July 30, 2014

Dear Proposers:

You are invited to submit proposals in accordance with the attached specifications packet, Request For Proposal (RFP) # 1406-021-JH, for the supply and maintenance of Remote Digital Camera System for Travis County, Texas. All proposals must be submitted with an Original and eight (8) copies to the Travis County Purchasing Agent, 700 Lavaca, Suite 800, Austin, Texas 78701, no later than 2:00 p.m., August 22, 2014.

FOR ANY INFORMATION RELATED TO THIS RFP, THE PROPOSER MAY ONLY CONTACT CYD GRIMES, PURCHASING AGENT; OR BONNIE FLOYD ASSISTANT PURCHASING AGENT, OR JESSE HERRERA, PURCHASING AGENT ASSISTANT. CONTACT WITH ANY OTHER PERSON ASSOCIATED WITH THIS RFP MAY RESULT IN DISQUALIFICATION OF THE PROPOSAL.

NOTE: During this procurement process, potential respondents ARE NOT to contact individual members of the Travis County Commissioners Court regarding this solicitation. Any such contact may result in disqualification of the proposal.

All proposals shall be submitted to the Travis County Purchasing Agent in a sealed envelope marked:

REQUEST FOR PROPOSAL
REMOTE DIGITAL CAMERA SYSTEM
RFP # 1406-021-JH

DO NOT OPEN IN MAILROOM

Your consideration of this request is appreciated.

Sincerely,

TRAVIS COUNTY PURCHASING OFFICE

Cyd V. Grimes, C.P.M., CPPO
Purchasing Agent

CVG:JH
Atch
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**Signature**

**Page**

Signature

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78-80
1.0 PURPOSE:

Travis County, Texas seeks innovative proposals from qualified vendors interested in providing Remote Digital Camera System for the County. It is the intent of this RFP to provide an overview of the different types of equipment that requires maintenance, and hardware to be purchased, including minimum specific requirements for proposers, accessories needed, and options desired. However, requirements are not intended to provide a detailed catalogue of components, systems, and equipment. The ultimate goal of the RFP is to obtain the best value to meet the current and future needs of the County.

2.0 INCURRED EXPENSES:

There is no expressed or implied obligation for Travis County to reimburse Proposers for any expense incurred in preparing proposals in response to this request, and Travis County will not reimburse anyone for these expenses. Travis County will consider proposals from all responsible Proposers.

4.0 SUBMISSION OF PROPOSAL:

4.1 To be considered, an ORIGINAL SEALED PROPOSAL PLUS EIGHT (8) COPIES must be received by August 22, 2014 at 2:00 p.m., in the office of the Purchasing Agent. All proposals must to be addressed to:

Cyd Grimes, C.P.M., CPPO
Travis County Purchasing Agent
700 Lavaca, Suite 800
Austin, Texas 78701

4.2 The envelope in which the proposal is enclosed must be marked:

SEALED PROPOSAL
REMOTE DIGITAL CAMERA SYSTEM
RFP # 1406-021-JH

DO NOT OPEN IN MAILROOM

4.3 Proposals submitted by electronic transmission will not be considered; however, proposals may be modified by electronic transmission if the notice is received prior to the time and date set for the proposal opening and specific proposal prices are not exposed by the modification.
5.0 **PRE-PROPOSAL CONFERENCE:**

An optional pre-proposal conference is scheduled for all prospective Proposers as follows:

**DATE:** August 6, 2014  
**TIME:** 10.00 a.m.

**PLACE:** Purchasing Office Conference Room  
700 Lavaca Street, Suite 800  
Austin Texas 78701

(a) **BY SUBMITTING A PROPOSAL, THE PROPOSER WARRANTS THAT IT IS FULLY SATISFIED THAT THESE SPECIFICATIONS, AS AMENDED IF APPLICABLE, ACCURATELY DESCRIBE OR INDICATE THAT ALL CONDITIONS, SITE OR OTHERWISE, HAVE BEEN TAKEN INTO ACCOUNT IN DETERMINING THE FEES THAT WILL BE CHARGED. THERE WILL BE NO CHANGES IN THE FEES BASED UPON THE PROPOSER’S MISUNDERSTANDING OR LACK OF KNOWLEDGE ABOUT THE INTENT OF THIS SOLICITATION.**

(b) Proposers are encouraged to attend the pre-proposal conference and make their attendance a matter of record by completing a sign-in roster identifying the prospective Proposer, their name, and title of the attending representative.

(c) The purpose of the pre-proposal conference is to insure:

(i) Proposers have a clear understanding of County needs and gain familiarity with the County locations;

(ii) The accuracy of requirements, descriptions, and solicitation terms, conditions, and documents;

(iii) Proposers have an opportunity to identify any problems that might hinder or prevent the County from obtaining the proper services or equipment and supplies at a fair and reasonable price, as well as any issues that may inhibit a fair and accurate solicitation or restrict competition.

(d) Proposers having questions concerning the RFP document shall submit them in writing to the County Purchasing Agent at the address shown on Page 1 of this solicitation or post them through BidSync. Questions shall be submitted not later than ten days preceding the due date set for receipt of proposals. Any changes resulting from the pre-proposal conference that affect specifications or the scope of work, or that may require an extension to the bid opening date, will be reduced to writing in the form of an amendment to this solicitation. Such amendments will be posted on BidSync, or, if requested in writing from the buyer, mailed to the requestor.

6.0 **LATE PROPOSALS OR MODIFICATIONS:**

Proposals and modifications received after the time set for the proposal submission will
not be considered.

7.0 WITHDRAWAL OF PROPOSALS:

A proposal may not be withdrawn by the Proposer without the permission of Travis County for a period of one hundred and twenty (120) calendar days following the date designated for the receipt of proposals, and Proposers agree to this by submitting a proposal.

8.0 POINTS OF CONTACT:

Information regarding the purchasing process, the contents of this RFP, or questions concerning the technical requirements in Part II may be obtained from Jesse Herrera, Purchasing Agent Assistant, Travis County Purchasing Office, 700 Lavaca, Suite 800, Austin, Texas, at telephone (512) 854-1184. Mention the RFP number at the top of this page.

9.0 CLARIFICATION OR OBJECTION TO PROPOSAL SPECIFICATION:

If any person contemplating submitting a proposal for this contract is in doubt as to the true meaning of the requirements or other documents or any part thereof, he may submit to the Purchasing Agent on or before TEN (10) DAYS PRIOR to scheduled opening. All such requests shall be made in writing and the person submitting the request will be responsible for its prompt delivery or posting as a question on BidSync. Any interpretation of the RFP will be made only by RFP Amendment duly issued. In addition to being posted on BidSync, a copy of this RFP Amendment will be mailed or faxed to each person receiving a solicitation who does not have access to electronic means of doing business.

10.0 GENERAL CONDITIONS:

Proposer shall thoroughly examine the specific requirements, schedules, instructions and all other contract documents. Proposals must set forth accurate and complete information as required by this RFP (including attachments). No plea of ignorance by the Proposer of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the Proposer to make the necessary examinations and investigations, or failure to fulfill in every detail the requirements of the contract documents, will be accepted as a basis for varying the requirements of Travis County or the compensation to the Proposer.

By submitting a proposal, the Proposer warrants that he/she is fully satisfied that these specifications, as amended if applicable, accurately describe or indicate that all conditions, site or otherwise, have been taken into account in determining the offered price(s). There will be no increase in the contract price based upon Proposer’s misunderstanding or lack of knowledge about the intent of this solicitation.

11.0 ETHICS POLICY:

11.1 County has adopted an Ethics Policy that controls the way in which County contracts with vendors who have entered into certain transactions with persons who are influential in selecting vendors for a particular contract and in
determining the terms and conditions of the contract. The persons that the County considers to be influential in this contract are called Key Contracting Persons and are listed in the Exhibit A to the Affidavit at the end of Part I. The transactions that are covered by the Ethics Policy are those that involve the following:

11.1.1 Paying or receiving in any calendar year any money or valuable thing which is worth more than $250 in the aggregate in exchange for personal services or for the purchase of any property or property interest, either real or personal, either legal or equitable; or,

11.1.2 Loaning or receiving a loan of money; or goods or otherwise creating or having in existence any legal obligation or debt with a value of more than $250 in the aggregate in a calendar year;

11.1.3 **But does not include**

11.1.3.1 Any retail transaction for goods or services sold to a Key Contracting Person at a posted, published, or marked price available to the public,

11.1.3.2 Any financial services product sold to a Key Contracting Person for personal, family or household purposes in accordance with pricing guidelines applicable to similarly situated individuals with similar risks as determined by Contractor in the ordinary course of its business; and

11.1.3.3 A transaction for a financial service or insurance coverage made on behalf of Contractor if Contractor is a national or multinational corporation by an agent, employee or other representative of Contractor who does not know and is not in a position that he or she should have known about the Contract.

This policy requires a Proposer to inform Travis County of covered transactions with the Key Contracting Persons that have occurred in the year before they submit their proposals and to swear and submit the affidavit at the end of this section with their proposal. This policy also requires the selected Proposer to inform County of covered transactions with the Key Contracting Persons that occur at any time during the contract. If the selected Proposer does not comply with these information requirements, the selected Proposer must continue to perform the contract and forfeit all of the benefits of the contract as provided in 23.0 of the General Provisions in Part IV.

12.0 **HUB PROCUREMENT PROGRAM:**

12.1 Pursuant to the Travis County Historically Underutilized Business (HUB) Procurement Program, the Travis County Commissioners Court adopted goals for Certified HUB Subcontractor participation with an Overall 3.5% Minority-Owned Business Enterprise (MBE) goal and an Overall 6.2% Women-Owned Business Enterprise (WBE) goal (Sub-goals: .3% African-American, 2.5% Hispanic, .7% Native/Asian-American) to be observed by the County in its award of contracts and subcontracts to certified HUBs.
12.2 It is the policy of Travis County that HUBs shall have the maximum opportunity to participate in the performance of county contracts and subcontracts. Contractors shall make a "good faith effort" to take all necessary and reasonable steps to ensure HUBs maximum opportunity to participate as subcontractors. Failure by a contractor or subcontractor to carry out the County HUB Procurement Program shall constitute a breach of contract, and after notification of such breach by the Purchasing Agent may result in termination of this contract.

12.3 For purposes of HUB participation, Travis County shall count the dollar amount of all firm fixed price/fixed quantity contracts, or the dollar amount of Purchase Orders placed against "Estimated" or "Not to Exceed" contracts.

12.4 The following section identifies the specific procedures to be followed with respect to this solicitation for proposals in compliance with the HUB Procurement Program.

12.5 SECTION 1 - HUB PURCHASES

12.5.1 To be eligible under this program, HUB Proposers and subcontractors must:

12.5.1.1 Be certified as HUB, M/WBE or DBE source by:

(A) City of Austin Municipal Government,

(B) Texas Unified Certification Program, or

(C) State of Texas Building and Procurement Commission

12.5.1.2 Have on file in the Travis County Purchasing Office a proper Bidder’s Application.

12.5.1.3 Identify the certifying agency and Item/Service for which is certified.

12.5.1.4 Obtain county approval of all proposed HUB subcontractors through the Purchasing Agent.

12.5.1.5 Complete the HUB Declaration form in this RFP package.

12.5.2 Any third party may challenge a firm's HUB status before or after certification. Such action shall be in writing and submitted to the Purchasing Agent, including all relevant information available. If no merit to the challenge is found, the challenging party will be notified by the Purchasing Agent in writing and the matter will be considered closed. If merit is found, the firm in question will be notified by the Purchasing Agent of the challenge, who made it, and a summary of the allegations. The challenged firm shall be required to submit, within a reasonable period of time, information in support of the firm's HUB status. The Purchasing Agent shall make an evaluation and notify the parties of a
proposed determination, citing the basis for the decision, and providing an opportunity for an informal hearing to interested parties and affording an opportunity for a written or personal response. The Purchasing Agent shall make a recommendation to the Commissioners Court for a final determination. The Purchasing Agent shall inform all interested parties of the Commissioners Court's determination and its reasons. A firm's HUB status shall remain accurately certified during the challenging procedure and shall not be changed unless or until a successful challenge is finalized. (See also Par. 9.0, "CLARIFICATION OR OBJECTION TO PROPOSAL REQUIREMENTS" in Part I, General Requirements, Section of this RFP.).
PART I, SECTION B -REQUIRED DOCUMENTATION

1.0 The following documentation must be submitted with the proposal. Paragraph 2.0 describes documentation that will be used in the evaluation of the Proposer’s proposal. Paragraph 3.0 lists other documents that must be submitted. Please note this Section B may not address all documentation required by this RFP. The Proposer is cautioned to read the entire RFP to determine all requirements. TRAVIS COUNTY RESERVES THE RIGHT TO REJECT A PROPOSAL THAT DOES NOT CONTAIN ALL INFORMATION REQUIRED BY THIS RFP.

2.0 To achieve a uniform review process and to obtain a maximum degree of comparability, Travis County requires that proposals be submitted with a master (marked “Original”) and eight (8) copies (marked “Copy”). They are to include the following:

2.1 TITLE PAGE:

Title page must show the RFP subject; the Proposer’s name; the name, address, and telephone number of a contact person; and the date of the proposal.

2.2 TRANSMITTAL LETTER:

Submit a signed letter briefly addressing the Proposer’s understanding of the work to be done, the commitment to do the work detailed within this RFP and a statement explaining why the Proposer believes itself to be best qualified to do the required work.

2.3 DETAILED PROPOSAL:

The detailed proposal must address the ability to provide equipment and services for requirement as set forth in Parts II through IV of this RFP.

2.4 PROPOSER REFERENCES:

The Proposer must furnish at least three (3) references for which the Proposer has provided similar Remote Digital Camera System within the last five (5) years. (See Reference Verification Report). These references must include (a) a description of the services and location of the contract and (b) the name, address and telephone number of at least one (1) person that represents the Proposer’s customer. Travis County may contact or visit any of the listed customers to evaluate the services proposed in response to this RFP.

2.5 DESCRIPTION OF PROPOSER:

The Proposer shall provide a description of the company and all subsidiaries that will be providing services under the proposed contract, including the full legal name of the Proposer and each subsidiary, principal office address, contact person’s telephone number and e-mail address. The description shall include the services the Proposer is authorized to perform, the number of Proposer’s employees both inside and outside of Travis County, a description and location of service facilities, a description of Proposer’s entity status, the number of customers of a comparable size to Travis County. The Proposer shall also include
the length of time the Proposer has been in business and the length of time it has provided the type of services being proposed and include brochures of information for the equipment that details the manufacturer’s specifications. The Proposer shall detail the space requirements needed for all equipment proposed to be installed on County premises.

2.6 **PROPOSER REPRESENTATIVE:**

Include the name of the designated individual(s), along with respective telephone numbers, who will be responsible for answering technical, functional, and contractual questions with respect to the proposal.

2.7 **INSTALLATION AND MAINTENANCE:**

Travis County is expecting selected proposer to provide equipment and services to Travis County, through vendor owned equipment. All Proposers shall:

2.7.1 Detail how the installation of equipment will be coordinated with the removal of existing equipment, if required.

2.7.2 Describe the maintenance and quality assurance programs for all proposed equipment and services to be installed.

2.7.3 Specify the number of support/maintenance technicians located in Travis County who are capable of installation and maintenance of each type of equipment or service proposed.

2.7.4 Provide the address of the nearest parts warehouse capable of providing parts and components for the repair of the equipment proposed and explain procedures for provision of parts.

2.8 **OTHER INFORMATION:**

2.8.1 All Proposers shall provide statistics outlining the number of organizations to which they provide equipment and services included in the proposal.

2.8.2 Proposer shall include any information that will provide insight to the evaluators regarding the qualifications, fitness, and abilities of the Proposer.

2.8.3 If the Proposer or its Parent company or any subsidiary that will be providing services under the proposal is currently, or in the past (3) years has been involved in any legal action related to Remote Digital Camera System or other services associated with this proposal, provide a synopsis with explanation of all parties allegations in the suite. Failure to address this matter will negatively impact the evaluation.

2.8.4 Include a notification of any federal or other debarment of the Proposer or its parent company or any subsidiary that will be providing services under the proposal, if any, in the past three (3) years.
2.9 **ADDED VALUE SERVICES PROPOSED:**

The Proposer shall list and explain in detail any added value services offered to County by selection of its proposal, for example, options for cost savings, state of the art features, and warranty & maintenance.

2.10 **OTHER:**

Proposers may attach appendixes that contain the information indicated above, or other reference materials. Published financial statements, equipment cut sheets and other materials should be securely attached at the back of the proposal, preferably as an appendix.

3.0 Proposer must submit the following documents with the proposal:

3.1 *Ethics Affidavit (including Attachments 1 and 2)*

3.2 *HUB Declaration*

3.3 *List of Certified HUB Subcontractors*

3.4 *Reference Verification Report*

3.5 Insurance documentation within ten (10) calendar days after award and before beginning work

3.6 All other information required in this RFP

* These documents are included as attachments to this Part I, Section B.

**NOTE:** FAILURE TO PROVIDE ALL INFORMATION REQUESTED MAY RESULT IN DISQUALIFICATION OF THE PROPOSAL.
ATTACHMENT 1

STATE OF TEXAS)
COUNTY OF TRAVIS)

ETHICS AFFIDAVIT

Date: __________________________
Name of Affiant: ____________________
Title of Affiant: ____________________
Business Name of Proposer: ________________
County of Proposer: ____________________

Affiant on oath swears that the following statements are true:

1. Affiant is authorized by Proposer to make this affidavit for Proposer.

2. Affiant is fully aware of the facts stated in this affidavit.

3. Affiant can read the English language.

4. Proposer has received the list of Key Contracting Persons associated with this solicitation which is attached to this affidavit as Exhibit "A".

5. Affiant has personally read Exhibit "A" to this Affidavit.

6. Affiant has no knowledge of any Key Contracting Person on Exhibit "A" with whom Proposer is doing business or has done business during the 365 day period immediately before the date of this affidavit whose name is not disclosed in the solicitation.

________________________________________
Signature of Affiant

________________________________________
Address

SUBSCRIBED AND SWORN TO before me by ________________ on ____, 20__.  

