will select one bidder, based on an E-Rate compliant “bid evaluation matrix”, with price of E-rate eligible components being the highest weighted factor.

## 2. PROPOSAL REQUIREMENTS

### 2.1 Document Formats and Pricing

#### 2.1.1 Document Formats and File Naming

All documents must be submitted on paper hard copy and electronically in PDF format, except for the Section 8 Bid Sheets which must be submitted in Microsoft Excel format. Each Bidder who submits an Intent to Respond (Appendix G) will receive a unique Bidder ID. Each school in the consortium has a School ID for the purpose of file naming, which is the same as its BEN as listed in Appendix A. Electronic versions of proposal documents must adhere to the following file naming convention, given for example bidder Acme Unlimited (to which we assigned Bidder ID ‘ACU’) and example school St. Puebla Elementary (School ID 123456):

- General RFP Documents (except for Bid Sheet) - Prepend Bidder ID to file name. If you prefer that we review files in a particular order, please include a file sequence number after Bidder ID. Examples: ACU01General.pdf; ACU02AboutUs.pdf; AKU03SampleConstructionAgreement.pdf; ACU04SampleMaintenanceAgreement.pdf. Bidders submitting completed Archdiocese-provided documents are requested to use the Archdiocese-assigned file name after the Bidder ID and optional sequence number.
- School-specific RFP Documents (except for Bid Sheet) - Submit as PDF, with name beginning with Bidder ID and School ID. Example: ACU123456NetworkDiagram.pdf (see Appendix D).
- Bid Sheet - Bidder will electronically submit a separate Excel workbook for each school on which they bid beginning with Bidder ID and School ID. Example: ACU123456BidSheet.xls.

#### 2.1.2 Price Quotes.

- Prices shall be quoted in US Dollars.
- Prices quoted shall be all-inclusive (including all applicable taxes, shipping cost, installation of equipment, training, technical support, and trash removal) and represent complete installation and integration with the existing network. Prices quoted in the bidder’s response will remain in effect for a period of twenty-four months from the time of the contract signing. Vendors should pass along discounts should manufacturer pricing change.
- Price quotes shall be all inclusive and break down E-Rate eligible equipment as it pertains to each component or percentage of that component eligible for E-Rate reimbursement.

#### 2.1.3 Contingency Fee as a Standard Practice.

The bidder shall complete and submit with their proposal the Contingency Fee as a Standard



Practice Form (see Appendix I) to demonstrate whether a Contingency Fee is a standard business practice of the bidder. If the bidder elects to offer the Contingency Fee, the bidder agrees that the Contingency Fee will be used for changes requested by the Archdiocese of LA during the construction process for eligible services and equipment only. If the Archdiocese of LA does not request changes, the E-rate eligible committed funding amount of the contingency will be given back to the E-Rate program.

#### **2.1.4 Pricing Considerations.**

Bidders should consider the nature and amount of work to be done and equipment to be replaced, as well as the difficulties involved in necessary and proper installation execution. Please note such circumstances to assist us in our bid review.

#### **2.1.5 Item 21 Attachment Bid Sheet.**

The bidder shall provide itemized pricing for all equipment to be included in this Bid Response BY SITE; see Section 2.1.1. Pricing shall include E-Rate eligibility, materials, labor, tax, shipping, and any other associated charges. On the day of the bid submission, this information MUST be supplied in hard copy and in an electronic format. The bidder shall provide Item 21 Attachment information in an electronic form that can be transferred into the EPC as required by USAC, prior to the Archdiocese of LA's submitting its Form 471 filing.

#### **2.1.6 E-Rate Program Requirements.**

This project will depend on partial funding from the Universal Services Administrative Company (USAC) E-Rate program. The Archdiocese of LA expects each bidder to make themselves fully familiar with any rules or regulations regarding the E-Rate program. All contracts entered into as a result of the posting of the Form 470/RFP will be contingent upon the approval of discounts from the Universal Services Administrative Company (USAC) and the Archdiocese of LA's acceptance of said discounts.

In compliance with the E-Rate program rules, bidder agrees that no services may be delivered prior to July 1, 2023. The bidder is responsible for providing a valid SPIN number with their proposals.

The selected vendor shall be responsible for invoicing and collecting payment of the discounted contract amount from USAC, utilizing the SPI invoicing method. The undiscounted contract amount will be the maximum amount that the Archdiocese of LA is liable for. Vendor agrees to provide in advance, to the Archdiocese of LA and C2IC Project Manager, a copy of their USAC invoice to verify that the service/equipment has been delivered and accepted by the Archdiocese of LA before Vendor bills USAC.

## **2.2 Instructions to the Bidder**

### **2.2.1 Intent to Respond.**

Bidders are encouraged to submit an Intent to Respond (ITR) Form (see Appendix G). Submitting an ITR does not bind a bidder to respond, and bidders can respond without completing an ITR, but if an ITR is submitted, the Archdiocese of LA will send you update announcement e-mails. Checking the Bidder's Meeting box on the ITR does not bind you to attend the Virtual Bidder's Meeting but does help us to make sure we are set up for you if you do. You can attend the Virtual Bidder's Meeting without submitting the ITR or checking the Bidder's Meeting box, but we hope you will do both.

### 2.2.2 Questions.

All questions related to this RFP must be emailed to: [phernandez@la-archdiocese.org](mailto:phernandez@la-archdiocese.org), no later than **February 10, 2023, at 5:00 PM PST**. Questions (but not their origin) and responses will be made available to all bidders simultaneously as addenda posted on <http://archla.org/erate2023>. Also refer to Section 1.4 Clarifications.

### 2.2.3 Omissions and Errors.

If you find any omissions or errors in this RFP, please e-mail the Archdiocese at: [phernandez@la-archdiocese.org](mailto:phernandez@la-archdiocese.org).

### 2.2.4 Bidders Meeting.

A Bidder's Meeting will take place **January 25, 2023 at 4:00 PM PST**, on Zoom ([Zoom Link](#)). The meeting is not mandatory, but bidders are highly encouraged to participate. After the meeting, any new information disclosed at it will be posted on: <http://archla.org/erate2023>.

