**ATTACHMENT A**

**SOLICITATION NO. 0900000575**

This Solicitation is a Contract Document and is a request for proposal in connection with the Contract awarded by the Office of Management and Enterprise Services as more particularly described below. Any defined term used herein but not defined herein shall have the meaning ascribed in the General Terms or other Contract Document.

**PURPOSE**

The Contract is awarded as a statewide contract on behalf of The Office of Management and Enterprise Services (OMES) for a non-mandatory statewide contract for network cable and accessories. The State anticipates a multi-supplier award from this solicitation resulting in the availability of each suppliers entire catalog of products.

**1.** **Contract Term and Renewal Options**

The initial Contract term, which begins on the effective date of the Contract, is one year and there are four [4] one-year options to renew the Contract.

**2. Certain Contract requirements and terms are set forth below as Exhibit 1.**

Exhibit 1

Scope of Work

**2.1 Supplier Qualification**

**2.1.1.** Supplier must be an authorized distributor or reseller of the brands they are providing.

**2.1.2.** Suppliers must have local representation to provide technical assistance on an as needed basis.

**2.1.3**. Emergency after hour’s personnel must be available on an as needed basis for the purpose of procuring materials after hours, weekend, weeknights, and holidays.

**2.1.4.** The Supplier shall be in good financial standing, financial records may be requested.

**2.1.5.** The Supplier must have been in business for a period of not less than five (5) years

**2.2. Material Qualification**

**2.2.1**. The products listed in this section are meant as an example for comparison purposes and are not an indication of an actual purchase.

**2.2.2**. The State may require products that are not listed in this section; however, Suppliers must be authorized distributors or resellers of the brands they are providing.

**2.2.3**. Alternates to the products and brands listed in this section must be approved by the State prior to the solicitation due date.

**2.2.4**. Material shipped shall contain an affixed bar code, with correct product information. The Supplier may utilize a universal barcode system for products. If the Supplier does not receive the materials with an affixed bar code, the Supplier will affix one prior to shipping the material(s) for use by the State.

**2.2.5.** All material must meet and/or exceed current and future standards set forth by the following:

* 1. BICSI / ANSI / ISO / IEC / TIA / EIA / IEEE / ICEA / NEMA / NFPA / UL, or any other known industry standards not listed.
  2. The State’s cable standard is 24 gauge (AWG 24), fully annealed solid copper conductors for all twisted pair cabling and wiring applications (commonly called UTP – Unshielded Twisted Pair), and Plenum rated. CAT6 or CAT6a cable and/or Patch Cords shall meet or exceed all known industry standards and must be offered with a variety of colors.

**2.2.6.** Fiber Optic Cable/Patch Cords (must meet or exceed ISO/IEC 11801 and EIA/TIA Standards)

**2.2.7.** Single Mode standards for OS1/OS2 and Multi-Mode standards for OM3/OM4 whichever is applicable for the fiber requested.

**2.2.8.** Fiber Optic Patch Panel (must meet the following standards)

* 1. Provide protection for both the facilities and user connectors. (Entire Patch Panel must be uni-constructed and enclose both facility fiber and user patch cord).
  2. Fiber routing guide allowing management and re-arrangement of cable slack without exceeding bend radius requirements.
  3. Must have strain relief provision for multiple cables in unit.
  4. Rack mount panels shall be constructed to fit a 19” rack and have plastic front dust cover.

**2.3. Cost Itemization and Ordering of Materials**

**2.3.1.** Once the State Identifies the need for materials, the Supplier will be notified via email or fax, and a cost itemization will be requested. The Supplier will not order any materials or incur any costs which obligate the State until a final written authorization with a Statement of Work (SOW) or Purchase Order (PO) number is received from OMES requesting that the Supplier place the order for the materials. If equivalent items are included on the pre-quote order, the Supplier shall state so at this time. Preapproval of all substituted items must be obtained prior to shipment. The OMES will notify the Supplier where to deliver the materials at this time.

**2.3.2.** Once the request to order is made, the Supplier shall order the materials and notify the State’s Representative (OMES’s designated contact for the Supplier) that the order has been placed and provide a date for shipping and expected delivery. Itemized costs shall include the brand name, model, type, and number, of the material to be used. The Supplier will notify the OMES of any delays which conflict with the ordering and receiving arrangements made. If items will be delayed by more than three business days from the original estimate, the Supplier will notify the State’s Representative, in writing, of the new arrival date. The Supplier shall be proactive in their attempt to notify the OMES of delays, and shall provide notification in advance of the delay, whenever possible.

2.4. **Item Equivalents**

**2.4.1.** All items ordered, shipped, and delivered, shall be new and without defects. If equivalent items are authorized, they will meet the same standards, as stated. No re-built or refurbished items will be used without written acceptance from OMES. Equivalent items must be described by the vendor, and pre-approved by the State’s Representative, at the time of providing an itemized cost. The State’s Representative must approve all item changes, in writing, prior to the vendor’s placement of an order. Material equivalents shall be charged at the same rate (or lower) than the contract pricing for the item in which it is replacing.

**2.5. Shipment Notification**

**2.5.1**. The Supplier will notify the State’s Representative (via email or fax) once a shipment has been delivered. This notification shall reference the Special Project Number or inventory number, and the items received. The Supplier will also notify of any undelivered items at this time, along with the estimated time of delivery.

**2.6. Receipt of Shipment**

**2.6.1**. The Supplier is responsible for delivering all ordered materials to OMES, at the location specified. Ordered materials which are not in stock (on hand) must be received within seven (7) business days from the date of order unless prior arrangements have been approved in writing by the State’s Representative. Materials in stock must be available for pick up on the date of order. Materials in stock, which are to be delivered, must be delivered within two (2) business days from the date of order.

**2.7. Returned Items**

**2.7.1.** Items ordered, may be returned in their original state (unused) within 60 days of receipt, with no restocking or other fees. The Supplier’s Proposal must state if there will be a formal charge or restocking fee after 60 days of return of unused items. If the Supplier’s Proposal does not identify a restocking fee for returned items, no such charge will be allowed or paid by the State. If the Supplier is able to provide additional time for returning unused items, they may state so in writing, with their proposal.

**2.8. Exchanged Items**

**2.8.1.** Exchanged items shall not be subject to restocking or other fees. Once an item has been returned for exchange, the State will be credited the full amount for the item(s) returned.