________________________________________
Notary Public, State of _______________________

________________________________________
Typed or printed name of notary
My commission expires: ________________
### EXHIBIT A

**LIST OF KEY CONTRACTING PERSONS**

**July 3, 2014**

<table>
<thead>
<tr>
<th>Position Held</th>
<th>Name of Individual</th>
<th>Name of Business</th>
</tr>
</thead>
<tbody>
<tr>
<td>County Judge</td>
<td>Samuel T. Biscoe</td>
<td></td>
</tr>
<tr>
<td>County Judge (Spouse)</td>
<td>Donalyn Thompson-Biscoe</td>
<td></td>
</tr>
<tr>
<td>Executive Assistant</td>
<td>Cheryl Brown</td>
<td></td>
</tr>
<tr>
<td>Executive Assistant</td>
<td>Melissa Velasquez</td>
<td></td>
</tr>
<tr>
<td>Executive Assistant</td>
<td>Josie Z. Zavala</td>
<td></td>
</tr>
<tr>
<td>Executive Assistant</td>
<td>David Salazar</td>
<td></td>
</tr>
<tr>
<td>Commissioner, Precinct 1</td>
<td>Ron Davis</td>
<td></td>
</tr>
<tr>
<td>Commissioner, Precinct 1 (Spouse)</td>
<td>Annie Davis</td>
<td>Seton Hospital</td>
</tr>
<tr>
<td>Executive Assistant</td>
<td>Deone Wilhite</td>
<td></td>
</tr>
<tr>
<td>Executive Assistant</td>
<td>Felicitas Chavez</td>
<td></td>
</tr>
<tr>
<td>Executive Assistant</td>
<td>Sue Spears</td>
<td></td>
</tr>
<tr>
<td>Commissioner, Precinct 2</td>
<td>Bruce Todd</td>
<td></td>
</tr>
<tr>
<td>Commissioner, Precinct 2 (Spouse)</td>
<td>Elizabeth Christian</td>
<td>Consultant</td>
</tr>
<tr>
<td>Executive Assistant</td>
<td>Sara Krause*</td>
<td></td>
</tr>
<tr>
<td>Executive Assistant</td>
<td>Joe Hon</td>
<td></td>
</tr>
<tr>
<td>Executive Assistant</td>
<td>Peter Einhorn</td>
<td></td>
</tr>
<tr>
<td>Commissioner, Precinct 3</td>
<td>Gerald Daugherty*</td>
<td></td>
</tr>
<tr>
<td>Commissioner, Precinct 3 (Spouse)</td>
<td>Charyl Daugherty</td>
<td>Consultant</td>
</tr>
<tr>
<td>Executive Assistant</td>
<td>Bob Moore*</td>
<td></td>
</tr>
<tr>
<td>Executive Assistant</td>
<td>Martin Zamzow*</td>
<td></td>
</tr>
<tr>
<td>Executive Assistant</td>
<td>Madison A. Gessner*</td>
<td></td>
</tr>
<tr>
<td>Commissioner, Precinct 4</td>
<td>Margaret Gomez</td>
<td></td>
</tr>
<tr>
<td>Executive Assistant</td>
<td>Edith Moreida</td>
<td></td>
</tr>
<tr>
<td>Executive Assistant</td>
<td>Norma Guerra</td>
<td></td>
</tr>
<tr>
<td>County Treasurer</td>
<td>Dolores Ortega-Carter</td>
<td></td>
</tr>
<tr>
<td>County Auditor</td>
<td>Nicki Riley</td>
<td></td>
</tr>
<tr>
<td>County Executive, Administrative</td>
<td>Vacant</td>
<td></td>
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<tr>
<td>Interim County Executive, Planning &amp; Budget</td>
<td>Leroy Nellis*</td>
<td></td>
</tr>
<tr>
<td>County Executive, Emergency Services</td>
<td>Danny Hobby</td>
<td></td>
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<tr>
<td>County Executive, Health/Human Services</td>
<td>Sherri E. Fleming</td>
<td></td>
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<tr>
<td>County Executive, TNR</td>
<td>Steven M. Manilla, P.E.</td>
<td></td>
</tr>
<tr>
<td>County Executive, Justice &amp; Public Safety</td>
<td>Roger Jeffries</td>
<td></td>
</tr>
<tr>
<td>Director, Facilities Management</td>
<td>Roger El Khoury, M.S., P.E.</td>
<td></td>
</tr>
<tr>
<td>Chief Information Officer</td>
<td>Tanya Acevedo</td>
<td></td>
</tr>
<tr>
<td>Director, Records Mgmt &amp; Communications</td>
<td>Steven Broberg</td>
<td></td>
</tr>
<tr>
<td>Travis County Attorney</td>
<td>David Escamilla</td>
<td></td>
</tr>
<tr>
<td>First Assistant County Attorney</td>
<td>Steve Capelle</td>
<td></td>
</tr>
<tr>
<td>Executive Assistant, County Attorney</td>
<td>James Collins</td>
<td></td>
</tr>
<tr>
<td>Director, Land Use Division</td>
<td>Tom Nuckols</td>
<td></td>
</tr>
<tr>
<td>Attorney, Land Use Division</td>
<td>Julie Joe</td>
<td></td>
</tr>
<tr>
<td>Attorney, Land Use Division</td>
<td>Christopher Gilmore</td>
<td></td>
</tr>
<tr>
<td>Director, Transactions Division</td>
<td>John Hille</td>
<td></td>
</tr>
<tr>
<td>Attorney, Transactions Division</td>
<td>Daniel Bradford</td>
<td></td>
</tr>
<tr>
<td>Attorney, Transactions Division</td>
<td>Elizabeth Winn</td>
<td></td>
</tr>
<tr>
<td>Attorney, Transactions Division</td>
<td>Mary Eta Gerhardt</td>
<td></td>
</tr>
<tr>
<td>Attorney, Transactions Division</td>
<td>Barbara Wilson</td>
<td></td>
</tr>
<tr>
<td>Attorney, Transactions Division</td>
<td>Jennifer Kraber*</td>
<td></td>
</tr>
<tr>
<td>Attorney, Transactions Division</td>
<td>Tenley Aldredge</td>
<td></td>
</tr>
<tr>
<td>Director, Health Services Division</td>
<td>Beth Devery</td>
<td></td>
</tr>
<tr>
<td>Attorney, Health Services Division</td>
<td>Prema Gregerson</td>
<td></td>
</tr>
<tr>
<td>Purchasing Agent</td>
<td>Cyd Grimes, C.P.M., CPPO</td>
<td></td>
</tr>
<tr>
<td>Assistant Purchasing Agent</td>
<td>Elaine Casas, J.D.*</td>
<td></td>
</tr>
</tbody>
</table>
Assistant Purchasing Agent ................................ Marvin Brice, CPPB
Assistant Purchasing Agent ................................ Bonnie Floyd, CPPO, CPPB
Purchasing Agent Assistant IV .......................... CW Bruner, CTP
Purchasing Agent Assistant IV .......................... Lee Perry
Purchasing Agent Assistant IV .......................... Jason Walker
Purchasing Agent Assistant IV .......................... Richard Villareal
Purchasing Agent Assistant IV .......................... Patrick Strittmatter
Purchasing Agent Assistant IV .......................... Lori Clyde, CPPO, CPPB
Purchasing Agent Assistant IV .......................... Scott Wilson, CPPB
Purchasing Agent Assistant IV .......................... Jorge Talavera, CPPO, CPPB
Purchasing Agent Assistant IV .......................... Loren Breland, CPPB
Purchasing Agent Assistant IV .......................... John E. Pena, CTPM
Purchasing Agent Assistant IV .......................... Angel Gomez
Purchasing Agent Assistant IV .......................... Jesse Herrera, CTP, CTPM, CTCM
Purchasing Agent Assistant III .......................... Shannon Pleasant, CTPM
Purchasing Agent Assistant III .......................... David Walch
Purchasing Agent Assistant III .......................... Michael Long, CPPB
Purchasing Agent Assistant III .......................... Sydney Ceder
Purchasing Agent Assistant III .......................... Ruena Victorino
Purchasing Agent Assistant III .......................... Rachel Fishback
Purchasing Agent Assistant II ............................ Vacant
Purchasing Agent Assistant II ............................ L. Wade Laursen
Purchasing Agent Assistant II ............................ Sam Francis
HUB Coordinator ........................................... Sylvia Lopez
HUB Specialist ............................................. Betty Chapa
HUB Specialist ............................................. Jerome Guerrero
Purchasing Business Analyst ............................. Scott Worthington
Purchasing Business Analyst ............................. Rosalinda Garcia
Media Services ........................................... Al Jackson

FORMER EMPLOYEES

<table>
<thead>
<tr>
<th>Position Held</th>
<th>Name of Individual</th>
<th>Holding Office/Position</th>
<th>Date of Expiration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchasing Business Analyst</td>
<td>Jennifer Francis</td>
<td></td>
<td>11/29/14</td>
</tr>
<tr>
<td>Executive Assistant</td>
<td>Barbara Smith</td>
<td></td>
<td>01/15/15</td>
</tr>
<tr>
<td>Attorney, Transactions Division</td>
<td>Jim Connolly</td>
<td></td>
<td>02/28/15</td>
</tr>
<tr>
<td>County Executive, Planning &amp; Budget</td>
<td>Leslie Browder</td>
<td></td>
<td>03/31/15</td>
</tr>
</tbody>
</table>

* - Identifies employees who have been in that position less than a year.
ATTACHMENT 2

Proposer acknowledges that Proposer is doing business or has done business during the 365 day period immediately prior to the date on which this proposal is due with the following Key Contracting Persons and warrants that these are the only such Key Contracting Persons:

______________________________

______________________________

______________________________

______________________________

______________________________

If no one is listed above, Proposer warrants that Proposer is not doing business and has not done business during the 365 day period immediately prior to the date on which this proposal is due with any Key Contracting Person.
## HISTORICALLY UNDERUTILIZED BUSINESS (HUB) PROGRAM SUBCONTRACTING DECLARATION

The HUB Program policies and Minority and Woman-Owned Business subcontracting goals shall be applicable to the eligible procurement dollars spent in the areas of Construction, Commodities, Services, and Professional Services.

<table>
<thead>
<tr>
<th>Category</th>
<th>Overall MBE Goal</th>
<th>Sub-goals</th>
<th>Overall WBE Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commodities</td>
<td>3.5%</td>
<td>0.3% African-American 0.2% Hispanic 0.7% Asian/Native-American</td>
<td>6.2%</td>
</tr>
<tr>
<td>Construction</td>
<td>13.7%</td>
<td>1.7% African-American 9.7% Hispanic 2.3% Asian/Native-American</td>
<td>13.8%</td>
</tr>
<tr>
<td>Services</td>
<td>14.1%</td>
<td>2.5% African-American 9.9% Hispanic 1.7% Asian/Native-American</td>
<td>15.0%</td>
</tr>
<tr>
<td>Professional Services</td>
<td>15.8%</td>
<td>1.9% African-American 9.0% Hispanic 4.9% Asian/Native-American</td>
<td>15.8%</td>
</tr>
</tbody>
</table>

## SECTION 1  BIDDER AND SOLICITATION INFORMATION

<table>
<thead>
<tr>
<th>Bidder Company Name:</th>
<th>State of Texas VID#:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>City:</td>
</tr>
<tr>
<td>Contact:</td>
<td>Phone No.:</td>
</tr>
<tr>
<td>Project Name:</td>
<td>Total Bid Amount:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Is your company a certified HUB?</th>
<th>Indicate Gender &amp; Ethnicity:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

Certifying Agency (Check all applicable):
- [ ] State of Texas (HUB)
- [ ] City of Austin (MWBE)
- [ ] Texas Unified Certification Program (TUCP) (DBE)

**Definitions:**
- HUB – Historically Underutilized Business
- MWBE – Minority/Women-Owned Business Enterprise
- DBE – Disadvantage Business Enterprise

The policy of the Travis County Purchasing Office is to ensure a "Good Faith Effort" (GFE) is made to assist certified HUB vendors and contractors in receiving contracts in accordance with the HUB Program policies and the Minority and Woman-owned Business (MWBE) goals adopted by the Travis County Commissioners Court. Travis County encourages all Bidders to register as a County vendor through the County’s online vendor registration.

*Prime Contractors who are awarded contracts with the County are required to make a “Good Faith Effort” to subcontract with HUBs. This includes professional services associated with the projects.*

## SECTION 2  SUBCONTRACTING INTENTIONS

Percentage to be subcontracted to Certified HUBs:

<table>
<thead>
<tr>
<th>Total MBE Dollars:</th>
<th>Total MBE Percentage:</th>
<th>Total WBE Dollars:</th>
<th>Total WBE Percentage:</th>
</tr>
</thead>
</table>

Check the box that applies to the Bidder:
- [ ] We are able to fulfill all subcontracting opportunities with our own resources. If circumstances necessitate the use of any subs, I agree to seek the timely authorization by the County and adhere to the submission of any required documentation. (Complete Sections 5, 6 and 8)
- [ ] We plan to subcontract some or most of the opportunities of this project and meet or exceed the set goals. (Complete Sections 3, 4, 6 and 8)
- [ ] We plan to utilize subcontractors on this project, but will not meet the set goals. (Complete Sections 3, 4, 5, 6 and 8)
### SECTION 3  DISCLOSURE OF CERTIFIED HUB SUBCONTRACTORS

Travis County exercises the right to verify subcontractors listed on this project. It is the County’s practice to consider ethnicity before gender when distinguishing HUB certifications and calculating goal achievement.

Note: To be considered “certified” with the State of Texas, City of Austin or the Texas Unified Certification Program, please attach a current and valid certificate. Sub-goals are included to assist you in diversifying your subcontractors.

<table>
<thead>
<tr>
<th>Sub Company Name:</th>
<th>State of Texas VID#:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>City:</td>
</tr>
<tr>
<td>Contact:</td>
<td>Phone No.:</td>
</tr>
<tr>
<td>Subcontract Amount:</td>
<td>Percentage:</td>
</tr>
<tr>
<td>Is your company a certified HUB?</td>
<td>Indicate Gender &amp; Ethnicity:</td>
</tr>
<tr>
<td>☐ Yes ☐ No</td>
<td>Certifying Agency (Check all applicable):</td>
</tr>
<tr>
<td>State of Texas (HUB)</td>
<td>☐ City of Austin (M/WBE)</td>
</tr>
<tr>
<td>☐ Texas Unified Certification Program (TUCP) (DBE)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sub Company Name:</th>
<th>State of Texas VID#:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>City:</td>
</tr>
<tr>
<td>Contact:</td>
<td>Phone No.:</td>
</tr>
<tr>
<td>Subcontract Amount:</td>
<td>Percentage:</td>
</tr>
<tr>
<td>Is your company a certified HUB?</td>
<td>Indicate Gender &amp; Ethnicity:</td>
</tr>
<tr>
<td>☐ Yes ☐ No</td>
<td>Certifying Agency (Check all applicable):</td>
</tr>
<tr>
<td>State of Texas (HUB)</td>
<td>☐ City of Austin (M/WBE)</td>
</tr>
<tr>
<td>☐ Texas Unified Certification Program (TUCP) (DBE)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sub Company Name:</th>
<th>State of Texas VID#:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>City:</td>
</tr>
<tr>
<td>Contact:</td>
<td>Phone No.:</td>
</tr>
<tr>
<td>Subcontract Amount:</td>
<td>Percentage:</td>
</tr>
<tr>
<td>Is your company a certified HUB?</td>
<td>Indicate Gender &amp; Ethnicity:</td>
</tr>
<tr>
<td>☐ Yes ☐ No</td>
<td>Certifying Agency (Check all applicable):</td>
</tr>
<tr>
<td>State of Texas (HUB)</td>
<td>☐ City of Austin (M/WBE)</td>
</tr>
<tr>
<td>☐ Texas Unified Certification Program (TUCP) (DBE)</td>
<td></td>
</tr>
</tbody>
</table>
### SECTION 4  DISCLOSURE OF NON-HUB SUBCONTRACTORS

Travis County exercises the right to verify subcontractors listed on this project.

<table>
<thead>
<tr>
<th>Sub Company Name:</th>
<th>Address:</th>
<th>City:</th>
<th>State:</th>
<th>Zip Code:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Contact:</td>
<td>Phone No.:</td>
<td>Fax No.:</td>
<td>E-mail:</td>
</tr>
<tr>
<td></td>
<td>Subcontract Amount:</td>
<td>Percentage:</td>
<td>Description of Work:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Address:</td>
<td>City:</td>
<td>State:</td>
<td>Zip Code:</td>
</tr>
<tr>
<td></td>
<td>Contact:</td>
<td>Phone No.:</td>
<td>Fax No.:</td>
<td>E-mail:</td>
</tr>
<tr>
<td></td>
<td>Subcontract Amount:</td>
<td>Percentage:</td>
<td>Description of Work:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Address:</td>
<td>City:</td>
<td>State:</td>
<td>Zip Code:</td>
</tr>
<tr>
<td></td>
<td>Contact:</td>
<td>Phone No.:</td>
<td>Fax No.:</td>
<td>E-mail:</td>
</tr>
<tr>
<td></td>
<td>Subcontract Amount:</td>
<td>Percentage:</td>
<td>Description of Work:</td>
<td></td>
</tr>
</tbody>
</table>

### SECTION 5  NON-COMPLIANT FOR MEETING SET HUB GOALS CHECKLIST

If you were unable to meet the set goals for this project, select the box by the response(s) that best fits your situation.

- [ ] All subs to be utilized are "Non-HUBs."
- [ ] HUBs solicited were not competitive.
- [ ] HUBs solicited did not respond.
- [ ] HUBs were unavailable for the following trade(s):

### SECTION 6  DETERMINATION OF "GOOD FAITH EFFORT" (GFE) CHECKLIST

The following checklist shall be completed by the Bidder and returned with the response. This list contains the minimum efforts that should be put forth by the Bidder when attempting to achieve or exceed the HUB goals. The Bidder may go beyond the efforts listed below. If additional information is needed, the Bidder will be contacted by the HUB Program Staff. Select the box that describes your efforts.