### 2.2.5 Site Visits.

Due to the protocols created for the pandemic, there will be no Bidders walk-through of participating schools

### 2.2.6 Proposal Contents.

The following documents must be in the proposal:

- a. Resumes and Qualifications (Section 1.7)
- b. References (Section 1.7)
- c. Insurance Certificate (Section 1.7)
- d. Sample Contract(s) (Section 4)
- e. Bidder Qualification Form (Section 8)
- f. Bid Sheet (Section 8)
- g. Signatures and Certifications Sheet (Appendix E)
- h. Letter to the Archdiocese of LA (Appendix F)
- i. Contingency Fee as a Standard Practice Form (Appendix I)

### 2.2.7 Proposal Submission.

Proposals must be submitted as follows:

- a. Response to this RFP must be submitted on the forms provided in the appropriate appendices included in this RFP. Additional sheets may be used for clarification as needed. A single bidder may submit only one proposal.
- b. One paper copy must be submitted with original signatures and be clearly marked "Original".
- c. An electronic copy in PDF format, except for the Bid Sheets (Section 8) in Excel format, must be submitted via USB flash drive or CD. File names for the Bid Sheets must be as defined in Section 2.2.1
- d. Sealed proposals must be clearly marked: **"ADLA E-RATE CATEGORY 2 INFRASTRUCTURE CONSORTIUM, 2023 PROPOSAL"** on the outside.
- e. Sealed proposals will be accepted by hand delivery (i.e., signed-in at the building's ground level security station), express delivery, or US mail to the following address:

Archdiocese of Los Angeles  
E-RATE CATEGORY 2 INFRASTRUCTURE CONSORTIUM, 2023 PROPOSAL  
Applied Technology, 3rd Floor 3424 Wilshire Blvd.  
Los Angeles, CA 90010

- f. Proposal must be submitted on or before **February 20, 2023, 5:00 PM PST**.

### 3. SCOPE OF WORK

This RFP describes the wired and wireless local area network (LAN) infrastructure and/or equipment to be installed at schools participating in the C2IC Project. The general scope of work required is as follows:

- Site survey with ADLA Resource Specialist/C2IC Project management to determine school specific needs;
- Wired and/or wireless network design;
- Procurement of materials and equipment;
- Installation of necessary network equipment and integration with existing broadband Internet services and infrastructure in place;
- Testing and documentation that demonstrates installed network/equipment meets specified requirements;
- Turnover of network infrastructure/equipment to include delivery of specified network documentation, installation and equipment/component warranties, and any training;
- Negotiated rate schedules and contact information for post-turnover support not covered by warranties (e.g., troubleshooting, repairs, network modifications, etc.);
- Detailed requirements for each item in the scope of work are provided in the following sections.

#### 3.1. School Locations

Bids are being solicited to install wired and/or wireless networks and/or specified equipment replacement at schools in the Archdiocese of LA. A list of the schools with their addresses and requirements is attached to this RFP as Appendix A. Existing data infrastructure must be evaluated for conformance to the requirements in Appendix C and areas and equipment that do not conform must be reworked or replaced to meet requirements.

#### 3.2. Floor Plan Information and Asbestos Abatement Information

Basic floor plans of all schools, like the examples shown in Appendix B, have been collected. Bidders that submit the Intent to Respond Form (see Appendix G) will be provided access to an Archdiocese of LA website to obtain the floor plans. In addition, information will be provided identifying the presence of any asbestos at school locations. Vendors are to install networks at locations in a manner that does not require any asbestos abatement to be performed. Full indemnification is required for any violations. See Appendix H for Asbestos Abatement Specifications for removing asbestos-containing materials.

#### 3.3. Network Design Requirements

All networks and/or equipment must be designed to meet the “Baseline Data Infrastructure Standards” established by the Archdiocese of LA. The standards are shown in Appendix C. In addition, all network designs/equipment supplied must meet the following requirements:

##### 3.3.1 In-Scope Area Designations.

Each school BAN shall have all rooms and common building areas used for instruction or administration purposes designated as being in scope for the purposes of design. All areas designated as “in scope” must meet wireless performance standards as set forth in Appendix C, Section 2.

##### 3.3.2 Cabling Requirements.

Per the “Baseline Data Infrastructure Standards” (Appendix C), new cabling systems, if necessary and required to meet articulated school needs, must be Category 6 compliant. Three Ethernet cables will be pulled to each school room that has a wireless access point, with one cable

supporting the access point and two cables to be terminated at locations that best support the requirements of that room. If there is not an access point in the room, only two Ethernet cables will be installed.

### **3.3.3 Integration with Existing Data Infrastructure at a School.**

Most schools will have existing wired data infrastructure that substantially meets the performance requirements of Appendix C. Any bids for work at those schools must endeavor to use the existing infrastructure as much as possible and just add updated equipment to accomplish the requirements stated for those schools.

### **3.4. Testing**

Vendor must perform testing and document results to validate that all installed data infrastructure and/or new equipment installed meets the requirements identified in Appendix C, Section 2.

### **3.5. Network Documentation**

After Testing has been completed, vendor will provide the following documentation:

- a. Test results including approval signature by the C2IC Project Manager
- b. Vendor and manufacturer warranties
- c. Vendor and manufacturer user manuals where applicable
- d. Floor plan-based wiring schematics with terminations identified in accordance to labeling standards in Appendix C, Section 3.4.1.
- e. Documentation of equipment configurations at time of successful acceptance testing

### **3.6. Warranties**

After implementation of the successful bidder's proposal, if additional equipment, cabling, or labor is needed, the vendor will submit for approval any additional costs necessary to satisfy the requirements of this RFP. These additional costs will be funded from contingency funding if available. It is the vendor's responsibility to ensure that the equipment proposed meets the performance specifications of the manufacturer and the previously stated requirements. The vendor warranties shall commence with acceptance of/or payment for the work in full. All warranties by vendor and manufacturer, on both products and labor, must be specified in the proposal. During the first three months that the school is in session (following testing signoff), the vendor will remedy any system issues at no cost.

### **3.7. Recurring Operational Costs**

So that the total cost of ownership and maintaining the network is clear, the bidder is to specify the following:

- a. Any recurring annual license fees and terms/dates of coverage for Project installed hardware and software.
- b. Rate card specifying labor costs for commonly required technical support services following the installation (e.g., troubleshooting network issues, reconfiguring network for new requirements, and services not covered under vendor or manufacturer warranty, etc.).

### **3.8. Contract Completion**

After a final signed contract is in place and funding is approved, the vendor will be required to complete contract installations according to a project schedule worked out between Vendor and the C2IC Project Manager. (See Section 5.7). A final Notice of Completion will not be granted to the vendor until the entire Scope of Work, including punch list items, have been completed to the Archdiocese of LA's satisfaction.

Completion of the project is contingent upon successfully installing, configuring, and demonstrating the performance of all the specified equipment.

## **4. CONTRACTS AND PAYMENT**

Regarding contracts and payments:

- a. Any contracts or agreements requested by the vendor in its bid will be provided in draft form as part of the proposal for review and, if the vendor is selected, will be subject to review, and negotiation with the legal staff of the Archdiocese of LA.
- b. The successful bidder will sign a contract that will specify total projected costs.
- c. All contracts will follow the Archdiocese's fiscal year schedule: July 1 through June 30.
- d. The first year of any warranty or maintenance service will be pro-rated to the final acceptance date.
- e. The Term of the contract shall be one year but shall automatically be extended for an additional one-year period but should not exceed two one-year extensions, subject to the termination provision below, but without any change in compensation beyond those in the contract, to allow for any completion of work or services under the contract. The contract may be terminated without penalty, by either party with 60 days' written notice. The Archdiocese of LA reserves the right to cancel this Project and terminate this Contract at any time prior to the issuance of a Notice to Proceed. If Archdiocese of LA exercises its cancellation/termination rights as set forth herein prior to the issuance of a Notice to Proceed, Archdiocese of LA shall have no liability to vendor for any bid preparation or any other costs which may be incurred by the vendor prior to cancellation of the Contract.

