

## SECTION 27 00 20

### CONTRACTOR QUALIFICATIONS

#### PART 1 - GENERAL

##### 1.01 SUMMARY

- A. This Section defines Contractor qualifications and requirements for bidding the various systems in this Division.

##### 1.02 QUALIFICATIONS FOR BIDDING

- A. Contractors shall be qualified to bid per the requirements of *Part 1 – General: Contractor Qualifications* herein. Qualification criteria shall be satisfied prior to the date of Bid.
- B. Pre-qualified Contractors:
1. The following Contractors have met the qualification requirements and are pre-approved (by system type) to bid the Work:
    - a. Communications Cabling System:
      - 1) C-Comm (Marty Cederstrom, 303-221-1228)
      - 2) E2 Optics (Brian Blaine, 303-565-5394)
      - 3) GigaSpan Solutions (Jim McDonald, 303-284-3453)
      - 4) National Network Services (John Fitzgerald 303-302-8422)
      - 5) Telesupport Services (Arden Hooper, 303-938-0108)
      - 6) Piper Communication Services, Inc. (Rick Prouty, 303-456-1060)
      - 7) Interface Communications (Scott Bergren, 303-530-4212)
      - 8) Fox Telecom (Jamie Mulder, 720-530-4586)
    - b. Audiovisual System:
      - 1) Owner installed.
    - c. Low Voltage System(s):
      - 1) Public Address
        - a) DOTS
    - d. Electrical For Communications Systems:
      - 1) Refer to Division 26 for Electrical Contractor requirements.
  2. Contractors not listed above must be pre-approved to submit a bid:
    - a. In order to obtain approval for bidding, Contractors shall submit their Statement of Qualifications (see *Part 1 – General, Statement of Qualifications* herein) to the Engineer at least two weeks prior to the bid date.
    - b. Upon review, the Engineer will return a written statement to the Contractor stating that the Statement of Qualifications was either “Accepted” or “Rejected”. If “Accepted” this statement shall serve as the Contractor’s ‘Engineer’s Statement of Approval to Bid.’
    - c. If pre-approved to bid, the Contractor shall submit a bid together with the ‘Engineer’s Statement of Approval to Bid.’ Bids submitted without the Engineer’s written statement of pre-approval will be rejected without review.

3. Contractors not listed above must be qualified to bid per the requirements of *Part 1 – General: Contractor Qualifications* herein. Contractors shall submit their Statement of Qualifications (see *Part 1 – General, Statement of Qualifications* herein) with their bid. Bids which are submitted without a Statement of Qualifications or bids submitted with a Statement of Qualifications that is incomplete or does not clearly demonstrate that the qualification requirements have been met shall be rejected.
- C. Contractors must be qualified to bid per the requirements of *Part 1 – General: Contractor Qualifications* herein. Contractors must be pre-approved to submit a bid:
1. In order to obtain pre-approval for bidding, Contractors shall submit their Statement of Qualifications (see *Part 1 – General, Statement of Qualifications* herein) to the Engineer at least two weeks prior to the bid date.
  2. Upon review, the Engineer will return the Statement of Qualifications to the Contractor together with a written statement stating that the Statement of Qualifications was either “Accepted” or “Rejected” and in turn, whether or not the Contractor is pre-approved to bid.
  3. If pre-approved to bid, the Engineer’s written statement documenting the pre-approval must be submitted with the Contractor’s bid. Bids submitted without the Engineer’s written statement of pre-approval will be rejected.
- D. Contractors must be qualified to bid per the requirements of *Part 1 – General: Contractor Qualifications* herein.
1. Contractors shall submit their Statement of Qualifications (see *Part 1 – General, Statement of Qualifications* herein) with their bid. Bids which are submitted without a Statement of Qualifications or bids submitted with a Statement of Qualifications that is incomplete or does not clearly demonstrate that the qualification requirements have been met shall be rejected.