- [ ] Divide the contract work into the smallest feasible portions to allow for maximum HUB Subcontractor participation, consistent with standard and prudent industry practices.
- [ ] Notify HUBs of work that the prime contractor plans to subcontract, allowing sufficient time for effective participation?
  The HUB Program encourages that three or more HUBs be notified per scope of work and given no less than five working days to respond. (The notification should contain adequate information about the project i.e. plans, specifications, and scope of work; Bonding and insurance requirements of the HUB subcontractor; and a point of contact within the Bidders organization.)
- [ ] If a bid was requested from a HUB and then rejected, was a written rejection notice detailing the reasons why they were not selected issued?
  If yes, provide a copy of the rejection letter.
- [ ] Provide notices of opportunities to minority or women trade organizations or development centers to assist in identifying potential HUBs by disseminating the information to their members/participants? If yes, attach correspondence.
- [ ] Bidder has (0) zero HUB participation. Provide an explanation.
SECTION 7
RESOURCES

<table>
<thead>
<tr>
<th>TRADE ASSOCIATIONS</th>
<th>PHONE (512)</th>
<th>FAX</th>
<th>E-mail/website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asian Construction Trade</td>
<td>926-5400</td>
<td>926-5410</td>
<td><a href="http://www.acta-austin.com">www.acta-austin.com</a></td>
</tr>
<tr>
<td>Austin Black Contractors</td>
<td>467-6894</td>
<td>467-9808</td>
<td><a href="http://www.abcatx.com">www.abcatx.com</a></td>
</tr>
<tr>
<td>Austin Metropolitan United Black Contractors</td>
<td>784-1891</td>
<td>255-1451</td>
<td><a href="mailto:unism@shcglobal.net">unism@shcglobal.net</a></td>
</tr>
<tr>
<td>Natl. Assoc. of Women in Construction</td>
<td>476-5534</td>
<td>476-8337</td>
<td>wwww.ushca-austin.com</td>
</tr>
<tr>
<td>US Hispanic Cont. Assoc. de Austin</td>
<td>922-5050</td>
<td>374-1421</td>
<td></td>
</tr>
</tbody>
</table>

CERTIFYING AGENCIES TRAVIS COUNTY RECOGNIZES

<table>
<thead>
<tr>
<th>VENDOR DATABASE WEBSITES</th>
<th>VENDOR DATABASE WEBSITES</th>
</tr>
</thead>
<tbody>
<tr>
<td>State of Texas Centralized Master Bidders List</td>
<td><a href="http://www.cpa.state.tx.us/business.html">www.cpa.state.tx.us/business.html</a></td>
</tr>
<tr>
<td>City of Austin Minority Vendor Database</td>
<td><a href="http://www.austintexas.gov/department/small-and-minority-business">www.austintexas.gov/department/small-and-minority-business</a></td>
</tr>
<tr>
<td>Texas Unified Certification Program</td>
<td><a href="http://www.dot.state.tx.us/business">www.dot.state.tx.us/business</a></td>
</tr>
</tbody>
</table>

SECTION 8
AFFIRMATION

As evidenced by my signature below, I certify that all the information provided is correct to the best of my knowledge. I am an authorized representative of the Bidder listed in SECTION 1, and that the information and supporting documentation submitted with HUB Forms are correct and true to the best of my knowledge.

Bidder understands and agrees that, if awarded any portion of the solicitation:

- The Bidder must either utilize Travis County HUB Programs Vendor Tracking System (VTS) to report payments to subcontractors on a monthly basis or submit monthly Payment Reports as requested by the HUB Program Coordinator.

- The Bidder must seek pre-approval from the HUB Program Coordinator prior to making any modifications to their HUB Subcontracting Plan. The Bidder must complete a HUB Subcontractor/Subconsultant Change Form obtained from the HUB Program Staff. Return form via fax to 512-854-9185 or email hubstaff@co.travis.tx.us.

- Travis County HUB Program Staff will perform a Good Faith Effort (GFE) Review, documenting the efforts put forth by the Bidder.

Name and Title: Date: Signature:

Provide contact information for the individual in your office who will handle invoicing for this project:

Name and Title: E-mail Address:

Phone No.: Fax No.:

Please be reminded that Travis County is not party to your agreement executed with the subcontractors and subconsultants.
REFERENCES VERIFICATION REPORT
(must be submitted with proposal)

1.0 The References Verification Report is to be completed by Proposers submitting a proposal and is a required part of the proposal package. Please respond to all questions listed on the form. An incomplete form may be, at the County’s discretion, justification for rejection of a proposal. The information provided may be verified prior to award.

1.1 Company Name: ________________________________

Address: ______________________________________

City/State/Zip: ________________________________

Phone: __________________ Fax: ________________

Contact Person: ________________________________

Title: _______________________________________

Description of Service/Equipment: ______________________

____________________

____________________

____________________

Location of Service: ___________________________

Date of Service: _____________________________

1.2 Company Name: ________________________________

Address: ______________________________________

City/State/Zip: ________________________________

Phone: __________________ Fax: ________________

Contact Person: ________________________________

Title: _______________________________________

REFERENCES VERIFICATION REPORT continued
(must be submitted with proposal)

Description of Service/Equipment: ____________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________

Location of Service:________________________________________
Date of Service:___________________________________________

1.3 Company Name: ________________________________

Address:_______________________________________________

City/State/Zip:____________________________________________

Phone:_______________________Fax:______________________

Contact Person:___________________________________________

Title:____________________________________________________

Description of Service/Equipment: __________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________

Location of Service:________________________________________
Date of Service:___________________________________________
PART I, SECTION C - ADDITIONAL INFORMATION

1.0 OBJECTIVE:

Travis County is seeking a qualified vendor to provide a Remote Digital Camera System for Travis County, Texas.

2.0 PRE-AWARD SURVEY:

After proposal opening and prior to award, County reserves the right to make a pre-award survey of Proposer's facilities and equipment to be used in the performance of this work. Proposer agrees to allow all reasonable requests for inspection of such facilities with two (2) business days advance notice. Failure to allow an inspection shall be cause for rejection of proposal as non-responsive. County reserves the right to reject facilities or equipment as unacceptable for performance as a result of the pre-award survey.

3.0 PROPOSAL DISCLOSURE:

Proposals will be opened so as to avoid disclosure of the contents to competing Proposers. Proposals will be kept secret during the process of negotiation. However, all proposals will be open for public inspection after award. If identified by the Proposer, County will make reasonable efforts to protect information that qualifies as trade secrets and/or confidential information under the Texas Public Information Act.

4.0 SELECTION CRITERIA/EVALUATION FACTORS:

Travis County will consider several evaluation factors, of which price is only one. Proposers may offer/propose solutions which meet the “spirit” of the listed requirements, but should note that only the proposed solution/service that meets or most closely meets all of the specifications will be recommended for award.

The selection process will be based on the responses to this RFP, and any interviews required to verify the ability of Proposer to provide the services/products proposed in response to this document, along with reference checks. Evaluation factors and associated point values are listed in order of importance.

<table>
<thead>
<tr>
<th>EVALUATION CATEGORY DESCRIPTION</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Demonstrated Expertise &amp; Technical Capabilities and Services:</strong></td>
<td>20</td>
</tr>
<tr>
<td>• Demonstrated expertise and experience of personnel proposed (resumes, certifications of the techs)</td>
<td></td>
</tr>
<tr>
<td><strong>Compliance with Travis County Security Requirements (See section 36, Part IV – General Provisions), including</strong></td>
<td>20</td>
</tr>
<tr>
<td>• Hardware</td>
<td></td>
</tr>
<tr>
<td>• Standards</td>
<td></td>
</tr>
<tr>
<td>• Specifications</td>
<td></td>
</tr>
</tbody>
</table>
Methodology:
- Similar Installations Services on Comparable Projects
- Performance History & References
- Completeness of Proposal Relative to Requirements
- Service availability

Customer Support:
- Warranty & Maintenance Services

Cost:
- Total Package Cost
- Per Hour Rate for Proposer’s and Manufacturer’s Technical Resources

General responsiveness to RFP requirements

<table>
<thead>
<tr>
<th>Table</th>
<th>Methodology</th>
<th>Customer Support</th>
<th>Cost</th>
<th>General responsiveness to RFP requirements</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>100</td>
</tr>
</tbody>
</table>

5.0 METHOD OF AWARD:

5.1 The award of the contract shall be made to the responsible Proposer whose proposal is determined to be the best evaluated offer resulting from negotiation, taking into consideration the relative importance of cost and other evaluation factors set forth herein.

5.2 Prompt payment discounts will not be considered in determining low proposals and making awards.

5.3 In consideration of the proposals, Travis County reserves the right to select one or more acceptable Proposers.

5.4 Travis County reserves the right to award only a portion of the RFP.

6.0 BEST VALUE:

Best value is referred to as the lowest overall cost of information technology equipment and services based on the following factors:

6.1 Purchase price.

6.2 Capacity for expansion and upgrading to more advanced levels of technology.

6.3 Quantitative reliability factors.

6.4 The level of training required to bring end-users to a stated level of proficiency.

6.5 Technical support requirement for maintenance and management of the network’s hardware.
7.0 BEST INTEREST:

The county must consider the following factors in determining which products or services are in the county’s best interest:

7.1 Installation costs and hardware costs.

7.2 The overall life cycle of the system or equipment.

7.3 The estimated maintenance costs.
PART I, SECTION D - NEGOTIATIONS

1.0 NEGOTIATIONS:

1.1 The Purchasing Agent shall supervise all negotiations.

1.2 Discussions may be conducted only with responsible Proposers who submit proposals determined to be reasonably susceptible of being selected for award. All Proposers will be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals. Revisions to proposals may be permitted after submission and before award for the purpose of obtaining best and final offers.

1.3 Proposers may be required to submit additional data during the process of any negotiations.

1.4 Travis County reserves the right to negotiate the price and any other term with the Proposers.

1.5 Any oral negotiations must be confirmed in writing prior to award.

2.0 DEVIATIONS:

Requirements stated in this RFP shall become part of the contract resulting from this RFP unless the Proposer requests a deviation. Any requests for deviations from these requirements must be specifically defined by the Proposer in the proposal. If accepted, the deviation shall become part of the contract. Travis County reserves the right to modify the requirements of this RFP.

3.0 REJECTION OF PROPOSALS:

3.1 County expressly reserves the right to:

3.1.1 Waive any defect, irregularity or informality in any proposal;

3.1.2 Reject or cancel any proposal or parts of any proposal;

3.1.3 Award contracts to one or more Proposers; or

3.1.4 Procure the services in whole or in part by other means.

4.0 PROTESTS:

Protests before award must be submitted in writing to the Purchasing Agent not later than six (6) calendar days after proposal opening, and protests after award must be submitted within ten (10) calendar days after award by Commissioners Court. The Purchasing Agent shall rule on the protest in writing within ten (10) calendar days from date of receipt. Any appeal of the Purchasing Agent's decision must be made within ten (10) calendar days after receipt thereof and submitted to the Purchasing Agent, who shall present the matter for final resolution to the Commissioners Court. Appellant shall be notified of the time and place the appeal is to be heard by Commissioners Court and afforded an opportunity to present evidence in support of the appeal.
PART I, SECTION E - BACKGROUND

1.0 BACKGROUND:

The Media Division (TCTV-17) of Records Management and Communication Resources set out the customer service standards that govern the provision of these services.

2.0 CURRENT ENVIRONMENT:

The Travis County Media Division (TCTV-17) of Records Management and Communication Resources will have cameras, monitors, microphones and a mixer installed in Multifunction Room B (MFR-B), 700 Lavaca St., Austin, TX 78701, all of which will be integrated into the current TCTV-17 facility. The Media Services staff will be able to broadcast live and/or record meetings and other events using both new and existing video equipment.
NOTE: PARTS II, III, AND IV, ALONG WITH THE PROPOSER’S PROPOSAL, AND ANY
DEVIATION TO WHICH TRAVIS COUNTY HAS AGREED, IN WRITING, WILL BECOME THE
CONTRACT.

PART II, SECTION A - SPECIFIC REQUIREMENTS

1.0 SCOPE:

Travis County is seeking innovative proposals for the delivery of Remote Digital Camera System. The purchase and installation of video broadcast equipment to be located in Multifunction Room B (MFR-B), 700 Lavaca St., Austin, TX 78701.

A new video broadcast production facility and new Commissioners Court room video installation were elements in the remodeling of the first floor. The room was prewired in 2012 for 4 remote controlled PTZ cameras. Also, the primary routing switcher and production switchers are configured to receive feeds from MFR-B. Media Services staff will be able to broadcast live and/or record meetings and other events using both new and existing video equipment.

2.0 REMOTE DIGITAL CAMERA SYSTEM (QUANTITY 4):

2.1 Digital Video Camera

2.2 Capable of wall mounting

2.3 Self-contained integrated remote controllable pan-tilt-zoom, with smooth and quiet movement

2.4 Three (3) 1/4-type CMOS image sensors, resolution of 1,120,000 total pixels. 1080/59.94i, NTSC

2.5 Internal and External Sync

2.6 Lens 20x optical zoom (80x with digital zoom), f=3.9 to 78 mm (F1.6 to F2.8), Auto and Manual focus

2.7 Gain Auto/Manual (0 to 24 dB)

2.8 Video Signal to Noise 50 db

2.9 White Balance with 2 automatic settings, indoor and outdoor settings, one-push manual

2.10 Pan range -170 to +170 degrees (Pan), -30 to +90 degrees (Tilt). Both pan and tilt speeds are variable within the range of 0.25 to 60 degrees per second and 0.22 to 60 degrees per second

2.11 Capable of being mounted right side up or upside down, with image able to flip to compensate

2.12 Serial Digital Interface both Standard (SD-SDI) and High Definition (HD-SDI) video format capable using internal electronics (no external conversion equipment necessary)

2.13 Custom Camera Power supply, 4 channels, for long cable runs, capable of 18 volt /5 amp and 24 volt /7 amp
3.0 **AUDIO EQUIPMENT:**

3.1 Microphones (Up To 10)

3.1.1 Microphone with gooseneck, 15 inch

3.1.2 Microphone gooseneck with LED indicator

3.1.3 Matching condenser supercardiod capsule that attaches to gooseneck

3.1.4 Phantom power 48-52 Vdc 8.0 mA

3.1.5 Sensitivity -33.5 dB V/Pa (21.1 mV)

3.1.6 Frequency Response 50–17,000 Hz

3.1.7 Output Impedance 150 Ohms

3.1.8 Signal to Noise 67.5 dB

3.1.9 Dynamic Range 93 dB

3.1.10 Matching desktop base (up to 10) for each mic

4.0 **SOUND PROCESSOR:**

4.1 Digital

4.2 Eight balanced analog mic/line inputs

4.3 Eight balanced analog line outputs

4.4 Input and output metering

4.5 Front panel display

4.6 24-bit A/D and D/A converters

4.7 32-bit parallel processing via two Analog Devices

4.8 Phantom power

4.9 Four control input ports (analog 0-10 VDC range for external potentiometer)

4.10 Front-panel parameter controls

4.11 Large backlit display

4.12 RS-232 connection for easy set-up and operation
4.13 RS-485 connection for remote serial functions

5.0 SPEAKERS (UP TO SIX 6):

5.1 White.

5.2 Two-way Surface Mount Speaker System

5.3 Dual 6.5” high-performance woofers

5.4 1” metal dome tweeter with Neodymium magnet on waveguide

5.5 Independent Tweeter & Woofer Overload Protection

5.6 Vented cabinet

5.7 Injection molded ABS plastic enclosure

5.8 Perforated powder-coated metal grille

5.9 Wide Aiming Mounting bracket included

5.10 Smooth & rounded modern shape

5.11 Transformer equipped with 70.7V and 100V taps as well as an 8 Ohm thru

6.0 MONITORING SUPPORT EQUIPMENT:

6.1 70 inch (minimum) LED/LCD FLAT PANEL (up to 3):

   6.1.1 120 HZ

   6.1.2 Slim Design

   6.1.3 Full HD 1080P, 1920 X 1080 resolution

   6.1.4 Built in WiFi

   6.1.5 Ethernet

   6.1.6 IP Controllable

   6.1.7 F connector

   6.1.8 RS232

   6.1.9 VGA 15 pin D-sub

   6.1.10 4 HDMI ports
6.1.11 2 USB ports
6.1.12 VESA 400mm X 400mm mounting
6.1.13 10 watt sound
6.1.14 2 speakers

7.0 LARGE FLAT PANEL MONITOR CART (UP TO 3):

7.1 Casters
7.2 Capable of mounting 70 (or larger if necessary) inch flat panel monitor
7.3 VESA compatible
7.4 Black, metal construction
7.5 Hold 200 lbs or more

8.0 PROFESSIONAL BROADCAST QUALITY HD-SDI TO HDMI CONVERTER:

8.1 Portable, to be mounted on rear of flat panel monitor
8.2 Closed caption decoder
8.3 Timecode Burn In
8.4 On-screen Controls
8.5 Audio Level Meters for 16 Channel Monitoring
8.6 H & V Shift for Easier Trouble Shooting
8.7 SDI Standards Supported
  8.7.1 1080i (SMPTE 274M -4,5,6) 50, 59.94 or 60 Hz
  8.7.2 720p (SMPTE 296M -1,2,3) 50, 59.94 or 60 Hz
  8.7.3 1080p (SMPTE 274M -9,10,11) 23.98, 24, 25 Hz
  8.7.4 1080sF (RP211 -14,15,16) 23.98, 24, 25 Hz
  8.7.5 1080p (SMPTE 424M, 425M), 50, 59.94, 60, Level A
  8.7.6 525i, 625i (SMPTE 259M)
8.8 Serial Digital Input
  8.8.1 Type 1.485 Gb/s HD Serial Digital (SMPTE 274M, 292M or 296M)
8.8.2 2.97 Gb/s HD Serial Digital (SMPTE 424M, 425M), Level A
8.8.3 SD Serial Digital (270 Mb/s SMPTE 259M)
8.8.4 Impedance 75 Ω
8.8.5 Return Loss >15 dB to 2.97 GHz
8.8.6 Max Cable Length 300 meters for 270 Mb/s
8.8.7 100 meters for 1.485 Gb/s
8.8.8 70 meters for 2.97 Gb/s
8.8.9 Automatic Input Cable Equalization

9.0 FIELD CAMCORDER EQUIPMENT:

9.1 Camera Section:

9.1.1 Imaging Device

9.1.1.1 3-chip 1/2-inch type Exmor Full HD CMOS

9.1.2 Effective Picture Elements

9.1.2.1 1920 x 1080 (H x V)

9.1.3 Optical System

9.1.3.1 F1.6 prism system

9.1.4 Built-in Optical Filters

9.1.4.1 1: Clear

9.1.4.2 2: 1/4ND

9.1.4.3 3: 1/16ND

9.1.4.4 4: 1/64ND

9.1.5 Sensitivity

9.1.5.1 (2000 lx, 89.9% reflectance)