## **5. PROJECT MANAGEMENT**

The Archdiocese of LA will appoint a Representative ("C2IC Project Manager"), to act on their behalf to provide Construction Management and Project Administrative services. The bidder's submission of a bid for this project is an acknowledgment of this fact and will include in their bid price any/all costs associated to compliance with the requirements described below.

All durations shown in this section shall reflect business days, unless otherwise noted.

### **5.1. C2IC Project Manager's Role**

- a. Primary point of contact between the Archdiocese of LA and the vendor.
- b. Contract Administration.
- c. Prepare and issue the Notice to Proceed to the vendor.
- d. Receive and process vendor's Submittal Documentation.
- e. Receive and process vendor's insurance certificates and bonds, as required by the scope of the project.
- f. Coordinate site access.
- g. Receive and process vendor's project documents, reports, scheduling updates, etc.
- h. Receive, review, and respond to vendor's Request for Information (RFI) and Change Order Request (COR)
- i. Coordinate and conduct regular project meetings.
- j. Receive, review, and make recommendations for vendor payment requests.
- k. Coordinate the work of all C2IC Project vendors.
- l. Monitor vendor's performance with respect to the project schedule.
- m. Evaluate and inspect vendor's adherence to the project documents, installation services, and required equipment installation.

- n. Witness vendor testing.
- o. Prepare punch list and inspect vendor's corrective work.
- p. Prepare and issue the Final Notice of Completion to vendor.

The C2IC Project Manager will be the primary point of contact for all project related documentation, questions, requests for information, payment requests, requests for testing, inspections, and verification of project completion, etc. Vendor will route all documents and requests to the Archdiocese of LA's C2IC Project Manager.

## 5.2. Notice to Proceed

This project is contingent on funding from the FCC/USAC E-Rate program. As such, the Archdiocese of LA will not issue a Notice to Proceed until a copy of the approved Funding Commitment Decision Letter ("FCDL") has been received from USAC and a Form 486 "Receipt of Service Conformation" has been filed. Vendor will not be permitted to commence work, unless otherwise directed in writing by the Archdiocese of LA, until a Notice to Proceed has been issued. The Archdiocese of LA will not be responsible for costs incurred by the Vendor prior to receiving a Notice to Proceed.

Upon the Archdiocese of LA's issuance of the Notice to Proceed, the Vendor shall have ten days to submit the following fully executed documents provided that, if the Vendor does not provide the required documents listed below within the specified time, the Archdiocese of LA reserves the right to consider the Vendor non-responsive and terminate the Agreement:

- a. Payment Bond (100%): Vendor shall provide their Bond on the form provided in the RFP and fully executed as indicated on the form.
- b. Faithful Performance Bond (100%). Vendor shall provide their Bond on the form to be provided.
- c. Fingerprinting Certification Form
- d. Prevailing Wage Certification Form
- e. Insurance Certifications and Endorsements as required in the Agreement.

## 5.3. Submittals

Submittals must be received by the C2IC Project Manager within ten days of the Notice to Proceed. In general, Submittals are product catalog sheets, performance data, diagrams, drawings, schedules, and other data prepared by the vendor to demonstrate their adherence to the systems as specified and their ability to complete this project as described in the project documents.

Shop Drawings will be required from the vendor if materials/equipment/installation provided in the bid require coordination with other trades and/or the Archdiocese of LA, to complete the installation of said materials/equipment.

Copies of System Configuration Worksheets and/or Programming Questionnaires shall be required to be submitted if the vendor requires these documents to be completed before system installations can begin.

Vendor will submit two copies of their submittal directly to the C2IC Project Manager. The reviewed copy will be returned to the vendor directly from the C2IC Project Manager. The submittal will be returned to the vendor by the C2IC Project Manager as "approved", or "revise and resubmit, or "rejected". Failure of the vendor to adhere to the submittal requirements as stated below will result in an immediate submittal rejection. No "Extension of Time", to the project schedule, will be granted due to the rejection of the vendor's submittal. If the vendor's submittal is rejected, it is the vendor's obligation to resubmit a compliant submittal within five days.

Submittals shall be bound and include:

- a. A coversheet on the Vendor's Company Letterhead including Vendor Name, Vendor License Number, Project Name, Specification Number and Description, and submittal Date.
- b. Full material list of products and equipment included in the Vendor's bid price. Material list will include the following for each item, Manufacturer name, Part Number, Description, and Quantity.
- c. Manufacturer's Catalog Cut-sheet for each part included in the bid. The Catalog Cut-sheets shall be placed in the same order as shown on the spreadsheet.
- d. Shop Drawings (as necessary)
- e. Configuration Worksheets and/or Programming Questionnaires (as necessary)

#### 5.4. Insurance

Vendor shall maintain general liability, automobile liability, and builder's risk insurance for the duration of the Contract, in accordance with the Insurance Requirements portion of the Contract Documents. Prior to commencing any work, the Vendor shall submit to the Archdiocese of LA for approval, the required Certificates of Insurance within ten days of the Notice to Proceed. The Vendor shall not be allowed to enter any site until the Vendor's proof of insurance is accepted by the Archdiocese of LA in writing.

#### 5.5. Payment and Faithful Performance Bond

The successful bidder will be required to execute Payment and Faithful Performance bonds within ten days of the Notice to Proceed. The **Payment Bond** shall be in the amount not less than **One Hundred percent (100%)** of the amount of the contract in accordance with the Project documents and Civil Code section 3248. The VENDOR will also be required to furnish a separate **Faithful Performance Bond** in the amount of **One Hundred Percent (100%)** of the contract and in the form included in the Project documents.

#### 5.6. Site Availability

All work performed at a project site will be done during the site construction schedule. The Vendor will include in its price all costs necessary to coordinate with the Archdiocese of LA, C2IC Project Manager, and any Construction project vendors.

#### 5.7. Project Schedule

Vendor will submit to the C2IC Project Manager for approval a Project Schedule within ten (10) days of the Notice to Proceed. Vendor will submit the Project Schedule directly to the C2IC Project Manager for review and approval. The schedule will be returned to the vendor by the C2IC Project Manager as "approved", or "revise and resubmit" or "rejected". It is the vendor's obligation to coordinate with the C2IC Project Manager to develop the approved Project Schedule.

The project duration, defined by the "Start Date" and "Completion Date" as shown on the Notice to Proceed will be strictly adhered to. The approved schedule will be the basis by which Liquidated Damages will be assessed.

The project schedule shall be graphical in nature and contain specific project milestones that match the scope of work as specified in the project documents. The schedule shall provide for "early" and "late" start/end dates for each milestone, and include sufficient time for testing, inspections, and corrective work.