**1.03 CONTRACTOR QUALIFICATIONS**

A. General

1. Experience:
  - a. Governing Requirements: The Contractor shall have demonstrated, in-depth and working knowledge of the applicable portions of the Governing Requirements as noted in Division 27 Specification Section *Basic Communications Requirements* and as they pertain to the systems to be installed by the Contractor. The Contractor shall provide a signed statement stating same.
  - b. Design and Installation Practices: The Contractor shall have demonstrated, in-depth and working knowledge of the generally accepted design and installation practices for the systems to be installed by the Contractor. The Contractor shall provide a signed statement stating same.
  - c. Contractor References:
    - 1) Project: The Contractor shall provide references for no less than five similar projects (in terms of size and construction cost) performed by the Contractor within the past three years.
      - a) The reference list shall detail, for each project:
        - i. Project name and location
        - ii. Construction cost
        - iii. A brief description of the project and the components involved
        - iv. Contact names, phone numbers, and addresses
        - v. Date completed

- b) A minimum of two of the references shall be in the vicinity of the Project and shall be available for the Owner and Engineer to visit and inspect the installation. The Contractor shall highlight or otherwise make note of these particular references.
  - 2) Service Department: The Contractor shall provide a minimum of two references for the Contractor's Service Department. A minimum of one of the references shall be in the vicinity of the Project.
- 2. Manufacturer(s) Certification:
  - a. The Contractor shall be trained and certified by the Manufacturer(s) to install, test, and maintain the major components of the system, shall be certified to perform service and equipment modifications without voiding the Manufacturer(s) warranty, and shall be certified by the Manufacturer(s) to provide these services in the location in which the Work is to be performed. The Contractor shall provide evidence of same for each major component Manufacturer – statements on letterheads from distributor, importer or local sales representatives are not be acceptable.
- 3. Offices:
  - a. Locations: Provide locations of all regularly/fully staffed and operational offices and the number of administrative staff and technical personnel in each. Indicate which office(s) have a Service Department, and of those offices, indicate the number and type of personnel staffing the Service Department.
  - b. Service Department: The Contractor shall maintain a permanently staffed and equipped Service Department, regularly providing services for the systems to be installed by the Contractor. The Contractor shall provide a signed statement stating same.
  - c. The Contractor shall be licensed, bonded, and insured in the State in which the Work is to be performed. The Contractor shall provide evidence of same.
  - d. If required by the locality, the Contractor shall be licensed by the locality. The Contractor shall provide evidence of same.
- 4. Personnel:
  - a. Project Manager: The Contractor's Project Manager assigned to this project shall have a minimum of three years continuous contracting project management experience on projects of similar size and complexity. The Project Manager shall have the authority to act for the Contractor, shall serve as the technical liaison between the Contractor and the Engineer, shall represent the Contractor at all meetings, shall be responsible for supervision of all work required to execute the Contract, shall review and approve all submittals prior to submission, and shall be present at the job site during final inspection. The Contractor shall provide a resume for the Project Manager which shall include:
    - 1) A summary of the Project Manager's experience, including education, with emphasis on key skills relating to project management and the technical aspects of the systems for which the Project Manager will have responsibility.
    - 2) A listing of continuous projects (with dates) over the past three years on which the Project Manager performed project management duties. Project information shall include:
      - a) Project name and location
      - b) Construction cost
      - c) A brief description of the project and the components involved
      - d) Contact names, phone numbers, and addresses
      - e) Date completed