9.1.5.2 F10 (typical) (1920 x 1080/59.94i mode)

9.1.5.3 F11 (typical) (1920 x 1080/50i mode)
9.1.6 Minimum Illumination
9.1.6.1 0.05 lx (typical) (1920 x 1080/59.94i mode F1.6, +24 dB gain, with 64-frame accumulation)

9.1.7 S/N Ratio
9.1.7.1 54 dB (Y) (typical)

9.1.8 Horizontal Resolution
9.1.8.1 1,000 TV lines or more (1920 x 1080i mode)

9.1.9 Shutter Speed
9.1.9.1 1/60 sec to 1/2,000 sec + ECS
9.1.9.2 Slow shutter (SLS) 2, 3, 4, 5, 6, 7, 8, 16, 32, and 64-frame accumulation

9.2.0 Slow & Quick Motion Function
9.2.1.1 720p: Selectable from 1 fps to 60 fps as recording frame rate
9.2.1.2 1080p: Selectable from 1 fps to 30 fps as recording frame rate

9.2.1 White Balance
9.2.1.1 Preset (3200K), Memory A, Memory B/ATW

9.2.2 Gain
9.2.2.1 -3, 0, 3, 6, 9, 12, 18, 24 dB

9.2.3 Recording Format (Video)
9.2.3.1 MPEG-2 Long GOP
9.2.3.2 HQ mode: VBR, maximum bit rates: 35 Mbps, MPEG-2 MP@HL
9.2.3.3 SP mode: CBR, 25 Mbps, MPEG-2 MP@H-14
9.2.3.4 SD mode: DVCAM

9.2.4 Recording Format (Audio)
9.2.4.1 HD mode: Linear PCM (4 ch, 16-bit, 48-kHz)
9.2.4.2 SD mode: Linear PCM (2 ch, 16-bit, 48-kHz)

9.2.5 Recording Frame Rate
9.2.5.1 NTSC: HQ mode: 1920 x 1080/59.94i, 29.97p, 23.98p, 1440 x 1080/59.94i, 29.97p, 23.98p, 1280 x 720/59.94p, 29.97p, 23.98p

9.2.5.2 SP mode: 1440 x 1080/59.94i, 23.98p (pull down)

9.2.5.3 SD mode: 720 x 480/59.94i, 29.97PsF

9.2.6 Recording/Playback Time

9.2.6.1 Approx. 100 min with SBP-32 (32 GB) memory card

9.2.6.2 Approx. 50 min with SBP-16 (16 GB) memory card

9.2.6.3 Approx. 25 min with SBP-8 (8 GB) memory card

9.2.6.4 SP / SD Mode (SD : option): Approx. 140 min with SBP-32 (32 GB) memory card

9.2.6.5 Approx. 70 min with SBP-16 (16 GB) memory card

9.2.6.6 Approx. 35 min with SBP-8 (8 GB) memory card

9.2.7 Lens

9.2.7.1 1/2-type bayonet.

9.2.7.2 Zoom ratio-16x (optical), servo/manual (AF lens for MW-320K)

9.2.7.3 Focal length f = 5.8 mm to 93 mm (equivalent to 31.4 mm to 503 mm on 35 mm lens)

9.2.7.4 Iris F1.9 to F16 and Close, auto/manual selectable

9.2.7.5 Focus AF/MF/Full MF selectable, 800 mm to ∞ (MACRO OFF), 50 mm to ∞ (MACRO ON, Wide)

9.2.7.6 782 mm to ∞ (MACRO ON, Tele)

9.2.7.7 Filter diameter M82 mm, pitch 0.75 mm (on lens)

9.2.8 Inputs/Outputs

9.2.8.1 Audio input: XLR-type 3-pin (female) (x2), line/mic/mic +48 V selectable

9.2.8.2 Composite output: BNC (x1), NTSC or PAL, COMPONENT Y

9.2.8.3 Audio output: XLR-type 5-pin

9.2.8.4 SDI output: BNC (x1), HD-SDI/SD-SDI selectable
9.2.8.5 Timecode input: BNC (x1)
9.2.8.6 Timecode output: BNC (x1)
9.2.8.7 Genlock input: BNC (x1)
9.2.8.8 USB: USB device, Mini-B (x1)
9.2.8.9 Headphone output: Stereo mini jack (x1)
9.2.8.10 Speaker output: Monaural
9.2.8.11 DC input: XLR-type 4-pin
9.2.8.12 DC output: 4-pin
9.2.8.13 Remote: 8-pin
9.2.8.14 Lens remote: 8-pin
9.2.8.15 MIC: XLR-type 5-pin
9.2.8.16 HDMI output: A type (x1)

10.0 WARRANTIES:

10.1 The contractor shall honor all manufacturers’ stated warranties. Contractor is required to warranty all equipment for a minimum of one (1) year. This will be for both parts and labor.

10.2 As an option, the contractor will provide a price for additional two (2) years warranty for all listed equipment for both parts and labor.

10.3 Contractor installation, labor and materials, will also be warranted for a minimum of two (2) years.

11.0 SYSTEM INSTALLATION, INTEGRATION AND SET UP FOR REMOTE DIGITAL CAMERA SYSTEM:

11.1 Contractor Requirements: The contractor will be responsible for the completion of this project as a “turn key” system. It will be the contractor’s responsibility to deliver, unpack, rack mount (if needed), assemble, and mount cameras & speakers. It will also be the contractor’s responsibility to integrate the PTZ cameras into the existing re-configurable remote control system. The contractor is responsible for all labor and all materials required providing a complete and working system. The contractor will install all equipment in accordance with the manufacturer’s recommendations and the specifications set forth by the installation specifications. The following is a list of the minimum contractor requirements.

11.1.1 Contractor will have a minimum of three (3) years of experience in the installation of digital (SDI) production equipment.
11.1.2 Contractor is to provide any necessary hardware and equipment required to make the system function properly as a whole, even if not specifically requested or listed in the request.

11.1.3 Contractor must be an authorized sales outlet and be an authorized warranty service center for all major electronic video items provided.

11.1.4 Contractor must have an authorized in house warranty service/repair facility for the major electronic video items.

11.1.5 Contractor will respond via the telephone within 4 hours of notification of any problem, and provide Travis County Media Services with 2 phone numbers and 2 email address for contacting the contractor about any issues.

11.1.6 Contractor will respond on site within 24 hours if satisfactory repairs cannot be performed or provided via the telephone.

11.1.7 Contractor will attempt repairs on site. If repairs cannot be made on site, the contractor will provide transportation of equipment to their service center, or provide shipping to another authorized and qualified repair facility at no cost to Travis County Media Services.

11.1.8 Contractor will provide a forty-eight (48) hour turnaround on all repair items or provide a loaner at no cost to the County.

12.0 INSTALLATION SPECIFICATIONS:

12.1 The contractor will be responsible for a turnkey installation of all the proposed new camcorder equipment into the existing television production system.

12.2 The contractor will provide Travis County Media Services a proposed installation materials list for review and approval prior to any work beginning. This will indicate the make and model number for all video and data cables and connectors, and will list plenum where required by fire code.

12.3 Contractor will provide a proposed installation single line drawing of all items for review for approval prior to installation commencing.

12.4 Contractor will label all cables (video/ data) with industry standard printed labels. Hand written labels are unacceptable.

12.5 The contractor will also show equipment rack-up layouts and single line drawings as per previous documentation specifications.

12.6 Contractor will have the system completely operational within 45 days of award.

12.6.1 Specific Tasks But Not Limited To Include:

12.6.1 Mounting cameras in Multifunction Room B in locations determined by TCTV.

12.6.2 Integrate cameras with Ross Carbonite production switcher in Studio Control room.
12.6.3 Integrate cameras with Utah HD-SDI routing switcher in Central Equipment room.

12.6.4 Integrate mics with current Presonus audio mixer and with multifunction rooms sound system in Multi-Function room C AV closet.

12.6.5 Integrate camera remote control with studio remote system.

12.6.6 Install speakers in multifunction room B in upper wall area, north and south sides of the room.

12.6.7 Connect speakers to existing power amplifier in 70 volt configuration.

12.6.8 Use sound processor to balance both new and existing audio speakers in multifunction room.

13.0 **TRAINING:**

13.1 The contractor will train County personnel on the proper preventative care of the equipment. This is to be done on site and should be provided by manufacturer’s authorized personnel.

13.2 The contractor will coordinate the training of County personnel on the proper operation of the equipment. This is to be done by a manufacturer product specialist. This should include a minimum of 2) 4-8 hour sessions on the camera & remote operation and menu set ups
PART III – SPECIAL PROVISIONS

1.0. **TERM OF CONTRACT:** The resulting contract will be effective upon award by Commissioners Court and shall be for a twelve (12) month period (one year) commencing upon award by the Travis County Commissioners Court, with an option to renew maintenance for two (2) additional twelve (12) month periods.

2.0 **OPTION TO EXTEND:** County may unilaterally extend this Contract for (i) two (2) additional one (1) year periods, and all provisions of this Contract, except for term and price, shall remain unchanged and in full force and effect. County shall exercise an Option to Extend no sooner than ninety (90) days prior to expiration of the then current term. The total term of this Contract, including the Options to Extend, shall not exceed thirty-six (36) months. County shall have the right to exercise all or a portion of the Option to Extend in any combination it deems necessary.

3.0 **TERM OF WARRANTY:** Proposer shall provide the maximum warranty offered by the manufacturer (not less than one (1) year). Warranty shall begin after installation is complete, the system is fully tested and operational, and accepted by County. During the warranty period the Contractor is responsible for labor, materials, and other costs associated with required warranty repair.

4.0 **MAINTENANCE FEES:** For each year after the warranty period, the annual license/maintenance fee may not increase more than 3% annually. Details of maintenance support to be described in the proposal, including hours of maintenance support; and what additional charges will be imposed if an on-site visit is required.

5.0 **PURCHASE ORDER:** Contractor will not release any items or perform any services until a purchase order number is assigned by the designated representative of the County Purchasing Office. Contractor will reference contract and purchase order on all invoices submitted to the Travis County Auditor. Upon issuance of a purchase order, the contract administrator will call the Contractor with the items needed to be supplied. The Contractor must respond by supplying the items at the time required. Failure to act in this manner may result in termination of this contract.

6.0 **CONTRACT ADMINISTRATOR:**
For purposes of monitoring performance, establishing requirements, approving and coordinating schedules, users, and equipment, the county department named below shall act as contract administrator on behalf of Travis County:

Travis County Media Services
Al Jackson (or successor or designee)
Media Operations Manager
700 Lavaca St. Suite 1.218
Austin, Texas 78701
(512) 854-9503

7.0 **IMPLIED SERVICES:** If any services, functions or responsibilities not specifically described in this Contract are required for the proper performance and provision of the Services, they shall be deemed to be implied by and included within the scope of the Services to the same extent and in the same manner as if specifically described in this Contract. Except as otherwise expressly provided in the Contract, Contractor shall be responsible for providing the facilities, personnel and other resources as necessary to provide the Services.
PART IV - GENERAL PROVISIONS

1.0 GENERAL DEFINITIONS:

1.1 "Auditor" means the Travis County Auditor or her designee.

1.2 "Commissioners Court" means Travis County Commissioners Court.

1.3 "County Building" means any County owned buildings and does not include buildings leased by County.

1.4 "Is doing business" and "has done business" mean:

1.4.1 Paying or receiving in any calendar year any money or valuable thing which is worth more than $250 in the aggregate in exchange for personal services or for the purchase of any property or property interest, either real or personal, either legal or equitable; or,

1.4.2 Loaning or receiving a loan of money; or goods or otherwise creating or having in existence any legal obligation or debt with a value of more than $250 in the aggregate in a calendar year;

1.4.3 But does not include

1.4.3.1 Any retail transaction for goods or services sold to a Key Contracting Person at a posted, published, or marked price available to the public,

1.4.3.2 Any financial services product sold to a Key Contracting Person for personal, family or household purposes in accordance with pricing guidelines applicable to similarly situated individuals with similar risks as determined by Contractor in the ordinary course of its business; and

1.4.3.3 A transaction for a financial service or insurance coverage made on behalf of Contractor if Contractor is a national or multinational corporation by an agent, employee or other representative of Contractor who does not know and is not in a position that he or she should have known about the Contract.

1.5 "Key Contracting Person" means any person or business listed in Exhibit A to Affidavit.

1.6 "Purchasing Agent" means the Travis County Purchasing Agent.

1.7 "County" means Travis County, Texas, a political subdivision of the State of Texas.

1.8 "Historically Underutilized Business" or "HUB" means any entity or association formed to make a profit in which one (1) or more persons who are educationally or economically disadvantaged because of their identification as members of one of the following groups: African Americans, Hispanic Americans, Asian Pacific Americans, Native Americans or Women of any ethnicity have the following rights:

1.8.1 own at least fifty-one percent (51%) of all classes of shares or other equitable securities and have incidents of ownership, including an interest in profit and loss, equivalent to the
percentage of capital, equipment or expertise contributed to the business where ownership is measured as though the community property interest of a spouse is the separate property of that spouse, if both spouses certify in writing that the non-participating spouse relinquishes control over his or her spouse, and his or her community property, and not as if it is subject to the community property interest of the other spouse; and

1.8.2 have a proportionate interest and demonstrated active participation in the control, operation and management of the business's affairs; where control means having recognized ultimate control over all day-to-day decisions affecting the business, and is be known to, and at least tacitly acknowledged in day-to-day operations by employees of the business and by those with whom business is conducted, and holding a title commensurate with that control.

2.0 GENERAL CONDITIONS:

Contractor represents that he has thoroughly examined the drawings, specifications, schedule, instructions and all other contract documents. Contractor has made all investigations necessary to be thoroughly informed regarding plant and facilities for delivery of material, equipment and/or services as required by the proposal conditions.

3.0 CONTRACTOR CERTIFICATIONS:

3.1 Contractor certifies that he is a duly qualified, capable, and otherwise bondable business entity, that he is not in receivership or contemplates same, and has not filed for bankruptcy. He further certifies that the company, corporation or partnership is not currently delinquent with respect to payment of property taxes within County.

3.2 Contractor warrants that all applicable copyrights and licenses which may exist on materials used in this contract have been adhered to and further warrants that County shall not be liable for any infringement of those rights and any rights granted to County shall apply for the duration of the contract. Contractor shall indemnify County, its officers, agents and employees from all claims, losses, damages, causes of action and liability of every kind including expenses of litigation, and court costs and attorney fees for damages to any person or property arising in connection with any alleged or actual infringement of existing licenses or copyrights applicable to materials used in this contract.

4.0 DISPUTES AND APPEALS:

The Purchasing Agent acts as the County representative in the issuance and administration of this contract in relation to disputes. Any document, notice, or correspondence not issued by or to the Purchasing Agent or other authorized County person, in relation to disputes is void unless otherwise stated in this contract. If the Contractor does not agree with any document, notice, or correspondence issued by the Purchasing Agent, or other authorized County person, the Contractor must submit a written notice to the Purchasing Agent within ten (10) calendar days after receipt of the document, notice, or correspondence, outlining the exact point of disagreement in detail. If the matter is not resolved to the Contractor’s satisfaction, Contractor may submit a written Notice of Appeal to the Commissioners Court, through the Purchasing Agent, if the Notice is submitted within ten (10) calendar days after receipt of the unsatisfactory reply. Contractor then has the right to be heard by Commissioners Court.
5.0 **FUNDING:**

Funds for payment on this Contract have been provided through the County budget approved by Commissioners Court for this fiscal year only. State of Texas statutes prohibit the obligations and expenditure of public funds beyond the fiscal year for which a budget has been approved. However, the cost of items or services covered by this Contract is considered a recurring requirement and is included as a standard and routine expense of County to be included in each proposed budget within the foreseeable future. County Commissioners expect this to be an integral part of future budgets to be approved during the period of this Contract except for unanticipated needs or events which may prevent such payments against this Contract. However, County cannot guarantee the availability of funds, and enters into this Contract only to the extent such funds are made available. The fiscal year for County extends from October 1st of each calendar year to September 30th of the next calendar year.

6.0 **FUNDING OUT:**

Despite anything to the contrary in this Contract, if, during budget planning and adoption, Commissioners Court fails to provide funding for this Contract for the following fiscal year of County, County may terminate this Contract after giving Contractor thirty (30) days written notice that this Contract is terminated due to the failure to fund it.

7.0 **INVOICING/PAYMENTS:**

7.1 Contractor shall provide County with an Internal Revenue Form W-9, Request for Taxpayer Identification Number and Certification, that is completed in compliance with the Internal Revenue Code and its rules and regulations before any Contract funds are payable.

7.2 Payment shall be made by check or warrant by County upon satisfactory delivery and acceptance of products and services and submission of an invoice to the address below:

County Auditor  
P.O. Box 1748  
Austin, Texas 78767

7.3 As a minimum, invoices shall include: (i) name, address, and telephone number of Contractor and similar information in the event payment is to be made to a different address; (ii) County Contract or Purchase Order number; (iii) identification of products or services as outlined in this Contract; (iv) quantity or quantities, applicable unit prices, total prices, and total amount; and (v) any additional payment information called for by this Contract. County will not pay invoices that are in excess of the amount authorized by the Purchase Order.

7.4 Payment shall be deemed to have been made on the date of mailing of the check or warrant. For purposes of payment discounts, time will begin upon satisfactory delivery of products and services and/or submission of acceptable invoice, whichever is last. Partial payments will not be made unless specifically requested and approved by County prior to Contract award.

7.5 Accrual and payment of interest on overdue payments shall be governed by **TEX. GOV'T CODE ANN.**, ch. 2251.

8.0 **RESERVED:**
9.0 **DISCOUNTS:**

Prompt payment discounts will not be considered in determining low proposals and making awards. In connection with any discount offered, time will be computed from the date of receipt of supplies or services or from the date a correct invoice is received, whichever is the later date. Payment is deemed to have been made on the date of mailing of the check, or warrant.

10.0 **OFFICIALS NOT TO BENEFIT:**

If a member of the Commissioners Court belongs to a cooperative association, the county may purchase equipment or supplies from the association only if no member of the Commissioners Court will receive a pecuniary benefit from the purchase, other than as reflected in an increase in dividends distributed generally to members of the association.