It is the vendor's responsibility to provide sufficient qualified personnel to complete the project within the specified time. The vendor, at their own expense, is expected to employ any means necessary, such as overtime or working Saturdays, to complete their work on schedule. Access to the site for overtime and Saturday work will be coordinated with the C2IC Project Manager.



## **5.8. Schedule of Values**

Vendor will submit to the C2IC Project Manager, for review and approval, a Schedule of Values, within ten (10) days of the Notice to Proceed. The Schedule of Values will be returned to the vendor by the C2IC Project Manager as “approved”, or “revise and resubmit” or “rejected”. It is the vendor’s obligation to coordinate with the C2IC Project Manager to develop the approved Schedule of Values.

The Schedule of Values will include, at a minimum, separate line items for the material cost and labor cost associated with a school construction project. The Schedule of Values will also include “Pay Request Amount”, “Retention Amount”, and “Total Billable Amount”. Vendor will include on the approved Schedule of Values the Archdiocese of LA’s E-Rate billable portion and USAC’s billable portion.

A detailed invoice for payment must accompany all payment requests and be submitted to the C2IC Project Manager for approval and submission to the Archdiocese for payment.

## **5.9. Meetings**

Vendor will be required to attend and participate in the following type of meetings:

### **5.9.1 Pre-Construction Meeting**

Vendor will be required to attend a onetime meeting to review and discuss:

1. Introduction of Project Contact
2. Correspondence Procedures
3. Archdiocese of LA’s Rules of Conduct
4. Submittal Procedures
5. Insurance/Bond requirements
6. Project Schedule
7. Invoicing/Payment Procedures
8. “Progress Meeting” Schedule
9. Site Access
10. Changes to Scope of Work
11. Schedule “Programming Meeting”
12. Verify Exact Equipment Placement
13. Address Archdiocese of LA/Vendor Questions

### **5.9.2 Progress Meeting**

Vendor is required to attend regularly scheduled project “Progress Meetings” to provide Archdiocese of LA/C2IC Project Manager with project status updates, address outstanding / unresolved items, and/or revise/update Project Schedule. C2IC Project Manager will notify the Vendor of the location (on-site or conference call), time and place for all Progress Meetings.

### **5.9.3 Programming Meetings (as necessary)**

See individual Specification Sections for each system “Programming Meeting” requirements.

## **5.10. Reports**

Vendor will be required to prepare a report for onsite activities. The report shall indicate the total number of employees and or sub-vendors present on site, and a short description of work performed. Problems or delays should be clearly noted along with what action was taken to address the situation. Vendor will be required to submit the week’s report to the C2IC Project Manager no later than Friday of each week.



#### **5.11. Request for Information (RFI)**

In the case that there is a conflict within the project documents and/or site conditions, it is the responsibility of the vendor to request a clarification from the C2IC Project Manager in writing. The C2IC Project Manager reserves the right to respond to the RFI, or to provide a Supplemental Instruction (SI) to make minor changes to the work that are not intended to affect the project cost.

#### **5.12. Price Request/Change Order**

If the Archdiocese of LA/C2IC Project Manager revises and/or alters the scope of work, the C2IC Project Manager will issue a Change Request to the vendor. The vendor will return completed Change Requests to the C2IC Project Manager within five days.

The vendor's Price Change Request shall include a detailed cost breakdown of all required equipment, material, sales tax, and labor for the changed scope of work. If additional time is required to complete the modified scope of work, then the vendor will indicate so in the Price Change Request. The acceptance of the vendor's Price Change Request will be completed after the C2IC Project Manager issues an approved written Change Order in writing. All costs incurred by the vendor for work performed without an approved written Price Change Order will be the vendor's responsibility.

#### **5.13. Payment Request**

Vendor will submit all payment requests to the C2IC Project Manager by the 20th of each month. Payment requests not received by the 20th will be held until the following month.

All payment requests must be accompanied by an approved Schedule of Values. Payment requests that are denied will be held until the 20th of the following month.

Submission of a bid proposal obligates the vendor to comply with the SLD's Form 474 "Service Provider Invoicing" (SPI) method for this contract. Vendor will invoice USAC directly for the committed discounted funding amount of "eligible" equipment and services. The Archdiocese of LA will only be responsible for its percentage of the "eligible" equipment and services and 100% of "ineligible" equipment and services. A copy of the Form 474 will be sent to the C2IC Project Manager, for approval, prior to it being submitted to USAC.

Archdiocese of LA will withhold a 5% Retention from all payment requests. Final payment to the vendor of the 5% retention will be made after Archdiocese of LA "accepts" the project and the C2IC Project Manager has issued a Final Notice of Completion.

#### **5.14. Delivery and Storage**

It will be the sole financial responsibility of the vendor to arrange delivery and storage of all project-related products, materials, and equipment. The Archdiocese of LA will not be responsible for the warehousing or transportation of any project related products, material, and equipment, without prior written approval. The Archdiocese of LA's written approval will be contingent on the vendor developing and maintaining an onsite inventory and check-in/check-out system and indemnification from all lost or stolen items. A centralized location may be provided by the school for asset tagging and staging of equipment prior to installation.

#### **5.15. Damage**

It will be the sole responsibility of the vendor to repair and/or replace all damage done by the vendor to the Archdiocese of LA's school property during installation. Vendor will make a point of documenting all existing damage on their daily reports and in person with the Archdiocese of LA/C2IC Project Manager prior to the beginning of the installation.

#### **5.16. Inspections**

The C2IC Project Manager will monitor the progress of the vendor's work on a regular basis. It is the responsibility of the vendor to make all aspects of the installation available to the C2IC Project Manager for inspection.

Acceptance of the vendor's work by the Archdiocese of LA/C2IC Project Manager does not relieve the vendor from acts of negligence on the part of the vendor or work not completed that is in the vendor's scope, as defined in the project documents.

Illegitimate or erroneous claims of completion by the vendor resulting in a premature inspection(s) shall be at the vendor's sole expense, and the Archdiocese of LA shall reserve the right to reduce the contract price to pay for any costs incurred by the Archdiocese of LA.

The vendor will supply the C2IC Project Manager with a minimum of five days' written notice for the following inspections:

- a. Witnessed Testing. Vendor will perform the testing as specified in the specification in the presence of the C2IC Project Manager.
- b. Preliminary Final Inspection/Punch List. At the completion of all work in the scope of the contract, the vendor will issue a written "Request for Inspection" to the C2IC Project Manager. The C2IC Project Manager and the vendor will inspect the completed work and prepare a preliminary punch list of corrective work needed.
- c. Final Inspection. At the completion of the corrective work on the preliminary punch list, the vendor will issue a written "Request for Final Inspection". The C2IC Project Manager will perform a final "Inspection" and "Punch List".

#### **5.17. Acceptance**

The Archdiocese of LA's final acceptance of the project will occur when:

- a. All aspects of the project scope have been completed, including successful installation, configuration, and demonstration of the specified equipment meeting RFP and contract specifications/performance.
- b. All punch list items have been corrected to the Archdiocese of LA's satisfaction.
- c. Archdiocese of LA has received all product and performance warranties as specified in the project documents.
- d. All Archdiocese of LA Maintenance and Operation Manuals, Test documents, Drawings, and Project Close-Out documents have been received by the Archdiocese of LA.
- e. C2IC Project Manager has issued a final "Notice of Completion".
- f. 5% Retention has been received by the vendor."