- b. Foreman: The Contractor's Foreman assigned to this project shall have a minimum of three years continuous supervision experience on projects of similar size and complexity. The Contractor shall provide a resume for the Foreman which shall include:
    - 1) A summary of the Foreman's experience, including education, with emphasis on key skills relating to installation supervision and the technical aspects of the systems for which the Project Foreman will have responsibility.
    - 2) A listing of continuous projects (with dates) over the past three years on which the Foreman performed supervisory duties. Project information shall include:
      - a) Project name and location
      - b) Construction cost
      - c) A brief description of the project and the components involved
      - d) Contact names, phone numbers, and addresses
      - e) Date completed
  - c. Employee Certification: Contractor personnel directly involved with the supervision, installation, testing, and certification of the system shall be trained and certified by the major component Manufacturer(s). The Contractor shall provide evidence of same.
- B. Systems Specific Qualifications: Additional Contractor Qualifications are required for each system as follows:
- 1. Communications Cabling System:
    - a. The Contractor shall be completely familiar with and have extensive working knowledge of the TIA/EIA standards for telecommunications systems, the design and installation practices as defined in the BICSI Telecommunications Distribution Methods Manual, and the installation practices as defined in the BICSI Telecommunications Cabling Installation Manual. The Contractor shall provide a signed statement stating same.
    - b. RCDD: The Contractor shall assign an RCDD (Registered Communications Distribution Designer) to the project. The RCDD shall be a permanent member of the Contractor's staff (i.e. an RCDD consultant/sub-contractor to the Contractor is not acceptable) and shall be in current good standing with BICSI. The Contractor shall provide the name of and evidence of certification for the Contractor's RCDD to be assigned to the project.
    - c. Manufacturer Certification: The Contractor shall be trained and certified by the specified communications cabling system Manufacturer to install, test, and maintain the communications cabling system, shall be certified by the Manufacturer to provide the Manufacturer's most comprehensive performance and product warranty per the requirements of Division 27 Specification Section *Warranty* and its related sub-sections, and shall be certified by the Manufacturer to provide this warranty in the location in which the work is to be performed. The Contractor shall provide evidence of same.
      - 1) The Contractor shall be Manufacturer Certified as one or more of the following:
        - a) Panduit Certified Installer registered by Panduit to provide and Warranty the Panduit/General Cable "PanGen" Structured Cabling Solution.
    - d. Employee Certification: Contractor personnel shall be trained and certified by the Manufacturer as follows. The Contractor shall provide evidence of same:
      - 1) Project Foreman and Supervisors: All (100 percent) shall be trained/certified by the Manufacturer for design, installation and testing.
      - 2) Technicians (responsible for testing, termination, connectorization, and determination of pathway/routing, and technical labor): All (100 percent) shall be trained/certified by the Manufacturer for installation and testing.

- 3) Installers (responsible for cable installation, non-technical labor, etc.): Not required (subject to the requirements of the Manufacturer's warranty and that of the next paragraph). However, these technicians must be directly supervised by a certified Installation Technician in an onsite ratio of not less than one Manufacturer certified Installation Technician per two non-certified installers.
- 4) While not required, it is strongly recommended that the Contractor provide Technicians and Installers as follows:
  - a) Minimum of one certified BICSI Technician
  - b) Installers provided at a ratio of one certified BICSI Installer to three non-certified Installers
  - c) Technicians and Installers permanently assigned for the duration of the Project
- 5) Overall, at least 30 percent of installation personnel shall be BICSI Registered Telecommunications Installers or have an equivalent Manufacturer's certification. Of that number, at least 15 percent shall be registered at the Technician's Level, at least 40 percent shall be registered at the Installer Level 2, and the balance shall be registered at the Installer Level 1.
- 6) Other personnel: Personnel not directly responsible for installation supervision, installation, testing or certifying the communications cabling system (i.e. project managers, cleanup crew, etc.) are not required to be manufacturer trained and certified.

2. Audiovisual System:

- a. Programmer Certification: The Contractor shall have Manufacturer certified programmers for all equipment requiring programming. The Contractor shall provide evidence of same.
- b. In-House Capabilities: The Contractor shall have in-house capabilities and facilities for rack assembly, shop fabrication, and programming. The Contractor shall provide a signed statement stating same.
- c. Product Dealer Information: Provide a list of manufacturers/products for which the Contractor is a Dealer. Provide the duration of the relationship and the extent of manufacturer/product training.

3. Low Voltage System(s):

- a. Programmer Certification: The Contractor shall have Manufacturer certified programmers for all equipment requiring programming. The Contractor shall provide evidence of same.
- b. In-House Capabilities: The Contractor shall have in-house capabilities and facilities for rack assembly, shop fabrication, and programming. The Contractor shall provide a signed statement stating same.
- c. Product Dealer Information: Provide a list of manufacturers/products for which the Contractor is a Dealer. Provide the duration of the relationship and the extent of manufacturer/product training.

4. Electrical For Communications Systems:

- a. Refer to Division 26 for Electrical Contractor requirements.