11.0 **COVENANT AGAINST CONTINGENT FEES:**

The Contractor warrants that no persons or selling agency has been retained to solicit this Contract upon an understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial selling agencies maintained by the Contractor to secure business. For breach or violation of this warranty, County shall have the right to terminate this Contract without liability or in its discretion to, as applicable, add to or deduct from the Contract price for consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

12.0 **ASSIGNMENT:**

12.1 **Assignment.** The parties to this Contract shall not assign any of the rights or obligation under this Contract without the prior written consent of the other party. No official, employee, representative or agent of County has the authority to approve any assignment under this Contract unless that specific authority is expressly granted by Commissioners Court.

12.2 **Successors Bound.** The terms, provisions, covenants, obligations and conditions of this Contract are binding upon and inure to the benefit of the successors in interest and the assigns of the parties to this Contract if the assignment or transfer is made in compliance with the provisions of this Contract.

12.3 If a change of name is required, the Purchasing Agent shall be notified immediately. No change in the obligation of or to Contractor will be recognized until it is approved by Commissioners Court.

13.0 **FORCE MAJEURE:**

If the performance by either party of any of its obligations under this Contract is interrupted or delayed due to an act of God or the common enemy or as the result of war, riot, civil commotion, sovereign conduct, or the act or conduct of any person or persons not a party to this Contract, then it shall be excused from performance for such period of time as is reasonably necessary to remedy the effects thereof.

14.0 **TERMINATION FOR DEFAULT:**
Failure by either County or Contractor in performing any provisions of this Contract shall constitute a breach of Contract. Either party may require corrective action within ten (10) calendar days after date of receipt of written notice citing the exact nature of the other's breach. Failure to take corrective action or failure to provide a satisfactory written reply excusing such failure within the ten (10) calendar days shall constitute a default. The defaulting party shall be given a twenty (20) calendar day period within which to show cause why this Contract should not be terminated for default. Commissioner’s Court may take whatever action as its interest may appear, resulting from such notice. All notices for corrective action, breach, default or show cause, shall be issued by the Purchasing Agent or County Attorney only and all replies shall be made in writing to the Purchasing Agent at the address provided herein. Notices issued by or to anyone other than the Purchasing Agent or County Attorney shall be null and void, and shall be considered as not having been issued or received. County reserves the right to enforce the performance of this Contract in any manner prescribed by law in case of default and may contract with another party with or without competition or further notification to the Contractor. As a minimum, Contractor shall be required to pay any difference in the cost of securing the products or services covered by this Contract, or compensate for any loss or damage to the County derived hereunder should it become necessary to contract with another source because of his default, plus reasonable administrative costs and attorney's fees. In the event of Termination for Default, County, its agents or representatives, shall not be liable for loss of any profits anticipated to be made hereunder.

15.0 TERMINATION FOR CONVENIENCE:

County reserves the right to terminate this Contract upon thirty (30) calendar days written notice for any reason deemed by Commissioners Court to serve the public interest, or resulting from any governmental law, ordinance, regulation, or court order. Termination for Convenience shall not be made when termination is authorized under any other provisions of this Contract, and termination for convenience shall not be taken with the intention of awarding the same or similar contract requirements to another source. In the event of such termination the County shall pay the Contractor those costs directly attributable to work done or supplies obtained in preparation for completion or compliance with this Contract prior to termination; provided, however, that no costs shall be paid which are recoverable in the normal course of doing business in which the Contractor is engaged. In addition, no costs which can be mitigated through the sale of supplies or inventories shall be paid. If County pays for the cost of supplies or materials obtained for use under this Contract, said supplies or materials shall become the property of County and shall be delivered to the FOB point shown herein, or as designated by the Purchasing Agent. County shall not be liable for loss of any profits anticipated to be made hereunder.

16.0 CHANGES:

16.1 Unless specifically provided otherwise in this Contract, any change to the terms of this Contract or any attachments to it shall be made by written change order signed by both parties. The Purchasing Agent may at any time, by written document, make changes within the general scope of this Contract in any one of the following:

16.1.1 Description of services;

16.1.2 Place of delivery;

16.1.3 Any aspect of contract to correct errors of a general administrative nature or other mistakes, the correction of which does not affect the scope of the contract and does not result in expense to the Contractor.

16.2 It is acknowledged by Contractor that no officer, agent, employee or representative of County
has any authority to change the scope of this Contract or any attachments to it unless expressly granted that authority by the Commissioners Court.

16.3 If any change under 16.1 causes an increase or decrease in the cost, or time required for performance of any part of the work under this Contract, the Commissioners Court shall make an equitable adjustment in the contract price, the delivery schedule, or both, and modify this Contract. The Contractor must submit any "proposal for adjustment" within thirty (30) calendar days after the date of receipt of the written order.

16.4 Contractor shall submit all requests for alterations, additions or deletions of the terms of this Contract or any attachment to it to the Purchasing Agent. The Purchasing Agent shall present Contractor's requests to Commissioners Court for consideration.

17.0 COUNTY ACCESS:

Contractor shall maintain and make available all books, documents, and other evidence pertinent to the costs and expenses of this Contract for inspection, audit or reproduction by any authorized representative of County to the extent this detail will properly reflect these costs and expense. These include all costs; both direct and indirect costs, cost of labor, material, equipment, supplies, and services, and all other costs and expenses of whatever nature for which reimbursement is claimed under this Contract. All required records shall be maintained until an audit is completed and all required questions arising therefrom are resolved, or three (3) years after completion of the Contract term, whichever occurs first; however, the records shall be retained beyond the third year if an audit is in progress or the findings of a completed audit have not been resolved satisfactorily.

18.0 SUBCONTRACTS:

18.1 Contractor shall not enter into any subcontracts for any service or activity relating to the performance of this contract without the prior written approval or the prior written waiver of this right of approval from County. It is acknowledged by Contractor that no officer, agent, employee or representative of County has the authority to grant such approval or waiver unless expressly granted that specific authority by the Commissioners Court.

18.2 If a subcontract is approved, Contractor must make a "good faith effort" to take all necessary and reasonable steps to ensure HUBs maximum opportunity to be subcontractors under this Contract. Contractor must obtain County approval of all proposed HUB subcontractors through the Purchasing Agent. Failure by Contractor to make a good faith effort to employ HUBs as subcontractors constitutes a breach of this Contract and may result in termination of this Contract.

19.0 MONITORING:

County reserves the right to perform periodic on-site monitoring of Contractor's compliance with the terms of this Contract, and of the adequacy and timeliness of Contractor's performance under this Contract. After each monitoring visit, County shall provide Contractor with a written report of the monitor's findings. If the report notes deficiencies in Contractor's performances under the terms of this Contract, it shall include requirements and deadlines for the correction of those deficiencies by Contractor. Contractor shall take action specified in the monitoring report prior to the deadlines specified.
20.0 **ASSIGNMENT OF CONTRACT OR MORTGAGE:**

Contractor must not transfer or assign any part of or right or interest in this Contract, directly or indirectly, voluntary or involuntary without the express written approval of the Commissioners Court. Contractor must not execute any mortgage, or issue any bonds, shares of stock, or other evidence of interest in County buildings.

21.0 **CIVIL RIGHTS/ADA COMPLIANCE:**

Contractor shall provide all services and activities required by this Contract in a manner that would comply with the Civil Rights Act of 1964, as amended, the Rehabilitation Act of 1973, Public Law 93-1122, Section 504, and with the provisions of the Americans With Disabilities Act of 1990, Public Law 101-336 [S.933] if Contractor were an entity bound to comply with these laws. Contractor shall not discriminate against any employee or applicant for employment based on race, religion, color, sex, national origin, age or handicapped condition.

22.0 **GRATUITIES:**

County may terminate this Contract if it is found that gratuities of any kind including entertainment, or gifts were offered or given by the Contractor or any agent or representative of the Contractor, to any County Official or employee with a view toward securing favorable treatment with respect of this Contract. If this Contract is terminated by the County pursuant to this provision, County shall be entitled, in addition to any other rights and remedies, to recover from the Contractor at least three times the cost incurred by Contractor in providing the gratuities.

23.0 **FORFEITURE OF CONTRACT:**

23.1 Contractor must forfeit all benefits of the Contract and County must retain all performance by Contractor and recover all consideration or the value of all consideration, paid to Contractor pursuant to this contract if:

23.1.1 Contractor was doing business at the time of submitting its proposal or had done business during the 365 day period immediately prior to the date of which its proposal was due with one or more Key Contracting Persons if Contractor has not disclosed the name of any such Key Contracting Person in its proposal which is expressly incorporated in this Contract; or

23.1.2 Contractor does business with a Key Contracting Person after the date on which the proposal that resulted in this Contract and prior to full performance of the Contract and fails to disclose the name of that Key Contracting Person in writing to each member of the Commissioners Court and to the County Clerk within ten (10) days commencing business with that Key Contracting Person.

24.0 **NOTICES:**

24.1 Any notice required or permitted to be given under this contract by one party to the other shall be in writing and shall be given and deemed to have been given immediately if delivered in person to the address set forth in this section for the party to whom the notice is given, or on the third day following mailing if placed in the United States Mail, postage prepaid, by registered or
certified mail with return receipt requested, addressed to the party at the address set forth in this section.

24.2 The address of County for all purposes under this contract shall be:

Cyd Grimes, C.P.M., CPPO
Purchasing Agent
P.O. Box 1748
Austin, Texas 78767-1748

24.3 The address of the Contractor for all purposes under this contract and for all notices hereunder shall be the address shown in the Notice of Award.

24.4 Each party may change the address for notice to it by giving notice of the change in compliance with 24.0.

25.0 CONSTRUCTION OF CONTRACT:

25.1 Law and Venue. This Contract is governed by the laws of the United States of America and Texas and all obligations under this contract are performable in Travis County, Texas. Venue for any dispute arising out of this Contract will lie in the appropriate court of Travis County, Texas.

25.2 Severability. If any portion or portions of this Contract are ruled invalid, illegal, or unenforceable in any respect, by a court of competent jurisdiction, the remainder of it shall remain valid and binding.

25.3 Headings. Headings and titles at the beginning of the various provisions of this Contract have been included only to make it easier to locate the subject matter covered by that part, section or subsection and are not to be used in construing this Contract.

25.4 Computation of Time. When any period of time is stated in this Contract, the time shall be computed to exclude the first day and include the last day of period. If the last day of any period falls on a Saturday, Sunday, or a day that Travis County has declared a holiday for its employees, these days shall be omitted from the computation. All hours stated in this Contract are stated in Central Standard Time from 2:00 o'clock a.m. on the first Sunday October until 2:00 o'clock a.m. on the first Sunday of April and in Central Daylight Saving Time from 2:00 o’clock a.m. on the first Sunday April until 2:00 o'clock a.m. on the first Sunday of October.

25.5 Gender and Number: Words of any gender in this Contract shall be construed to include any other gender and words in either number shall be construed to include the other unless the context in the Contract clearly requires otherwise.

26.0 ENTIRE CONTRACT:

All oral and written agreements between Contractor and County relating to the subject matter of this Contract that were made prior to the execution of this Contract have been reduced to writing and are contained in this Contract.
27.0 CONTRACTOR LIABILITY, INDEMNIFICATION AND CLAIMS NOTIFICATION:

Contractor shall indemnify County, its officers, agents, and employees, from and against any and all third party claims, losses, damages, causes of action, suits, and liability of every kind whether meritorious or not and, including all expenses of litigation, court costs, and reasonable attorney's fees, arising in connection with the services provided by Contractor under this Contract. It is the expressed intention of the parties to this contract, both Contractor and County, that the indemnity provided for in this paragraph is indemnity by Contractor to indemnify and protect County from the consequences of Contractor's actions.

28.0 ORDER OF PRECEDENCE:

In the event of inconsistency between provisions of this Contract, the inconsistency shall be resolved by giving precedence in the following descending order:

- The Schedule of Items/Services;
- Terms and Conditions of Request of Services;
- General Provisions;
- Other provisions, whether incorporated by reference or otherwise; and
- The Specifications.

29.0 ADDITIONAL GENERAL PROVISIONS:

29.1 County may assign any of its obligations under this Contract.

29.2 Contractor must comply with all Federal and State laws and regulations, City and County ordinances, orders, and regulations, relating in any way to this Contract.

29.3 Contractor must secure all permits and licenses, pay all charges and fees, and give all notices necessary for lawful operations.

29.4 Contractor must pay all taxes and license fees imposed by the Federal and the State Governments and their agencies and political subdivisions upon the property and business of Contractor.

29.5 Despite anything to the contrary in this Contract, if the Contractor is delinquent in payment of property taxes at the time of providing services, Contractor hereby assigns the portion of the amount owing to it under this contract that is equal to the amount Contractor is delinquent in property tax payments to the Travis County Tax Assessor-Collector for the payment of the delinquent taxes.

29.6 Contractor shall give consideration to recycled boxes, water soluble peanuts, and other products that replace bubble wrap and petroleum based peanuts which are harmful to the environment.

30.0 DESIGNATED COUNTY HOLIDAYS 2013: Travis County will not accept deliveries on days designated as holidays by Travis County, unless specific prior arrangements have been made. Travis County shall provide a list of the holidays designated for each year upon request. Travis County usually designates 11 days each year as holidays and below is a list of the days usually designated:

<table>
<thead>
<tr>
<th>HOLIDAY</th>
<th>DAY(S) USUALLY CELEBRATED</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Year’s Day</td>
<td>January 1st or Monday after if it falls on a weekend</td>
</tr>
</tbody>
</table>
Martin Luther King, Jr. Day ..........3rd Monday in January
President's Day........................3rd Monday in February
Memorial Day.........................4th Monday in May
Independence Day ....................July 4th or Monday after if it falls on a weekend
Labor Day .............................1st Monday in September
Veteran’s Day ........................November 11th or Monday after, if it falls on a weekend
Thanksgiving Day .....................4th Thursday AND Friday in November
Christmas Season ........................December 25th AND either day before or day after whichever allows a four day weekend, if possible

31.0 MEDIATION:

When mediation is acceptable to both parties in resolving a dispute arising under this Agreement, the parties agree to use a mutually agreed upon mediator, or a person appointed by a court of competent jurisdiction, for mediation as described in section 154.023 of the Texas Civil Practice and Remedies Code. Unless both parties are satisfied with the result of the mediation, the mediation will not constitute a final and binding resolution of the dispute. All communications within the scope of the mediation shall remain confidential as described in section 154.073 of the Texas Civil Practice and Remedies Code, unless both parties agree, in writing, to waive the confidentiality.

32.0 CONFLICT OF INTEREST QUESTIONNAIRE:

If required by Chapter 176, Texas Local Government Code, the Contractor shall complete and file a Conflict of Interest Questionnaire with the County Clerk, Elections Division, 5501 Airport Blvd., Austin, Texas 78751. The Contractor shall update this Questionnaire by September 1 of each year for the duration of this Contract, as required by Chapter 176 of the Local Government Code. In addition, if any statement on a submitted Questionnaire becomes incomplete or inaccurate, the Contractor shall submit an updated Questionnaire. The Contractor should note that the law requires the County to provide access to a filed Questionnaire on the official Travis County Internet website.

33.0 NON-WAIVER OF DEFAULT:

33.1 The waiver of a breach of any term or condition of this Contract is not a waiver of a subsequent breach of that term or condition, or a breach or subsequent breach of any other term of condition. No official, agent, employee, or representative of County may waive any breach of any term of condition of this Contract unless expressly granted that specific authority by Commissioner Court.

33.2 All rights of County under this Contract are specifically reserved and any payment, act or omission shall not impair or prejudice any remedy or right to County under it. Any right or remedy in this Contract shall not preclude the exercise of any other right or remedy under this Contract or under any law, nor shall any action taken in the exercise of any right or remedy be deemed a waiver of any other rights or remedies.

34.0 CERTIFICATION OF ELIGIBILITY:

Contractor certifies that at the time of submission of its offer, it was not on the Federal Government’s list of suspended, ineligible, or debarred contractors and that it has not been placed on this list between the time that its offer was submitted and the time of execution of this contract. If the Contractor is
placed on the list during the term of this contract, Contractor shall notify the Travis County Purchasing Agent. False certification or failure to notify may result in terminating this Contract for default.

35.0 INSURANCE AND LIABILITY:

During the period of this Contract, contractor shall maintain at his expense, insurance with limits not less than those prescribed below. With respect to required insurance, Contractor shall:

(i) Name County as additional insured, as its interests may appear.

(ii) Provide County a waiver of subrogation.

(iii) Provide County with a thirty (30) calendar days advance written notice of cancellation or material change to said insurance.

(iv) Provide the County Purchasing Agent at the address shown on Page 1 of this contract, a Certificate of Insurance evidencing required coverages within ten (10) calendar days after receipt of Notice of Award and within ten (10) calendar days of each renewal of the insurance. Also, please assure your certificate contains the contract number as indicated on the Contract Award form when issued by Travis County.

(v) Submit an original certificate of insurance reflecting coverage as follows:

**Automobile Liability:**

- Bodily Injury (Each person).............$250,000.00
- Bodily Injury (Each accident)...........$500,000.00
- Property Damage .......................$100,000.00

**General Liability (Including Contractual Liability):**

- Bodily Injury ..........................$500,000.00
- Property Damage .......................$100,000.00

**Excess Liability:**

- Umbrella Form..........................Not Required

**Worker's Compensation:** ..................Statutory

36.0 SECURITY COMPLIANCE:

In 36, “Security Requirements” means all County network, computer, software, and information security policies, standards, specifications, guidelines, processes and procedures already developed or deployed or subsequently developed or deployed and used by or for the ITS including but not limited to the Travis County Asset Management Policy, Lifecycle Management Standard, Configuration Management Standard, Change Control Standard, and System Development Lifecycle Standard and Travis County Government Asset Protection Policy, Access Control Standard, Remote Access Standard, Security Awareness Policy, and Third Party Security Awareness Standard and “Security Safeguards”
means any and all network security, computer security, software security, or information security safeguards, including security hardware, software, appliances deployed by County.

All hardware connected to the Travis County network and all software running on such hardware must comply with the following Information Security Compliance requirements of the ITS:

36.1 **Network, Computer, and Information Security Compliance:** The goods and/or services provided under contract shall be and remain in compliance with all Security Requirements and applicable Texas law.

36.2 **Initial Compliance:** Contractor’s goods and/or services shall comply with the Security Requirements. Contractor’s goods and/or services must operate with and be compatible with the Security Safeguards.

36.3 **Ongoing Compliance Upon Execution of Contract:** Contractor’s goods, services, practices, and/or procedures must remain in compliance with the Security Requirements and compatible with the Security Safeguards, including complying with any and all modifications and/or additions to the Security Requirements and/or Security Safeguards that may occur throughout the term of the Contract.