## **6. RECOMMENDATIONS FOR SAVINGS**

Bidders are encouraged to offer any suggestions or alternative approaches to any portion of this bid that could be eliminated or modified to reduce the overall cost of the project or cost at a location without reducing full compliance with project requirements.

## 7. RIGHT TO REJECT ANY AND ALL QUOTES

The Archdiocese of LA reserves the right to reject any or all bid proposals and to waive any informalities or irregularities. The bidder's submission of a proposal is recognition of this right.

In addition, the Archdiocese of LA reserves the right to fund, or not to fund this project, regardless of E-Rate approval.

## 8. BID SHEET

This sheet must be submitted in both paper format and electronically in Excel format, with all other required attachments as part of the bid response. Additional pages may be added but must reference the appropriate section number. Failure to include this completed form with your bid response may result in disqualification of bid. Components of the bid sheet are described in the following sections. The corresponding Excel filename is "C2ICBidSheet.xls" and located at: <http://archla.org/erate2023>.

### 8.1. Bidder Qualification Form

Bidders must complete the Bidder Qualification Form.

### 8.2. Requirements Compliance Spreadsheet

Bidders must complete the Requirements Compliance spreadsheet. A "Yes" answer indicates that the bidder has met the requirement. If a bidder does not meet a specific requirement, a short explanation must be provided as to why the requirement has not been met.

### 8.3. Cost Spreadsheet (Item 21 Attachment Form)

Bidders must complete the cost spreadsheet for each school. No changes may be made to the existing spreadsheet line items; however, additional spreadsheet lines may be added if there is not a suitable line item for a given cost component. Each school spreadsheet file must be named using the naming convention specified in Section 2.1 Document Formats.

### 8.4. Labor Rate Spreadsheet

Bidders must complete a Labor Rate spreadsheet. Bidders must use the given spreadsheet format, but may change the description (i.e., job title) for each labor category.

**APPENDIX A –**  
**LIST OF PARTICIPATING SCHOOLS AND THEIR REQUIREMENTS**  
(Reference RFP Section 1.3.2 Scope of Bids)

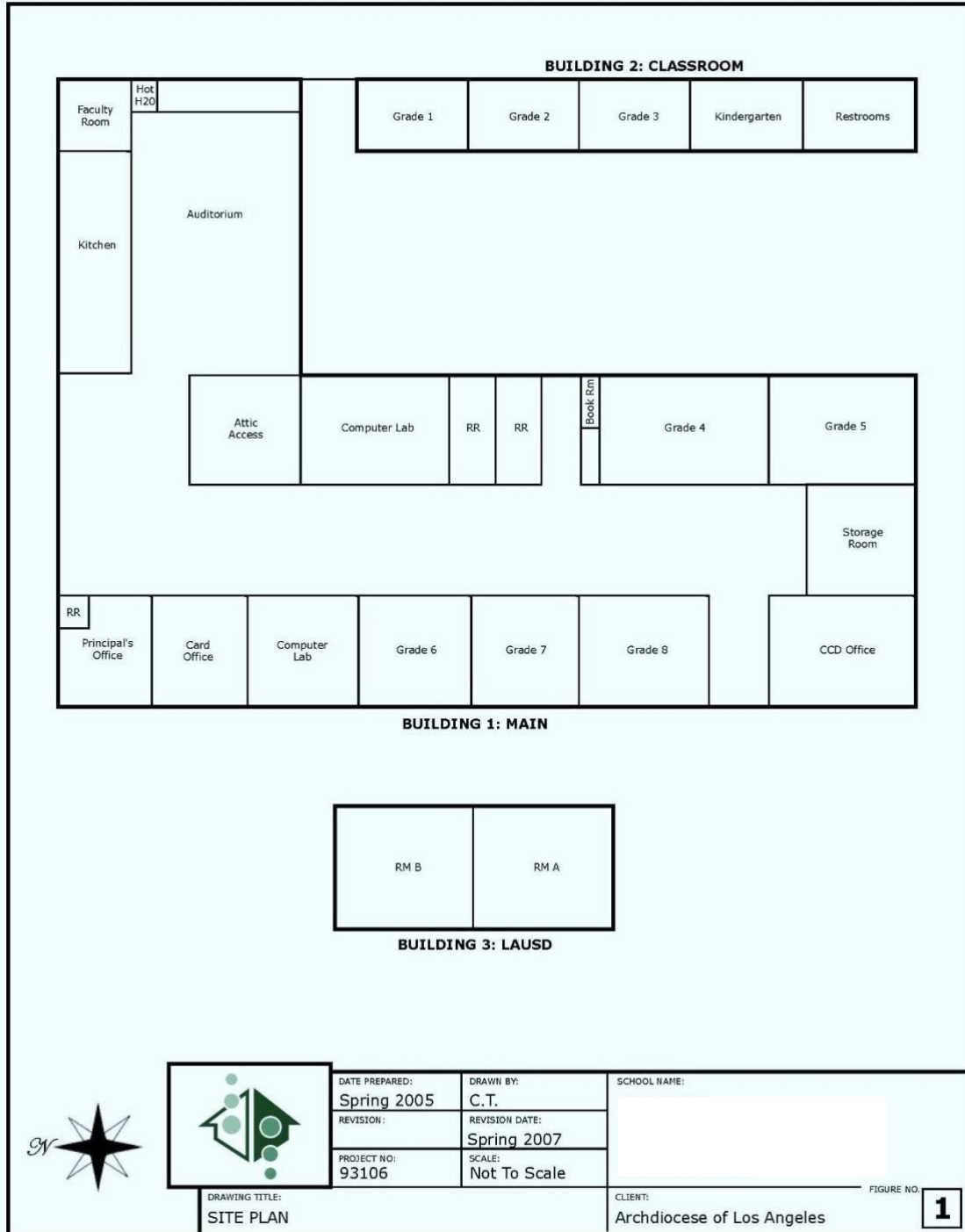
School Name	Full Address	Billed Entity #	# of Switches (Estimate)	# of APs (Estimate)	# of UPS Needed (Estimate)	Feet of Cabling (Estimate)	Construction Materials Needed
Alverno Heights Academy	200 North Michillinda Ave. Sierra Madre, CA 91024	102216	N/A	N/A	5	15,000 (CAT6)	Y
American Martyrs School	1701 Laurel Avenue Manhattan Beach, CA 90266	101305	14 (48-Port)	48 Indoor 11 Outdoor	9	3,000 (multi-mode fiber)	Y
Cantwell-Sacred Heart of Mary High School	329 North Garfield Avenue Montebello, CA 90640	101700	7	33	6	10,000 (CAT6)	Y
Chaminade College Preparatory	7500 Chaminade Avenue West Hills, CA 91304	16061232	5 (48 Port)	40	5	1,900(fiber) 14,500(CAT6)	Y
Chaminade Middle School	19800 Devonshire Street Chatsworth, CA 91311	102439	Incl in above	Incl in above	Incl in above		
Holy Family School	400 South Louise Street Glendale, CA 91205	102337	3	20	2		
Holy Trinity School	1226 West Santa Cruz Street San Pedro, CA 90732	101951	4 (48 Port)	27	2		
Incarnation School	123 West Glenoaks Blvd. Glendale, CA 91202	102328	6	20	2		
Maria Regina School	13510 South Van Ness Ave. Gardena, CA 90249	101196	5	16	3		
Mother of Sorrows School	100 West 87th Place Los Angeles, CA 90003	100354	3	13	2		
Nativity School	2371 West Carson Street Torrance, CA 90501	101491	4	21	2		
Notre Dame Academy	2851 Overland Avenue Los Angeles, CA 90064	100994	24	70	9		
Notre Dame School	33 East Micheltorena Street Santa Barbara, CA 93101	106341	6	20	2		
Our Lady of Guadalupe School	436 North Hazard Avenue Los Angeles, CA 90063	100981	4	14	2		
Our Lady of Malibu School	3625 South Winter Cyn. Road Malibu, CA 90265	101294		6	3		
Our Lady of Perpetual Help School	23225 West Lyons Avenue Santa Clarita, CA 91321	102475	6	18	3		
Our Lady of the Assumption School	3169 Telegraph Road Ventura, CA 93003	106114	3	15	2		
Santa Rosa de Lima School	1316 Griffith Street San Fernando, CA 91340	102562	3	12	2		
St. Anthony School	2421 South "C" Street Oxnard, CA 93033	106254	5	24	3		
St. Anthony School	1905 South San Gabriel Blvd. San Gabriel, CA 91776	103503	6	19	5		
St. Bridget of Sweden School	7120 Whitaker Avenue Van Nuys, CA 91406	102800	4	15	2		
St. Dorothy School	215 South Valley Center Glendora, CA 91741	103196	3	12	3		
St. Finbar School	2120 West Olive Avenue Burbank, CA 91506	102863	5	22	2	1,800 (CAT6)	Y
St. Frances X Cabrini School	1428 West Imperial Hwy. Los Angeles, CA 90047	100899	6	18	3		
St. John Chrysostom School	530 East Florence Avenue Inglewood, CA 90301	101408	12	30	4		
St. John of God School	13817 Pioneer Blvd. Norwalk, CA 90650	17005852	4	15	3		
St. Joseph High School	4120 South Bradley Road	107042	12	44	6		

	Santa Maria, CA 93455						
St. Joseph School	6200 East Willow Street Long Beach, CA 90815	102122	4	18	2		
St. Joseph School	15650 East Temple Avenue La Puente, CA 91744	103213	3	13	2		
St. Louis de Montfort School	5095 Harp Road Santa Maria, CA 93455	107045	4	13	2		
St. Margaret Mary Alacoque School	25515 Eshelman Avenue Lomita, CA 90717	101897	3	15	1		
St. Marianne de Paredes School	7911 Buhman Avenue Pico Rivera, CA 90660	101775	4	20	3		
St. Mary's Academy	701 Grace Avenue Inglewood, CA 90301	101407	9	33	5		
St. Mary of the Assumption School	424 East Cypress Santa Maria, CA 93454	107049	3	17	4	3,000 (CAT6)	Y
St. Paschal Baylon School	154 East Janss Road Thousand Oaks, CA 91360	102701	13	14	4	6,000 (CAT6)	Y
St. Paul of the Cross School	14030 Foster Road La Mirada, CA 90638	101683	6	15	3		
St. Rose of Lima School	1325 Royal Avenue Simi Valley, CA 93065	106320	5	22	3		
St. Teresa of Avila School	2215 Fargo Street Los Angeles, CA 90039	100762	3	11	2		
St. Thomas Aquinas School	1501 South Atlantic Blvd. Monterey Park, CA 9175	103298	3	13	2		
St. Thomas the Apostle School	2632 West 15th Street Los Angeles, CA 90006	100397	5	23	3		

## APPENDIX B

### SAMPLE SCHOOL FLOOR PLAN

(Reference RFP Section 3.2 Floor Plan Information)



## APPENDIX C

### BASELINE DATA INFRASTRUCTURE STANDARDS

Effective and efficient data network infrastructure is a crucial component in a school technology implementation that impacts teaching and learning. To ensure that all students and educators have access to a comprehensive infrastructure for learning when and where they need it, the following infrastructure design and implementation standards must be satisfied.

#### **1. General Design Standards and Considerations**

No two schools are alike so the design of the data infrastructure must be tailored to meet the needs of each individual school's students and staff. The following base design standards allow some flexibility while providing a common pattern across all schools:

##### **1.1** The primary communications standard for the cabled data infrastructure is Gigabit Ethernet.

##### **1.1.1** All copper plant components must be certified to meet the following standards:

- 1.1.1.1** Category 6 (TIA 568-B.2-1)
- 1.1.1.2** 1000Base-T (802.3ab) Ethernet
- 1.1.1.3** PoE+ (802.3at Type 2)
- 1.1.1.4** Use of TIA 568B pin assignments

##### **1.1.2** All fiber plant components must be certified to meet the following standards:

- 1.1.2.1** Use of OM4 or OS2 fiber cable components to meet design requirements for each designed span length
- 1.1.2.2** Terminations into LC connectors
- 1.1.2.3** Patch bays may use LC couplers with less than 1.5dB insertion loss
- 1.1.2.4** End-to-end testing falls within 10GBase-SR or 10GBase-LR specifications, depending on span length

##### **1.1.3** Ethernet switch hardware must support the following features:

- 1.1.3.1** 802.1Q VLAN support (minimum of 64 VLANs)
- 1.1.3.2** 802.1x per-port authentication
- 1.1.3.3** RMON or SFlow
- 1.1.3.4** 802.3ad LACP/trunking
- 1.1.3.5** SNMPv3

##### **1.2** The primary standard for wireless data infrastructure is 802.11ax (Wi-Fi 6) and must support the following:

- 1.2.1** Support for legacy 802.11ac, 802.11n, 802.11a, 802.11g clients
- 1.2.2** Coordinated SSID broadcast and layer-2 roaming of clients between access points (i.e., an integrated wireless network)
- 1.2.3** Multiple SSIDs, assignable to tagged 802.1Q VLANs.
- 1.2.4** WPA2-PSK/AES authentication and encryption
- 1.2.5** 802.1x EAP with RADIUS or similar directory-based authentication
- 1.2.6** Interference detection and mitigation

##### **1.3** The IP-based data networks running on the infrastructure must be protected by firewalls or similar network traffic routing, inspection, and control systems.