County shall notify Contractor of any and all modifications or additions to the Security Requirements or Security Safeguards that may occur throughout the contract term and compliance with these modifications or additions shall not be required of Contractor until 37.3 is complied with by both parties if Contractor is timely in its compliance.

Contractor shall provide the required hardware, software, materials, expertise, and/or labor required to ensure ongoing compliance of the Contractor-provided goods and/or services with the Security Requirements, including operability and compatibility with the Security Safeguards as a part of ongoing maintenance and support.

Contractor-provided goods, services, practices, and/or procedures must be accredited by the ITS Security Manager before being connected into the Travis County Government Network or placed into any County production operation environment. Accreditation is achieved by undergoing a Security Assessment that shows the Contractor supplied goods and/or services are compliant with the Security Requirements and Security Safeguards. This security evaluation of the specific solutions covered by the contract may reveal aspects of the architecture, implementation, operation, maintenance, and/or other aspect of these solutions that may necessitate incorporating additional solution-specific information security requirements to protect County computers, networks, software, information, and facilities.

36.4 **Notification of Non-Compliance or Incompatibility:** If Contractor determines, at any time during the contract term, that Contractor’s goods, services, practices, and procedures do not comply with County’s current Security Requirements and/or are not compatible with County’s current Security Safeguards, Contractor shall notify the ITS Help Desk by no later than the end of the business day following the confirmation by the Contractor of the non-compliance or incompatibility.

If the County determines at any time during the contract term, that Contractor’s goods, services, practices, and procedures do not comply with County’s current Security Requirements and/or compatibility with County’s current Security Safeguards, County shall notify Contractor by no
later than the end of the business day following the confirmation by Contractor of the non-compliance or incompatibility.

36.5 Remedy of Non-Compliance or Incompatibility: If either County or Contractor are notified of a non-compliance and/or incompatibility with the Security Requirements or Security Safeguards in effect at the execution of this contract, Contractor shall:

36.5.1 Determine the effort and cost to bring Contractor’s goods, services, practices, and procedures into compliance and compatibility;

36.5.2 Provide a draft working plan, including schedule, work effort and cost details, to remedy the non-compliance or incompatibility to the County no later than 5 working days after notification of the non-compliance and/or the incompatibility to County has been confirmed.

County, at its sole discretion, shall determine whether Contractor must bring some, all, or none of the non-compliant or incompatible Contractor’s goods, services, practices, and procedures into compliance with County’s current Security Requirements and/or into compatibility with County’s current Security Safeguards. Any instance of non-compliance or compatibility that County does not require to be brought into compliance or compatibility will be noted as an exception. County may choose, in its sole discretion, at any time, to remove the exception and require compliance and/or compatibility.

Contractor shall be responsible for all costs associated with bringing Contractor-supplied goods, services and/or Contractor processes and practices into compliance with the Security Requirements and compatibility with the Security Safeguards.

County may, at its sole discretion, provide some, all or none of the hardware, software, materials, expertise, and labor that may be required from time to time to bring Contractor-supplied goods, services, practices, and/or procedures into compliance with the Security Requirements and the Security Safeguards.

36.6 Connectivity and Access to County Network, Systems, Software, and/or Information:

Contractor and Contractor personnel who are providing and/or maintaining goods and/or services, and who may from time to time access County systems, networks, software, and/or information, must be familiar with, and comply with the Security Requirements that pertain to and govern access to County computers, networks, software, and information.
SIGNATURE PAGE

CONTRACTOR:

By: __________________________

Printed Name: __________________________
Its Duly Authorized Agent

Date: __________________________

TRAVIS COUNTY:

By: __________________________
Samuel T. Biscoe
Travis County Judge

Date: __________________________

APPROVED AS TO FORM:

________________
County Attorney

AVAILABILITY OF FUNDS CONFIRMED:

________________
Nicki Riley, Travis County Auditor

Date: __________________________

COMPLIANCE WITH LAW AND POLICY CONFIRMED AND APPROVED:

________________
Cyd V. Grimes, C.P.M., CPPO, Travis County Purchasing Agent

Date: __________________________
ATTACHMENT A
IDF And MDF Standards

Architectural, Mechanical & Electrical Construction Standards for IDF and MDF Closets
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Architectural

- In multiple story structures, telecommunication rooms and equipment rooms must be stacked vertically with a minimum of two walls stacked directly over one another (3 walls preferred).

- The floor and walls of the IDF need to be completed as soon as possible due to the remainder of the work that needs to be done installing equipment. This room cannot be turned over at the end of construction. Ideally this would be done at the midway point of construction.

- Communications room walls shall extend from floor slab to ceiling deck with no drop ceilings and provide an adequate physical barrier/ separation from adjacent spaces.

- Exterior walls are provided with adequate insulation and moisture barriers

- Windows are not permitted on exterior or interior walls

- To reduce particulate contamination within the Data Center, the Telecommunications Infrastructure Standard for Data Centers (TIA 942), Section 5.4.8.5 – Treatment, states that “Floors, walls, and ceiling shall be sealed, painted, or constructed of a material to minimize dust.”

- Install around the perimeter of all communications rooms Main Communications rooms (MDF) and other floor serving telecommunications rooms (IDF): Walls shall be covered with ¾ in. X 4 ft. X 8 ft. AC grade fire retardant plywood backboard from 12 in. AFF (smooth side to interior of room), capable of supporting mounted hardware and equipment. Plywood shall be affixed to all the studs in the walls with screws that penetrate the studs a minimum of 1 in., are spaced not greater than 1 ft. apart in each stud, and with screws one inch from the top and bottom of plywood. Plywood shall be painted with two coats of white or light gray fire retardant paint. Smooth side facing interior of room.

- All Telecommunication rooms shall have a minimum of a lockable-keyed entrance door, 36 in. wide and 80 in. high, that opens towards the outside of the room, does not open into another room, is equipped with automatic closer, and self latching locks.

- Room dimensions allow adequate circulation space around rack rows with a minimum of 36” between rows.

- Locate communications rooms where total electrical cable length, as measured by a Time Domain Reflectometer (TDR) or a cable tester, does not exceed 295 ft. including vertical sections at I/O (information outlet), vertical sections at communications rooms, and service loops.

- Note: The net effect of this requirement is that rooms should be placed no further than approximately 210 ft. from the farthest information outlet as measured on plans, when measurements follow the most likely routing of corridor cable trays and other cable supports such as J-hook runs.

- Provide and install fire stopping for all floor / wall penetrations.

- Sleeve grounding shall be coordinated with electrical engineer.

- New communication rooms shall be equipped with fire detection and fire-extinguishers. Detection devices should be interlocked with the base building fire alarm system. A minimum of one (1) smoke detector shall be installed in each communications room.
• All horizontal chase openings shall be properly finished with stud-framed openings through walls. Opening sizes shall be coordinated with Communication’s Designer for fire stopping and sizing details.

Room Sizing

MDF Rooms

• Dimensions -- Building is less than 5000 sq ft – 10’ x 9’
• Dimensions -- Building is less than 8000 sq ft – 10’ x 10’
• Dimensions -- Building exceeds 8000 sq ft – 10’ x 12’

IDF Rooms:

• Dimensions -- Floor is less than 3000 sq ft – 6’ x 6’
• Dimensions -- Floor is less than 5000 sq ft – 10’ x 9’
• Dimensions -- Floor is less than 8000 sq ft – 10’ x 10’
• Dimensions -- Floor exceeds 8000 sq ft – 10’ x 12’

Mechanical

It is recommended that communication rooms have independent, cooling systems capable of 24/7 availability. Units should be floor mounted 100% sensible only cooling units that do not require condensate removal or drain.

Temperature & Humidity requirements:

• Maintain communication rooms at an average of 68-75 degrees F, with a relative humidity of between 35% to 55%; 24 hour X 365 days.

• It is recommended that communication rooms HVAC equipment be equipped with a temperature sensors.

• Install sensors in the communications rooms with the ability to signal for cooling, independent of requirements of other spaces.

• Piping containing water/fluids/venting shall not pass through or over any communications room or be allowed in the walls of any communications room.

• HVAC ducting shall not be placed in or run through any communications room except as required to service those rooms.

• If sprinkler heads are provided install wire cages to prevent accidental operation. For wet pipe systems, do not place sprinkler heads over equipment or cabling. In the event of a leak this will protect the equipment and cabling.

• Any telecommunications room with “wet” fire suppression shall have the water piping placed over aisles or wall mounted and not directly over equipment.

• If sprinklers are used, recommend dry pipe systems.

• It is recommended that telecommunications rooms over 150 SF or that containing
significant quantities of electronic equipment be equipped with a “dry type” fire retardant system. At the minimum, these larger rooms shall have dry pipe sprinkler systems installed.

• Communication rooms served by building HVAC should be provided with a separate zone sensor with programming to call for over-ride cooling after building occupied hours.

Monitoring /Building Automation

• The room should be remotely monitored for fire, smoke and intrusion. The room should also be monitored for high/low temperature (+85 degrees F/+ 55 degrees F).

Electrical

• Grounding Equalizer (GE) For buildings with more than one communications room on a floor, and greater than three floors, connect the TGBs together at the top floor with a GE and then every three floors. Size this conductor the same as the TBB.

• Bonding Conductor for Telecommunications (BCT) This conductor shall be run from the TMGB to the building’s main grounding system point of origin located in the electrical service entrance of the building, and bonded to that system and to the TMGB. We recommend two-hole compression connectors for bonding the TBC, and that the TBC be a minimum # 3/0 AWG wire. For very short runs, #2/0 may be considered. The minimum size shall be the same size as the TBB. All bonding conductors shall be bonded to busbars in an approved manner. Exothermic welds or two-hole compression connectors are recommended. Final design to be made by electrical engineer of record.

• The BCT shall be installed with no kinks, cuts or abraded insulation, and in as straight a line from point of origin at grounding system to the TMGB as is practical. Any bends in the conductor shall be smooth long radius bends.

• Telecommunications Grounding Buss bar (TGB) The grounding terminal for all telecommunications rooms other than the MC. Buss bar shall be solid copper, be at least 4 in. (100mm) in height; ¼ in. (10mm) thick, and at least 10 in. in length. It shall be equipped with rows of bolt holes regularly spaced and sized according to NEMA standards. The buss bar shall be affixed to the backboard with insulating brackets that stand it off of the backboard at least 3 in. If multiple bars are used in one room, they shall be bonded together so as to form a continuously bonded system. Refer to drawings for specific location. The TGB shall be electrically connected to the TMGB with a bonding conductor. If any part of TMBC passed through a metallic sleeve or raceway, that raceway shall be bonded to the building’s grounding electrode system at both ends.

• Telecommunications Main Grounding Buss bar (TMGB) The main grounding terminal for telecommunications. Install in the MC. Buss bar shall be solid copper, be at least 4 in. (100mm) in height; ¼ in. (10mm) thick, and 20 in. length. It shall be equipped with rows of bolt holes regularly spaced and sized according to NEMA standards. The buss bar shall be affixed to the backboard with insulating brackets that stand it off of the backboard at least 3 in. If multiple bars are used in one room, they shall be bonded together so as to form a continuously bonded system. Refer to drawings for specific location.
• Surface mounted electrical panels supplying power to communication rooms shall be used for communications equipment exclusively. The dedicated panel board should be a minimum of 24 bolt in breaker spaces, 120/208 Volt. Coordinate with Owner for voltages/ amperages that will be required. These panels shall contain isolated grounding capability for receptacles dedicated to electronic/computer equipment in the rooms.

• The electrical panel needs to be located in a corner of the room in order to easily accommodate the 3 ft of clear space needed in front of the panel. The racks for the ITS equipment will be installed in the middle of the room with 3 ft of space on all sides.

• No mechanical or general electrical loads shall be supplied from the communications panels.

• Install no electrical panels in the communications rooms that are intended for loads other than telecommunications equipment.

• UPS backup of equipment in telecommunications rooms may be via a stand-alone unit or in combination with emergency generator backup (which is recommended).

• Install dedicated receptacle circuits in the communication rooms for standing racks/cabinets, and equipment mounted on walls. Specific locations identified on communication drawings to serve each rack and equipment located on the walls.

• Utility duplex outlets mounted around the perimeter of communications rooms spaced at a maximum of 12 ft. apart (at least one on each wall).

• Provide uniform illumination of at least 50 ft. candles; 3 ft. AFF for communications rooms. Light fixtures shall be on emergency power and a minimum of 8 ft.- 6 in. AFF.

• Light fixtures in communications rooms are to be positioned for maximum lighting. Do not install over cable tray/ ladder rack, cabinets, and 19 in. standing racks.

• Install separate raceways for voice/data cabling. Do not combine other systems’ cabling in same raceway. The exception to this requirement is cable tray that has a grounded metal divider to separate the voice/data cabling and the other systems’ cabling.

• Separation requirements for voice/data cabling in the building and related equipment in communication rooms:

  • Transformers: Minimum 6 ft. separation

  • Electric Motors: Minimum 4 ft. separation

  • Air Conditioning Units: Minimum 4 ft. separation

  • Electrical Panel boards: Minimum of 3 ft. separation in front of panel boards.

  • Fluorescent fixtures/ballast type fixtures (non incandescent fixtures): Minimum 1 ft. separation.

  • Transformers over 30 KVA should not be located near communication equipment.
Conduit/piping

While it is preferable that no pipe/conduit/flex be used when dropping the cables. This is not always possible due to header material or the need to go around a window or other obstruction.

- A minimum of a 1 inch EMT conduit is needed. When installing the conduit no “hard” 90 turns will be used instead the use of 2 -45 degree bends with a separation of at least 6 inches between bends. If the pathway can be done with only 45 degree angles that would be preferable.
- Only deep 4 square boxes will be allowed no shallow boxes as they do not allow for the bend radius needed to attach the cable to the faceplates.
- All conduit must have at least a plastic bushing on the end in the ceiling.
- All conduit will enter the TOP of each box not the side.
- In areas where a “ring and string” method are going to be used there must be a clear channel of at least 4 inches wide with no sharp edges from channeling of metal studs or headers.

Cable Tray

- All cable tray/runway must be prefabricated structure consisting of two side rails connected by individual transverse members. Wire mesh type tray (i.e. Snake Tray/Versa Tray) and Mono-Systems (i.e. fish bone style systems) must have owner approval prior to substituting for cable tray described above. The tray shall be a minimum of 4 in. deep.

- Install cable tray/runways on the opposite side of main corridors from electrical and plumbing installations. Coordinate layout with electrical, HVAC, and plumbing contractors to insure adequate space for cable tray/runway and cabling installation. Minimum space requirements: 1 ft. above cable tray/runway and a minimum of 3 ft. of unencumbered access every 10 ft.

- Install/Provide Cable Tray/Runway system for raised floor as per communication drawings. Cable runway shall include components for 45 and 90-degree turns, intersections, support hardware, grounding, etc. Contractor shall be responsible for providing a complete cable runway system.

- Cable tray/runway must meet the following clearances:
  - A minimum of 1 ft. vertical clearance is to be maintained above suspended ceiling tiles and T-bars.
  - A minimum of 3 in. of vertical clearance is to be maintained above conduits and exposed cabling when crossing perpendicular.
  - A minimum of 1 ft. of clear vertical clearance is to be maintained above cable trays/runway.
  - When minimum separation distances below the cable tray/runway for parallel installations cannot be met, solid bottom cable tray is to be installed.
  - When minimum separation distances below the cable tray for perpendicular 3 in. installations cannot be met, or where cable tray/runway must be placed over electrical devices such as small motors, fluorescent fixtures, fixtures with ballast and cable tray/runway cannot be placed at least 1 ft. above devices, solid bottom cable tray is to be installed.
  - Where cable tray/runway must cross perpendicularly to other trades installations tray shall pass below those installations by a minimum of 1 ft. and above by 3 in.
• The inside of the cable tray/runway shall be free of any sharp edges or obstructions that can damage the cables.

• All sections of cable tray/runway on all floors are to be bonded to one another and to the building’s grounding electrode system bus bars in the telecommunication’s MC/equipment room and communications rooms using a minimum number 4 AWG Insulated copper wire.

• For communications rooms, install one slot (a UL approved fire rated assembly) large enough to accommodate cable runway entry from corridor and a fire retardant system (pillows, bricks, boards, mechanical, etc). The formed slot shall have no burrs or sharp edges. This opening in the wall will be used to pass data and voice cabling from the corridor cable tray/runway into the communications room.

• Coordinate the height of the slot with the cable tray/runway installer so that there is no vertical transition from the cable tray/runway through the slot. Install cable tray/runway in accessible ceiling space.

• No other cables will be ran in or attached to the cable tray installed for voice and data cabling.

Telephone and Data

• Each Communications Room requires (1) SIO. See Cad/PDF drawing provided by ITS for more detailed placement information.
• Each security room requires (1) SIO

Travis County Voice and Data Wiring Specifications

GENERAL DESCRIPTION:

Cat5E Voice Applications (telephone, fax, modem)
Cat5E Data Applications (LAN, mainframe, midrange)
Category 6 or 6a Mosaic Voice/Data Applications
Multi-mode fiber optic cable Data /Video (LAN, Closed Circuit TV)
Single-mode fiber optic cable Data /Video (LAN, Closed Circuit TV)
RG6- coaxial cable Video Applications (television, RF modems)

Cabling to support infrastructure for data, telephone, intercom, security and video cabling. The specific scope will be in accordance with applicable EIA/TIA, BICSI and Travis County Structured Cabling Standard. The specific scope of work shall also comply with all mandatory requirements to certify any new installations and maintain existing installation certifications under the Panduit Cabling System Warranty

Travis County has traditionally utilized a Category 5E or Category 6 communications cable plant for data and a Category 3 or Category 6 communications cable plant for voice. However, Travis County is currently migrating towards a Category 6a communications cable plant for data and voice communications. Work performed for new communications cable plants will consist of Category 6a communications cable plant and work performed for existing communications cable plants will match the existing communications cable plants and utilize the Category 6 or Category 5E and Category 3 communications cable plant. The color of the cables and jacks will match the existing cabling in the building.
Travis County expects our cabling vendor to provide a “turn key” installation including all aspects of each particular job including but not limited to the following:

- All pathways for a complete installation e.g.: Core drilling, Trenching, Directional boring, Ariel, Setting telephone poles etc..
- CATV inside plant installations
- Copper (cat3 – cat6a) inside plant and outside plant installations
- Fiber inside plant and outside plant installations
- Fire stopping all penetrations

**Standard Category 5E outlet**

A single 4-port outlet is installed to fulfill both voice and data needs- (1) category-5E Ultra UTP cables for data for voice, (2) category-5E Ultra UTP cables for data. Station cabling is home run to the nearest designated Intermediate Distribution Facility (IDF) closet and is terminated in the following fashion:

Cat5E UTP - Terminated on 66 Block
Cat5E UTP - Terminated on a rack mounted modular patch panel

**Standard Category 6 outlet**

A single 4-port outlet is installed to fulfill both voice and data needs- (2) Category 6 grade cable for data. (1) Category 6 grade cable for voice. Station cabling is home run to the nearest designated Intermediate Distribution Facility (IDF) closet and is terminated in the following fashion:

Data / Voice - Terminated on a rack mounted modular patch panel labeled with the room number and the location designation 401-A

**Standard Video outlet**

RG6 Coax Cable Terminated on a “F” type compression connection to appropriate video tap.