##### **1.4** All data network hardware must support IPv4 and IPv6.

- 1.5 All data infrastructure hardware installed indoors must be able to operate under factory warranty in typical classroom environmental conditions. Fully enclosed cabinets, when used to house said hardware, must have forced ventilation installed that does not exceed 32dBA noise level.
- 1.6 All data infrastructure hardware installed outdoors must be rated to IP65.
- 1.7 All hardware that requires utility power must operate on 120V AC, 15A circuits provided by NEMA 5-15P cord sets.
- 1.8 The composite wired and wireless network equipment must interact with a single cloud-based, web-accessible configuration and management application that provides the following features:
  - 1.8.1 Inventory, configuration, and monitoring of all network hardware installed within the scope of each BEN in this RFP, logically grouped per BEN.
  - 1.8.2 Role-based user authentication and authorization to support various support personnel roles (i.e., read-only roles, inventory control, configuration control, auditing)
  - 1.8.3 Client traffic monitoring and reporting tools.
  - 1.8.4 Exposes a web-based API for automated device management and data collection.

## **2 Performance Standards for Data Infrastructure**

A properly designed and implemented data infrastructure should not hinder the delivery of data to its users. The following performance metrics will be considered a minimum benchmark:

- 2.1 Layer 2 end-to-end latency across the wired network should not exceed 250us.
- 2.2 Layer 3 end-to-end latency across routed/firewalled IP segments of the wired network should not exceed 2ms.
- 2.3 Client port to trunk bandwidth ratios do not exceed 25:1. Every 25 1000Base-T ports on a switch must have a minimum of 1 Gigabit of trunk bandwidth available.
- 2.4 Wireless networks must maintain a SNR of 17dB or greater over their designed coverage volume.
- 2.5 Wireless networks must support a minimum of 30 802.11ac clients per access point.
- 2.6 Full filtered DIA service bandwidth is available to any single client, wireless or wired, anywhere inside of the designed coverage volume.
- 2.7 Fairly divided filtered DIA service bandwidth is available to any number of clients, wireless or wired, anywhere inside of the designed coverage volume. For example, 200 clients using a 1000Mbps DIA service should each get a steady 5Mbps of bandwidth under full load conditions.

## **3 Construction and Maintenance Standards**

### **3.1 Cabling Construction Standards**

- 3.1.1 All data cabling construction must meet all applicable state and local building codes for low-voltage wiring.
- 3.1.2 All data cabling must be run through surface-mount color-coordinated raceway when runs are in exposed interior areas like hallways and classrooms. Terminations of such raceway installations must use standard-sized outlet boxes, sized for the designed number of cable terminations.
- 3.1.3 All inter-closet fiber must be run through 2" EMT. If fiber station drops are designed, such fiber may be run through EMT or surface-mount color-coordinated raceway that meets the requirements (bending radius, etc.) for the station fiber.
- 3.1.4 All exterior cabling must be run in appropriately sized EMT with water-tight hardware.
- 3.1.5 Inter-building connections, where buildings do not share a common wall, must be connected via subsurface raceway, a minimum of 2" in diameter. Raceways between buildings must terminate



into exterior surface mounted pull boxes.

**3.1.6** Up to 4 Ethernet RJ45 jacks may be installed in a single gang pull box.

**3.1.7** All Ethernet jacks must be orange in color and labeled “Cat6” or like to denote their rating.

**3.1.8** Faceplates for station terminations must be metal or “unbreakable” nylon.

### **3.2 Access Point Construction Standards**

**3.2.1** Access points must use factory-furnished mounting systems.

**3.2.2** Access points must be mounted in an open space at a minimum of 7’ above the floor. Access points that cannot be mounted at such height must have locking mounts or other anti-tamper provisions.

**3.2.3** Ethernet terminations for access points must be no more than 3’ from the access point.

### **3.3 Power Conditioning and Distribution Standards**

**3.3.1** Every rack or equipment location that consumes utility power (see “General Design Standards” item 7) must have a UPS installed to provide filtered, battery-backed power to the installed network equipment.

**3.3.2** UPS equipment must meet or exceed the following:

**3.3.2.1** 1500VA power capacity with a minimum battery run time of 4 minutes at 100% load

**3.3.2.2** Provides filtered backup power to six NEMA 5-15R outlets

**3.3.2.3** Has a 7-foot or longer non-detachable power supply cord with a NEMA 5-15P termination

**3.3.2.4** Provides EMI filtering, spike suppression and automatic output voltage regulation within 5%

**3.3.2.5** Is tested to UL 1778

### **3.4 Construction Documentation Standards**

**3.4.1** Each cable or fiber must be labeled with a location-wide unique identifier. This identifier will be affixed above or below the station jack and its corresponding on the terminating patch panel. The identifier is constructed as follows: n-Txxx where:

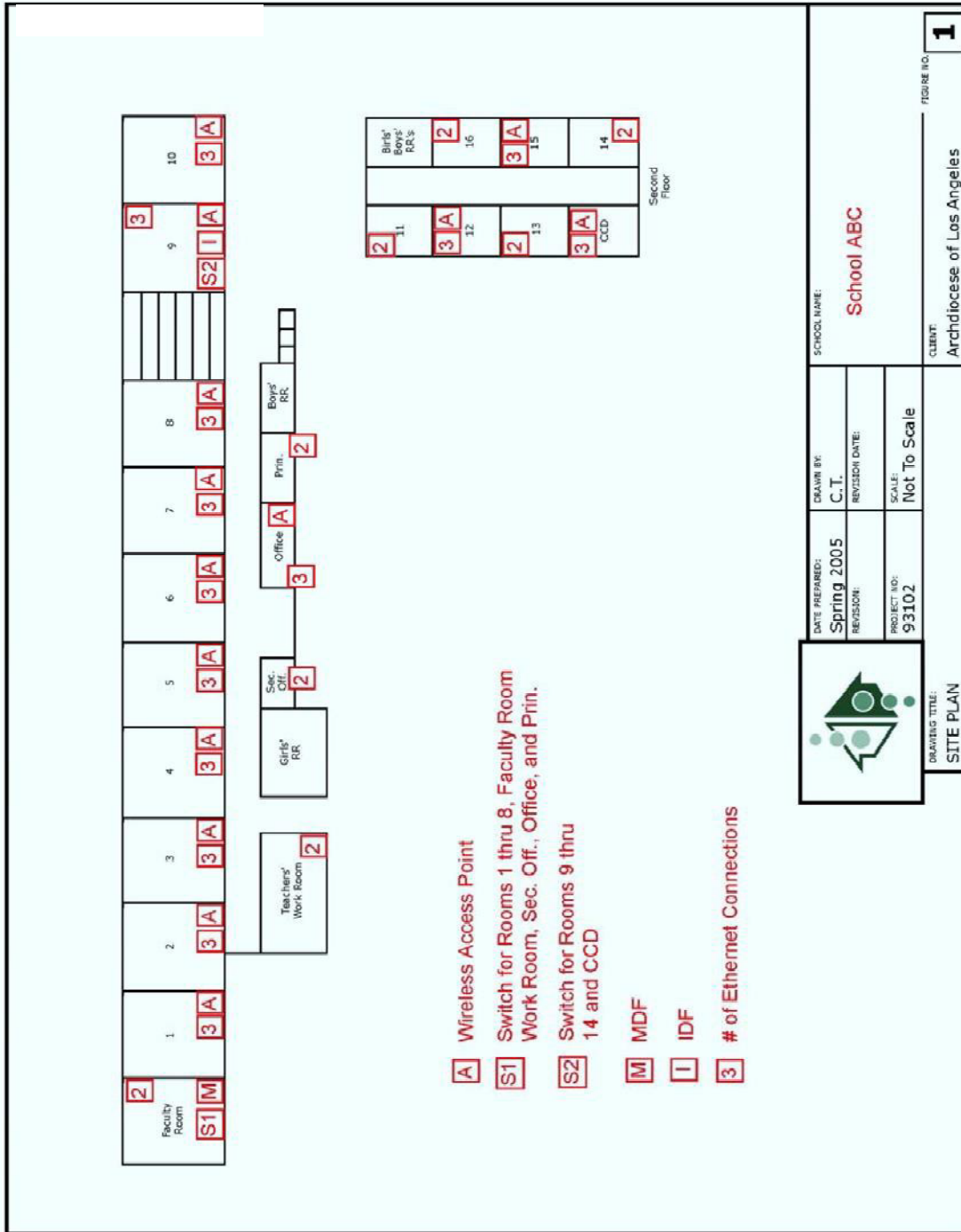
“n” is the closet/nexus/frame number that this cable originates from

“T” is the drop type of: (E)thernet, (M)ulti-mode fiber, (S)ingle-mode fiber, (A)ccess point

“xxx” is a unique number formatted with leading zeros. EXAMPLE: 1-E020 (closet 1, Ethernet cable 020)

**3.4.2** All cabling, access points, wire frames and other data infrastructure equipment must have their locations accurately documented on a schematic floor plan using their unique identifier. Each wireframe/closet must be furnished with such a schematic that identifies all cabling that originates from the frame/closet.

# APPENDIX D SAMPLE TOP LEVEL NETWORK DESIGN DIAGRAM



**APPENDIX E**  
**SIGNATURE AND CERTIFICATION**

**SIGNATURES AND CERTIFICATIONS**

By my signature below, I certify that, should we be awarded this contract, we accept, and will abide by all the conditions and requirements listed in this document, and that all services provided by my firm, or my affiliates meet all the requirements of this document.

---

---

Signature of Authorized Agent

---

Date

---

Printed or typed name of Authorized Agent

---

Title of Authorized Agent

---

Company Name

---

Address

---

City

State

Zip

---

Voice telephone number

---

FAX telephone number

---

Business web address (URL)

---

Email address of contact person

APPENDIX F  
LETTER TO THE ARCHDIOCESE of LOS ANGELES

**LETTER TO THE ARCHDIOCESE OF LOS ANGELES**

**Please submit a signed copy of this document with your hard copy response.**

**Archdiocese of Los Angeles**  
**E-Rate Category 2 Infrastructure Consortium, 2023 RFP**  
Applied Technology, 3rd floor 3424 Wilshire Blvd.  
Los Angeles, CA 90010

To Whom It May Concern:

The undersigned has carefully read and understands the terms and conditions specified in this document and submits the following offer to perform the work specified herein, all in accordance with the true intent and meaning thereof.

The undersigned further understands and agrees that by submitting this offer, he/she certifies that the prices submitted were independently arrived at without collusion.

Further, the undersigned represents that this is a binding proposal good for 120 days and that he/she is fully authorized to submit this proposal.

Respondent Company Name: \_\_\_\_\_

Sole Proprietor, Partnership, Corporation, Joint Venture, Other (Please indicate) \_\_\_\_\_

Service Provider Identification Number (SPIN) \_\_\_\_\_

Federal Employer Identification Number (FEIN) \_\_\_\_\_

Payment address (if other than street address below): \_\_\_\_\_

Exact legal name of company: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Authorized Representative Name and Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Authorized (Original) Signature: \_\_\_\_\_

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

APPENDIX G  
INTENT TO RESPOND FORM

**INTENT TO RESPOND TO ARCHDIOCESE OF LOS ANGELES E-RATE CATEGORY 2  
INFRASTRUCTURE CONSORTIUM PROJECT RFP**

We intend to respond to the Archdiocese of Los Angeles, E-Rate, Category 2 Infrastructure Consortium Project RFP.

Name of Company: \_\_\_\_\_

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

Name of Contact Person: \_\_\_\_\_

Contact's Email Address: \_\_\_\_\_

Voice telephone number: \_\_\_\_\_

Fax telephone number: \_\_\_\_\_

We plan to attend the Virtual Bidders Meeting on **January 25, 2023**:    ☐ Yes    ☐ No

Please email this form to [phernandez@la-archdiocese.org](mailto:phernandez@la-archdiocese.org) *no later than* **5:00PM PST** on **January 24, 2023**, in order to receive your bidder ID (for use with submitted files) and e-mail updates (from which you may opt out at any time). Thank you.

**APPENDIX H**  
**ASBESTOS ABATEMENT SPECIFICATIONS**

(Asbestos Abatement Specifications posted on: <http://archla.org/erate2023> (File name: ACMabatementSpecs)

APPENDIX I  
CONTINGENCY FEE AS A STANDARD PRACTICE

**CONTINGENCY FEE AS A STANDARD PRACTICE**

**Project: C2IC PROJECT 2023**

The Archdiocese of LA establishes a classification "Contingency Fee" for changes as affected by the construction/funding grants and/or campus facility needs/requirements. This classification applies to any/all E-Rate eligible network infrastructure/equipment and construction work necessary to support the distribution of highspeed Internet services throughout their qualified facilities. This classification includes items that are cost components common to construction, equipment, project, and E-Rate eligible estimates.

Contingency will not be allowed for increases to labor cost, taxes, surcharges, shipping, and handling.

Bidder agrees that the contingency will be used for changes requested by the Archdiocese during the pre-construction walk-through and construction process for E-Rate eligible services and/or equipment. If the Archdiocese of LA does not request changes, the contingency will be given back to the E-Rate program.

Please fill in one of the following:

**YES** \_\_\_\_\_ (bidder's name) **does include** contingency fee as a standard business practice as defined above.

If YES, please provide the "Contingency Fee" amount in percentage.

Equal to \_\_\_\_\_ % (not to exceed 10%) of the Base Bid amount. The E-Rate Contingency Amount shall be:

\$ \_\_\_\_\_ Dollars (\$ \_\_\_\_\_).

-OR-

**NO** \_\_\_\_\_ (company name) **does not include** contingency as a standard business practice as defined above.

I hereby certify under penalty of the perjury laws of the State of California that the foregoing is true and correct. Executed at \_\_\_\_\_, California, on \_\_\_\_\_, 20\_\_\_\_.

Firm Name \_\_\_\_\_

By \_\_\_\_\_

Signed \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_