**Coax backbone cabling**

0.500 coax cable Terminated on fire rated plywood backboard inside the IDF.

**Fiber Backbone Cabling**

Multi-mode fiber optic cable Terminated in rack mount fiber enclosure
Single-mode fiber optic cable Terminated in rack mount fiber enclosure
Backbone cabling shall consist of 50 micron 10 Gig Laser Optimized micron multimode optical fiber cable installed from the MDF/Equipment Room and IDF’s/Telecommunications Rooms.

**Copper Tie Cabling**

**Category 3 UTP**

<table>
<thead>
<tr>
<th>Existing cable plant</th>
<th>Terminated on 66 Blocks</th>
</tr>
</thead>
<tbody>
<tr>
<td>New cable plant</td>
<td>Terminated on RJ-45 rack mounted patch</td>
</tr>
<tr>
<td></td>
<td>Panel 1 pair per port.</td>
</tr>
</tbody>
</table>

**Grounding**

According to standards TIA-942, J-STD-607-A-2002, and IEEE 1100 (the Emerald Book), a properly designed grounding system as shown in Figure 4 has the following characteristics:

1. Is intentional: each connection must be engineered properly, as the grounding system is only as reliable as its weakest link

2. Is visually verifiable

3. Is adequately sized to handle fault currents

4. Directs damaging currents away from sensitive electronic equipment

5. Has all metallic components in the data center bonded to the grounding system (e.g., equipment, racks, cabinets, ladder racks, enclosures, cable trays, water pipes, conduit, building steel, etc.)

6. Ensures electrical continuity throughout the structural members of racks and cabinets
7. Provides grounding path for electrostatic discharge (ESD) protection wrist straps. In addition to meeting these standards, all grounding and bonding components should be listed with a nationally recognized test lab (such as Underwriters Laboratories, Inc.) and must adhere to all local electrical codes.

Vendor Qualifications

1. **VENDORS QUALIFICATIONS:** The vendor will provide a “Turn Key” installation. All telecommunications cabling installations and terminations must be performed by a Panduit certified installer. The vendor will be responsible for providing and meeting all the Panduit certification requirements prior to beginning any work.

   A. Vendor shall be a Panduit Certified and shall possess any and all relevant Manufacturer Certifications for the company and all installers prior to submitting a proposal for the work.
   B. Installers shall be certified, trained and experienced on the specific installation, termination and testing of the systems as specified. Vendor shall provide a list of their installers with their work experience, training history and manufacturer’s certifications.
   C. Vendor shall have a Registered Communications Distribution Designer (RCDD) on staff. Vendor shall provide proof of an on staff RCDD.
   D. Vendor shall have an assigned Project Manager to Travis County.
   E. Vendor shall be an established business with local support and shall have been in business for a minimum of Three (3) years.
   F. Vendor shall have prior experience with projects of a similar size and scope. The Vendor shall provide a minimum of three (3) references comparable to Travis County. The Vendor shall provide the following information for each reference: Project Name, Project Location, Project Start Date, Project Completion Date, Project Start Cost, Project Completion Cost, Brief Description of Project, Client Point of Contact Name and Phone Number.
   G. Past performance with the Travis County Government - ITS department is a selection criterion. Experience related to any past or present project with the Travis County ITS department shall be disclosed with bid response.
   H. Qualified Vendors shall submit proof of all certifications and experience detail with bid response and product submittals.
   I. Vendor shall have technicians with at least one of the following or provide proof of comparable experience:
      1. Verifiable CATV plant experience of at least ten (10) years including but not limited to working with amps and taps.
      2. Factory training from Blonder Tongue.
      3. Factory training from Scientific Atlanta (BNCC)
   J. Vendor shall have the ability to perform or have subcontractors in place to perform all aspects of installations and list the subcontractors that would be necessary.
   K. Vendor shall provide a list of specialty equipment owned by the company that may be used to complete one or all aspects of potential work for Travis County.
   L. Vendor shall provide a Proposal for communication with Travis County about the status of each job on a daily or weekly basis.
   M. Vendor shall provide example cost for Panduit products listed in the specs. Before and after the markup stated in the RFP.

Submittals

A. To Be Submitted with Proposal:
1. Manufacturer Certifications for Company.

2. Manufacturer Training Certifications for Installers.

3. Project Manager/Superintendent RCDD Certification.

4. Manufacturer Certification/Warranty offering.

5. Proof of established business with local support that has been in business for a minimum of Three (3) years.

6. Project / client references

7. Past performance with Travis County ITS.

8. List of test equipment that will be used.

B. Pre-Installation to be Submitted with Each Individual Project:

1. Original Equipment Manufacturer (OEM) documentation for each component proposed must be provided to ITS, which certifies performance characteristics. Vendor shall not purchase or install any equipment until OEM documentation has been received and approved by ITS.

2. Product data sheets for all proposed system components. Product data sheets shall include: an equipment schedule listing of all system components to be installed in the project and the manufacturer’s product reference and specification literature for all products to the utilized and/or installed in the project. Vendor shall not purchase or install any equipment until product data sheets have been received and approved by ITS.

3. Vendor shall provide to ITS shop drawings of the proposed layouts of equipment and cable plant. Shop drawings shall include equipment rack layouts, wall elevations, system schematics and riser diagrams.

C. Post Installation to be Submitted with Each Individual Project

1. Vendor shall prepare, update and make available to ITS a comprehensive set of drawings accurately depicting the “as-built” condition of the Communications Cable Plant as it was installed. As-Built drawings must be provided on a CD-ROM in PDF and AutoCAD 2008 or higher. The Vendor shall prepare, update, and make available to ITS a comprehensive set of "as built" drawings using the original scale, indicating exact dimensions and locations of all telecommunication rooms, frames, racks, trays, terminal blocks, patch panels, cable runs, cable pathways, workstation locations, and labeling scheme. These drawings shall be turned over to ITS at the time of Substantial Completion of the cable plant installation. Final payment will not be made until these drawings are received and approved by ITS.

2. The Vendor shall provide test documentation for the Communications Cable Plant to ITS at the time of Substantial Completion. Test results shall be provided by email in PDF. Test documentation shall include Power Meter and Light Source Fiber Optic Tests and Category 5E, Category 6, Category 6a test results for each cable drop. Final payment will not be made
until these test results are received and approved by ITS. Test documentation shall be labeled in the following order:

- Inter-Building Outside Fiber Optic Cable
- Inter-Building Outside Copper Cable
- Intra-Building Fiber Optic Cable
- Intra-Building High-Pair Count Copper
- Horizontal 4-Pair UTP Data Cable
- Horizontal 4-Pair UTP Voice Cable

3. The Vendor shall furnish the original Certificate of Certification/Warranty to ITS at the time of final systems acceptance. Final payment will not be made until this Certificate of Warranty is received and approved by ITS.

4. Vendor shall provide warranty information to include the name, address and phone number contacts for warranty call outs. Final payment will not be made until this warranty information is received and approved by ITS.

5. Vendor shall provide pictures of major components of an installation.

Codes, Standards and Regulations

1. CODES, STANDARDS AND REGULATIONS:

A. American National Standards Institute (ANSI)
B. American Society for Testing and Materials (ASTM)
C. Alliance for Telecommunications Industry Solutions (ATIS)
D. Electronics Industry Alliance (EIA)
E. Federal Communications Commission (FCC)
1. FCC Part 15, Radiated Emissions Limits, revised 1998
2. FCC Part 68, Connection of Terminal Equipment to the Telephone Network, revised 1998
3. FCC Part 76, Cable Television Service, revised 1998
F. International Electro technical Commission (IEC)
G. Institute of Electrical and Electronics Engineers, Inc. (IEEE)
H. International Organization for Standardization (ISO)
L. National Cable Television Association (NCTA)
M. National Electrical Code (NEC)
N. National Electrical Manufacturers Association (NEMA)
O. National Fire Protection Association (NFPA)
1. NFPA-70, National Electrical Code
2. NFPA-75, Protection of Electronic Computer Data Processing Equipment
5. NFPA-780, Standard for the Installation of Lightning Protection Systems
P. National Institute Standards and Technology (NIST)
Q. Occupational Safety and Health Administration (OSHA)
R. Rural Utility Services (RUS)
S. Telecommunications Industry Association (TIA)
T. ANSI/TIA/EIA-568-B.1, Commercial Building Telecommunications Cabling Standard, 2000
U. ANSI/TIA/EIA-568-A, Propagation Delay and Delay Skew Specifications for 100-OHM 4-Pair Cable, 1997
X. ANSI/TIA/EIA-568-A-4, Production Modular Cord NEXT Loss Test Method and Requirements for Unshielded Twisted Pair Cabling, 1999
Y. ANSI/TIA/EIA-568-A-5, Transmission Performance Specifications for 4-Pair 100-OHM Category 5e Cabling, 1999
FF. ANSI/TIA/EIA-607, Commercial Building Grounding and Bonding Requirements for Telecommunications, 1994
GG. ANSI/TIA/EIA-758, Customer-Owned Outside Plant Telecommunications Cabling Standard, 1999
HH. ANSI/TIA/EIA-758-1 Addendum 1, OSP Optical Fiber Cabling Practices, 1999
II. ANSI/TIA/EIA-729, Technical Specifications for 100 OHM Screened Twisted–Pair Cabling, 1999
KK. ANSI/TSI/EIA-TSB72, Centralized Optical Fiber Cabling Guidelines, 1995
LL. ANSI/TIA/EIA-TSB75, Additional Horizontal Cabling Practices for Open Offices, 1996
MM. ANSI/TIA/EIA-TSB95, Additional Transmission Performance Guidelines for 4-Pair 100-OHM Category 5 Cabling, 1999
NN. Underwriters Laboratories, Inc. (UL)

In the event of any conflicts between documents referenced herein and the contents of this specification, the Vendor shall notify in writing to ITS of any such occurrences before the purchasing of any equipment, materials and/or installation by the Vendor. ITS will notify the Vendor of any actions required to resolve these conflicts. Such actions may include but are not limited to: design changes, equipment, materials and/or installation changes. In any event Vendor shall not supersede specifications and standards from the latest NFPA and NEC publications.

General Requirements

A. In the installation of this work, the Contractor shall comply in every way with the requirements of local and Travis County ordinances, and rules, the laws of the State of Texas, the National Board of Fire Underwriters, and the National Electrical Code. If, in the opinion of the Contractor, there is anything in the plans or specifications that will not strictly comply with the above laws, ordinances, and rules, the matter shall be referred to the attention of the Architect/Engineer for a decision before proceeding with that part of the work.

B. No change in the plans or in the specifications shall be made without full consent in writing of ITS.

C. The Vendor shall obtain written permission from ITS before proceeding with any work that would necessitate cutting into or through any part of the building structure such as, but not limited to girders, beams, floors, or partition ceilings.
D. The Vendor shall install the materials in accordance with the manufacturers’ guidelines and specifications.

E. The Vendor shall promptly correct all system discrepancies or defects for which the Vendor is responsible.

F. The Vendor shall coordinate all work with ITS prior to purchase of products or installation of cable plant.

G. The Vendor shall submit product data sheets for all materials to ITS prior to the purchase or installation of cable plant.

H. The Vendor shall maintain a work area free of debris, trash, empty cable reels, scrap wire, etc., and dispose of such items on a daily basis and return the site to the original state of cleanliness. The Vendor shall not use Owner’s facilities for the disposal of excess or scrap materials.

I. The Vendor shall be certain that all work areas are in compliance with the Occupational Safety and Health Administration (OSHA) regulations.

J. The Vendor shall have written approval from ITS for any additional work outside the Contract Documents prior to beginning such work.

K. The Vendor shall not roll or store cable reels without an appropriate underlay.

L. The Vendor shall not place any distribution cabling alongside power lines, or share the same conduit, channel or sleeve with electrical apparatus.

M. The Vendor shall insure that the maximum pulling tensions of the specified distribution cables are not exceeded at any time during placement. Failure to follow the appropriate guidelines may require the contractor to provide additional material and labor necessary to rectify the situation. This shall also apply to any and all damages sustained to the cables by the installation contractor during the implementation.

N. The Vendor shall install all equipment as close to the wiring fields as possible, taking into consideration, testing, administration, maintenance, and future growth.

O. The Vendor shall be responsible for testing all cable prior to the installation of the cable. If the Vendor fails to perform this testing operation, the Vendor shall accept the cable as good and assume all liability for the replacement of the cable should it be found defective at a later date.

P. The Vendor shall plug ALL penetrations, conduits, sleeves, cable trays, etc., where cabling has been installed through rated walls/floors with an UL listed and approved intumescent re-enterable fire-stop system consisting of a re-enterable putty for sleeves and conduit penetrations and pillow stop systems for cable trays where they pass through rated walls.

Q. The Vendor shall be responsible for returning any and all penetrations through rated walls or floors made for communications cable to their pre-penetration rating.

R. The Vendor shall maintain a set of working specifications and drawings on site at all times and shall be responsible for keeping the drawings updated on a minimum of a weekly basis. These working drawings shall be made available for inspection at the request of ITS.

S. Materials shall be consistent throughout the building. Where two or more units of the same class of equipment or wiring are required, these units shall be the standard product of a single manufacturer and shall be the same product with the same material, model, and manufacturer number.

T. All wiring, equipment and installation materials shall be new and of the highest quality. Cable, equipment and installation materials shall be delivered and stored in a clean, dry space at the Vendors expense. Materials and equipment will be properly packaged in factory-fabricated type containers and protected from the environment, damaging fumes, construction debris, and traffic, etc. until the job is
installed or completion of the project.

U. Labels on all wiring, materials, and equipment must show that a nationally recognized testing laboratory lists these. Original Equipment Manufacturer (OEM) documentation must be provided to the Architect/Engineer, which certifies performance characteristics and which meet ANSI/TIA/EIA 568-B.1 standard.

V. All external screws, nuts, and locking washers shall be stainless steel. No self-tapping screws shall be allowed unless specifically approved or specified by ITS.

W. All material used in the installation shall be made of corrosion-resistant material, such as plastic, anodized aluminum, or brass and be resistant to fungus growth and moisture deterioration. An inert dielectric material shall separate dissimilar metals apt to corrode through electrolysis under the environmental operating conditions specified.

X. All cable installed in a plenum rated environment shall meet or exceed the Underwriters Laboratories (UL) fire rated cable insulation requirements.

Y. Any pulling compound or lubricant used in the installation shall not deteriorate the conductor or the insulation of the cable.

Z. Ten (10’) feet of service loop for inter-building backbone cable shall be coiled, mounted and stored at each cable end above or on top of the ladder rack in the ER/TR’s.

AA. Ten (10’) feet of service loop for intra-building backbone cable shall be coiled, mounted and stored at each cable end above or on top of the ladder rack in the ER/TR’s.

BB. Ten (10’) feet of service loop for horizontal cables shall be coiled, mounted and stored above or on top of the ladder rack in each ER/TR’s.

CC. Twelve (12”) inches of maintenance loop for horizontal distribution cable shall be coiled and stored on the J-hook directly above the workstation outlet.

DD. Twelve (12”) inches of maintenance loop for horizontal distribution cable shall be coiled and stored in the gang-box or floor-box as applicable at the workstation location.

EE. All work will be done in a neat and workman like manner. All cabling will be dressed within the IDF/MDF and secured with Velcro or similar hook and loop fastener.

Other Requirements

A. **Material Storage Areas.** The Contractor shall be responsible for storage of all materials and shall coordinate and obtain approval of a location for storage containers for materials prior to storing any materials on site.

B. **Drilling, Ditching & Excavation.** The Contractor shall be responsible for contacting the appropriate utility companies (Austin Energy, Time Warner, AT&T, etc.) and/or the Travis County Maintenance Department to check the locations for any utility poles and ditches that may need to be installed. Any damage done as a result of drilling, ditching or excavating will be the sole responsibility of the Contractor.

C. **Harassment.** Under no circumstance will Travis County tolerate any form of verbal or non-verbal abuse, jeering, whistling, etc. directed toward staff. The Contractor will be informed of any complaints and will be expected to permanently remove the problem employee from the job.
D. **Dress Code.** Workmen are to be fully clothed at all times. Workmen wearing shorts or without shirts will not be allowed on the Projects. Clothing shall not have any indecent or suggestive logos or words and will not have tobacco or alcohol products advertised.

E. **ID Badge.** Workmen shall wear a company badge with a photo of the workman, company name, company logo and company address at all times while on site.

F. **Smoking.** All tobacco products, including smokeless tobacco, are prohibited on all Travis County properties at all times. This must be fully enforced by the Contractor.

G. **Illegal Drugs and Alcohol.** No alcoholic beverages or illegal drugs shall be brought on Travis County property at any time. Any workmen under the influence of either illegal drugs or alcohol or smelling of alcohol shall be permanently removed from the Project by the Contractor.

**Warranty**

A. Materials and workmanship hereinafter specified and furnished shall be fully guaranteed by The MAC Vendor for fifteen years from transfer of title against any defects. Defects which may occur as the result of faulty materials or workmanship within fifteen years after installation and acceptance by ITS shall be corrected by The MAC Vendor at no additional cost to ITS. The MAC Vendor shall promptly, at no cost to ITS, correct or re-perform (including modifications or additions as necessary) any nonconforming or defective work within fifteen years after completion of the project of which the work is a part. The period of The MAC Vendor's warranty for any items herein are not exclusive remedies, and ITS has recourse to any warranties of additional scope given by The MAC Vendor to ITS and all other remedies available at law or in equity. The MAC Vendor’s warranties shall commence with acceptance of/or payment for the work in full. If the MAC Vendor procures equipment or materials under the Contract, The MAC Vendor shall obtain for the benefit of ITS equipment and materials warranties against defects in materials and workmanship to the extent such warranties are reasonably obtainable. The MAC Vendor shall pass along to ITS any additional warranties offered by the manufacturers, at no additional costs to ITS, should said warranties extend beyond the fifteen-year period specified herein. This warranty shall in no manner cover equipment that has been damaged or rendered unserviceable due to negligence, misuse, acts of vandalism, or tampering by ITS or anyone other than employees or agents of The MAC Vendor. The MAC Vendor's obligation under its warranty is limited to the cost of repair of the warranted item or replacement thereof, at The MAC Vendor's option. Insurance covering said equipment from damage or loss is to be borne by The Vendor until full acceptance of equipment and services.

**Fire stopping**

A. New and existing raceways, cable trays, and cables for data and communications systems penetrating non-rated and fire-rated floors, walls, and other partitions of building construction shall be fire-stopped where they penetrate new or existing building construction.

B. Fire stopping shall be accomplished by using a combination of materials and devices, including penetrating raceway, cable tray, or cables, required to make up complete fire-stop.
C. Verify that cabling and other penetrating elements and supporting devices have been completely installed and temporary lines and cables have been removed.

D. Use materials that have no irritating or objectionable odors when fire stopping is required in existing buildings and areas that are occupied.

E. Provide damming materials, plates, wires, restricting collars, and devices necessary for proper installation of fire stopping. Remove combustible installation aids after fire stopping material has cured.

F. All fire-stops shall be installed in accordance with the manufacturer's instructions in order to maintain the specific rating assigned by the independent testing laboratory.

G. If required by inspecting authorities expose and remove fire stopping to the extent directed by inspecting authority to permit his or her inspection. Reinstall new fire stopping and restore Work where removed for inspection.

Removal and Replacement of ceiling tiles

A. Carefully remove existing ceilings as required to perform the work. Store removed tiles in an area designated by ITS. Modify and augment existing suspension systems as necessary. Restore ceiling systems to their original finish.

B. Repair any damage to ceilings due to modifications, removal, and replacement of same. Replace damaged ceiling tiles, including tiles with holes or openings left as a result of demolition, with materials of like kind.

Cutting and Patching

A. Provide openings, cutting, coring, and patching of openings in existing building construction as required. Patching includes openings and voids left in existing construction as a result of demolition.

B. The Work shall include necessary assemblies and materials to maintain required fire ratings.

C. Perform cutting as to not impair structural stability of building construction and systems. Do not drill holes or weld attachments to beams and other structural members without prior written approval from Travis County Facilities Management Department.

D. The Work shall be done by crafts persons skilled in the particular trades affected.

E. New materials shall match existing materials in type and quality. Patching shall be done in a manner to match appearance of adjacent surfaces.

Cleaning

A. Cleaning shall be performed to the satisfaction of the ITS Representative.
B. Unless otherwise indicated, clean shall mean free of dust, dirt, mud, debris, oil, grease, residues, and contamination. Acceptability shall be determined by sight, touch, and wiping with a clean soft cloth.

Painting

A. Touch up marred and bared surfaces of primed, galvanized, and finish painted equipment, materials, and accessories installed.

B. Restore to the satisfaction of Travis County Facilities Management Department patched surfaces as close to the original condition and finish as reasonably possible. Where patching occurs in smooth painted surface, extend final paint coat over entire unbroken surface containing patch, after patched area has received two coats of primer and two coats of finished paint.

Pre-installation Site Survey

A. Prior to the start of any installation, meet at the project site with the ITS Representative to examine areas and conditions under which the work will be performed. Do not proceed with the work until satisfactory conditions have been achieved.

Installation

A. Install materials and equipment in accordance with applicable standards, codes, requirements, and recommendations of national, state, and local authorities having jurisdiction, and National Electrical Code® (NEC) and with manufacturer's printed instructions.

B. Adhere to manufacturer's published specifications for pulling tension, minimum bend radii, and sidewall pressure when installing cables.

C. Where manufacturer does not provide bending radii information, minimum bending radius shall be 10 times cable diameter. Arrange and mount equipment and materials in a manner acceptable to the engineer and ITS.

D. Penetrations through floor and fire-rated walls shall utilize intermediate metallic conduit (IMC) or galvanized rigid conduit (GRC) sleeves and shall be fire-stopped after installation and testing, utilizing a fire stopping assembly approved for that application.

E. Install station cabling to the nearest communications closet, unless otherwise noted.

F. Install only approved wire, cable, and wiring devices.

G. Provide neat and uncluttered wire termination.

H. Attach cables to permanent structure with suitable attachments at intervals of 48 to 60 inches. Support cables installed above removable ceilings.
I. Install adequate support structures for 10-foot cable service loops at each telecom room.

J. Support riser cables every three (3) floors and at top of run with cable grips.

K. Limit number of four-pair data riser cables per grip to fifty (50).

L. Install cables in one continuous piece. Splices shall not be allowed.

Grounding

A. Grounding shall conform to ANSI/TIA/EIA 607 - Commercial Building Grounding and Bonding Requirements for Telecommunications, National Electrical Code® and manufacturer's grounding requirements as minimum.

B. Ground equipment racks, housings, messenger cables, and raceways.

C. Connect cabinets, racks, and frames to single-point ground which is connected to building round system via #6 AWG green insulated copper grounding conductor.

Labeling

A specific labeling scheme will be coordinated with ITS and provided to the Vendor. The Vendor shall not permanently label any part of the communications cable plant until the specific labeling scheme has been provided to the Vendor. In general, the Vendor shall be required to provide the following type of labeling:

1. Inter-Building Cable: The Vendor shall furnish and install Brady type labels on each end of the cable indicating origin and destination.

2. Intra-Building Cable: The Vendor shall furnish and install Brady type labels on each end of the cable indicating origin and destination.

3. Horizontal Cable: The Vendor shall furnish and install Brady type labels on each end of the cable indicating origin and destination.

4. Terminations:
   b. Copper: The Contractor shall label 110 blocks and protector blocks in accordance to manufacturer guidelines and ANSI/TIA/EIA-606.
   c. Faceplates: The Contractor shall label workstation faceplates in accordance to manufacturer guidelines and ANSI/TIA/EIA-606.

A. Label each outlet with permanent self-adhesive label with minimum 3/16 in. high characters including the room # or cube # and location designation.

B. Label each cable with permanent self-adhesive label with minimum, 1/8 in. high characters, inside receptacle box at the work area and the communication closet patch panel or punch block.

C. Use labels on face of data patch panels. Patch panels will be labeled in alphabetical order.

D. Labels shall be machine-printed. Hand-lettered labels shall not be acceptable.
Testing Requirements

FIBER OPTIC CABLE:

A. All fiber optic cable links installed shall be tested in accordance with the field test specifications defined in ANSI/TIA/EIA-568-B standard.

B. 100% of the installed cable shall be tested and must pass the requirements of ANSI/TIA/EIA-568-B.

C. Failing links shall be diagnosed and corrected by the Vendor. Corrective actions shall be followed by a new test of the previously failing link(s). The Vendor shall promptly submit all link re-test data to Owner in both hard and soft copy.

D. Only Certified Technicians shall perform all fiber optic link testing.

E. Field test equipment for multi-mode fiber optic cables shall meet the requirements of ANSI/TIA/EIA-526-14A.

F. The light source shall meet the launch requirements of ANSI/TIA/EIA-455-50B.

G. Field test equipment for single-mode fiber optic cables shall meet the requirements of ANSI/TIA/EIA-526-7.

H. All fiber optic launch cables and test adapters used for testing shall be of high quality and devoid of excessive wear or exhibit anomalies between strand tests. Test results that indicated anomalies between strands within the same sheath shall be declared a failure unless all strands within the same sheath unconditionally pass testing. The Vendor shall diagnose and repair any fiber optic cable exhibiting strand-to-strand anomalies that result in any test failure(s).

I. The Vendor shall test and certify all fiber optic cable plant with approved field tester(s) that are within their calibration period. The Vendor shall be liable for all re-testing required in the event tests are performed with un-approved test equipment or tester(s) that are not within their calibration period.

J. The Vendor shall invite ITS to witness/verify field testing prior to final acceptance. ITS shall randomly select 5% of the installed links for test verification purposes. The Vendor shall re-test these links in the presence of ITS and the results shall be compared to the previously Owner submitted test results. In the event that 2% of the verification tests differ in terms of pass/fail from the previously submitted test results, testing shall be declared a failure and the Vendor shall re-test 100% of the installed links with the cost of such tests borne by the Vendor.

K. Fiber optic connector attenuation shall not exceed 0.75dB.

L. Fiber optic splice attenuation (if allowed) shall not exceed 0.3dB.

M. Multi-mode fiber optic cables shall be tested using the following attenuation coefficient parameters:

1. 62.5/125 multi-mode 850nm < 3.5dB/km
2. 62.5/125 multi-mode 1300nm < 1.5dB/km
3. 50/125 Multi-mode 850nm < 3.5dB/km
4. 50/125 multi-mode 1300nm < 1.5dB/km

N. Single-mode fiber optic cables shall be tested using the following attenuation coefficient parameters:

O. 9/125 single-mode (Inside Plant) 1310 <1.0dB/km
1. 9/125 single-mode (Inside Plant) 1550 <1.0dBlkm
2. 9/125 single-mode (Outside Plant) 1310 <0.5dBlkm
3. 9/125 single-mode (Outside Plant) 1550 <0.5dBlkm

P. Link attenuation for all fiber optic strands shall be calculated using the ANSI/EIA/TIA-568-8 Standards formula.

CATAGORY 5E, 6 and 6a UTP Cable

Q. All Category 5E, 6 and 6a cable links installed shall be tested in accordance with the field test specifications defined in ANSI/TIA/EIA-568-B.1 standard.

R. 100% of the installed cable shall be tested and must pass the requirements of ANSI/TIA/EIA-568-B.1.

S. Failing links shall be diagnosed and corrected by the Vendor. Corrective actions shall be followed by a new test of the previously failing link(s). The Vendor shall promptly submit all link re-test data to Owner in both hard and soft copy.

T. Only Certified Technicians shall perform all Category 5E, 6 and 6a testing.

U. Field test equipment for Category 5E, 6 and 6a UTP cables shall meet or exceed the accuracy requirements for enhanced Level II testers as defined in ANSI/TIA/EIA-526-B

V. All test interfaces used for testing shall be of high quality and devoid of excessive wear or exhibit anomalies between pairs. Test results that indicated anomalies between pairs shall be declared a failure unless all pairs unconditionally pass testing. The Vendor shall diagnose and repair any Category 5E, 6 and 6a cable exhibiting pair-to-pair anomalies that result in any Fail, *Fail or *Pass conditions.

W. The Vendor shall test and certify all Category 5E, 6 and 6a cables with approved field tester(s) that are within their calibration period. The Vendor shall be liable for all re-testing required in the event tests are performed with un-approved test equipment or tester(s) that are not within their calibration period.

X. Any Fail or *Pass result yields a Fail for the link under test. In order to achieve an overall Pass condition, the results for each individual test parameter must Pass.

Y. The Vendor shall invite ITS to witness/verify field testing prior to final acceptance. ITS shall randomly select 5% of the installed links for test verification purposes. The Vendor shall re-test these links in the presence of ITS and the results shall be compared to the previously Vendor submitted test results. In the event that 2% of the verification tests differ in terms of pass/fail from the previously submitted test results, testing shall be declared a failure and the Vendor shall re-test 100% of the installed links with the cost of such tests borne by the Vendor.

Z. Reported test parameters for Category 5E, 6 and 6a shall comply with ANSI/TIA/EIA-568-B.1 standard.

AA. Testing shall indicate and record the following for each tested link:

1. Wire Map
2. Link Length
3. Insertion Loss / Attenuation
4. Near end cross talk Loss (NEXT)
5. Power Sum NEXT Loss (PSNEXT)
6. Pair to Pair Loss (ELFEXT)
7. Power Sum Pair to Pair Loss (PSELFEXT)
8. Return Loss (RL)
9. Attenuation to Cross-talk Ratio (ACR)
10. Power Sum ACR (PSACR)
11. Propagation Delay
12. Delay Skew

Project Closeout Requirements

1. PROJECT CLOSEOUT REQUIREMENTS: The Vendor shall provide the following to ITS upon final acceptance and completion of the cable plant installation:

A. One Original Reproducible Drawing indicating the “as-built” condition of the Communications Cable Plant as it was installed. As-Built drawings must be provided on a CD-ROM in PDF and AutoCAD 2008 or higher. The “as-built” drawings shall use the original scale, indicating exact dimensions and locations of all telecommunication rooms, frames, racks, trays, terminal blocks, patch panels, cable runs, cable pathways, workstation locations, and labeling scheme. These drawings shall be turned over to ITS at the time of final systems acceptance of the cable plant installation. Final payment will not be made until these drawings are received and approved by ITS.

B. One set of Power Meter and Light Source Fiber Optic Tests in accordance with the specification in PDF and hardcopy. Electronics shall be provided on CD. Final payment will not be made until these test results are received and approved by ITS. Test documentation shall be bound, sectioned and tabbed in the following order:

1. Inter-Building Outside Fiber Optic Cable
2. Intra-Building Fiber Optic Cable

C. One set of Category 5E, Category 6 or Category 6a Test results for each cable drop in accordance with the specification in PDF by email. Final payment will not be made until these test results are received and approved by ITS.

D. One original 15-year Panduit Certificate of Warranty for the Structured Cable System. Final payment will not be made until this warranty information is received and approved by ITS.

E. One original Vendor Warranty Letter with information to include the contact name, address and phone number for warranty call outs. Final payment will not be made until this warranty information is received and approved by ITS.

Two duplicate copy sets of the above documentation. Final payment will not be made until this warranty information is received and approved by ITS.
ATTACHMENT B

Non-Disclosure and Confidentiality Agreement for Documents Comprising the ITS Security Requirements

Instructions: After signing this document, please return to Jesse Herrera via Fax at 512-854-9185 or via email at Jesse.Herrera@co.travis.tx.us. Upon receipt of the signed document, the requested information will be forwarded. The original signed NDA should be returned with vendor’s RFP response.

1. In the interest of obtaining all information relevant for purposes of providing the requested goods and/or services in connection with RFP # 1406-021-JH, REMOTE DIGITAL CAMERA SYSTEM (the “RFP”), the undersigned hereby agrees, to the extent permitted by law, to treat confidential any and all information furnished to the undersigned, but in any event the information contained in the specific documents listed in “Documents Currently Comprising the Travis County Information Security Policies and Standards” (the “Confidential Information”).

The undersigned agrees to treat the Confidential Information as confidential during their review of the RFP and any associated documents; during formulation and delivery of a formal response to the RFP; and during any other associated tasks or functions related to this phase of the Travis County procurement process (including negotiations of any modifications, amendments, addenda or extensions of or to the RFP) and in perpetuity thereafter.

2. The undersigned acknowledges that Travis County has developed the Confidential Information and that Travis County considers such information confidential and proprietary. The undersigned shall not, without first obtaining County’s prior written consent, disclose the Confidential Information to any person or entity other than to the employees, counsel and accountants of the undersigned or duplicate the Confidential Information in whole or in part.

3. The sole purposes for which the undersigned may disclose the Confidential Information to its officers, employees and agents shall be limited to: (i) the evaluation of a continuing and/or further business relationship with Travis County; and (ii) in the event the RFP and/or subsequent Contract is modified, amended, or extended, the fulfillment of its contractual obligations to Travis County.

4. The undersigned shall maintain the confidentiality of the Confidential Information, including instructing its officers, employees and agents regarding the obligations of the undersigned under this Non-Disclosure and Confidentiality Agreement and to take all other reasonable precautions to prevent disclosure of the Confidential Information.

5. The undersigned acknowledges and understands that the documents listed below will change over time to accommodate the needs of Travis County. Travis County reserves the right to revise (by way of modification, deletion or supplementation) the documents and the Confidential Information contained therein and, following such revision, agrees to provide the updated version of any revised document to the undersigned as soon as practicable. The undersigned agrees that this Non-Disclosure and Confidentiality Agreement shall apply to current and future versions of the documents listed below.

6. In the event the undersigned chooses not to respond to the RFP, or is not the successful proposer, the undersigned agrees to destroy all copies of the Confidential Information immediately.

1 As used in this Non-Disclosure and Confidentiality Agreement, the term “the undersigned” includes the officers, employees and agents of the vendor receiving the documents listed herein.
7. By furnishing the Confidential Information to the undersigned pursuant to this Non-Disclosure and Confidentiality Agreement, Travis County does not waive or otherwise relinquish any right of non-disclosure or other privilege available to it under the Texas Public Information Act or other applicable statute, law or regulation.

Company Name: ________________________________

By: ____________________________________________

Printed Name: ________________________________

Title: _________________________________________

Date: _________________________________________

Email address: _________________________________
ATTACHMENT C  
Pricing Schedule

Please provide a detailed list of the hardware/products/software that is required to operate your proposed solution. Pricing shall include all required hardware/products, software, installation, configuration, training, accessories, system warranty and post warranty maintenance.

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<th>Item</th>
<th>Qty</th>
<th>Description</th>
<th>Unit Cost</th>
<th>Extended Cost</th>
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<td>1. Submit a detailed list of recommended hardware/products that will need to be purchased. Please attach hardware specifications. Travis County reserves the right to purchase hardware through current County hardware contracts.</td>
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2. Explain your licensing model. Submit a detailed list of software that will need to be purchased. i.e. by user/role.

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ATTACHMENT C
Pricing Schedule (continued)

3. Annual Maintenance:
   3.1 Hardware (after warranty) $_______ $__________
      (24x7)
   3.2 Software Maintenance (after warranty) $_______ $__________
      (To include at a minimum helpdesk, software
      updates/upgrades, support available 24x7.)

4. Installation/Implementation $_______ $__________
   (Onsite installation and configuration of all hardware and
   software purchased to support the Travis County requirements.)

5. Interfaces/Integration $_______ $__________

6. Onsite Training $_______ $__________

7. Supplemental Services (Include technical positions and hourly rates)
   ___HR______________________________ $_______ $__________
   ___HR______________________________ $_______ $__________
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   Total Cost $__________