**1.04 STATEMENT OF QUALIFICATIONS (SOQ)**

- A. The Contractor shall prepare a Statement of Qualifications which shall include all documentation verifying compliance with the requirements of and as called for in *Part 1 – General: Contractor Qualifications* herein. The Statement of Qualifications shall include, at a minimum:

1. General:

- a. Governing Requirements Statement

- b. Design and Installation Practices Statement
  - c. Contractor Project References
  - d. Contractor Service Department References
  - e. Evidence of Manufacturer(s) Certification
  - f. Office locations and information
  - g. Service Department Statement
  - h. Evidence of licensing, bonding, and insurance
  - i. Project Manager Resume
  - j. Foreman Resume
  - k. Evidence of Manufacturer(s) Training/Certification for those personnel for which training/certification is required.
2. Systems Specific Statement of Qualifications: There are additional SOQ requirements for each system. The Contractor shall include the following system specific documentation within the Statement of Qualifications specified above:
- a. Communications Cabling System:
    - 1) TIA/EIA Standards and BICSI Practices Statement
    - 2) Evidence of certification for the Contractor's RCDD assigned to the project
    - 3) Evidence of Manufacturer(s) Certification and Warranty
    - 4) A list of personnel to be assigned to the project, the type of work they will be performing, and evidence of Manufacturer(s) Training/Certification for those personnel for which training/certification is required.
  - b. Audiovisual System:
    - 1) Evidence of Programmer Certification
    - 2) In-house Capability Statement
    - 3) Product Dealer Information
  - c. Security System(s):
    - 1) Evidence of Programmer Certification
    - 2) In-house Capability Statement
    - 3) Product Dealer Information
  - d. Low Voltage System(s):
    - 1) Evidence of Programmer Certification
    - 2) In-house Capability Statement
    - 3) Product Dealer Information
  - e. Electrical For Communications Systems:
    - 1) No additional information is required.
- B. A Statement of Qualifications that is incomplete or does not clearly demonstrate that the qualification requirements have been met shall be rejected

**1.05 SUBMITTALS**

- A. Provide the following per the criteria set forth in Submittals in Division 27 Specification Section *Basic Communications Requirements*:
  - 1. Other Information:

- a. Provide a Statement of Qualifications for each Contractor and for each system to be provided by the Contractor.

## **PART 2 - MATERIALS**

### **2.01 THIS SECTION NOT USED**

## **PART 3 - EXECUTION**

### **3.01 GENERAL**

#### **A. Mandatory Contractor Requirements**

1. Contactor shall be a Panduit Certified Company at the Business Partner (BP) level. Background checks and drug testing must be documented for all onsite Contractor employees and available for review by DPS.
2. Contractor shall maintain an established, permanent local office in the Denver, Colorado metropolitan area.
3. Contractor must provide insurance and performance bond certificate for the full amount of the bid proposal.
4. Contractor must not have filed for bankruptcy within the past seven years.
5. Contractor must not have defaulted on a material or performance bond within the past seven years.
6. All work performed will be completed by employees of the Contractor. No subcontracting will be permitted without prior written approval from DPS/DoTS.
7. At least 30 percent of the technicians on the job must have a current Panduit Certified Copper Technicians certificate to install Panduit Copper Distribution Systems. Any technician terminating copper must have current Panduit certification.
8. At least 30 percent of the technicians installing any Fiber Distribution Systems must have a current Panduit Certified Fiber Technicians certificate to install Fiber Distribution Systems. Any technician terminating fiber must have current Panduit certification.
9. Contractor is responsible for workmanship and installation practices in accordance with the Panduit Certified Installers Program and all recommendations of TIA and BICSI references cited above.
10. A copy of Contractor Company and individual certification documents must be submitted with the quote in order for such quote to be valid.
11. All projects shall be covered by the Panduit Certification PLUS Warranty as described in this document.
12. Denver Public Schools requires that the Contractor have a BICSI Certified Registered Communications Distribution Designer (RCDD) on staff for the duration of the project.
13. Contractor shall supply detailed references of five or more recently installed sites similar in size, drop count and configuration (including backbone). Please submit the site name, contact, contact telephone number, date installed, and project size.

#### **B. Contractor Personnel/Technician Requirements:**

1. Contractor shall provide an organizational chart of all personnel to be involved with this project. This chart shall include names and telephone contact numbers for all corporate officers, local management staff, Project Managers, RCDD's and technical staff. This list shall be kept current and submitted bi-weekly to the Department of Technology Services (DoTS) Project Manager for the duration of the project. Resumes should be included for the assigned Project Manager, Lead Technicians for each proposed site, and the RCDD overseeing the bid design.
2. All of the installation personnel of the Installation Contractor shall be required to wear uniforms on-site. As a minimum, these uniforms shall consist of shirt with the company's name prominently displayed and all personnel shall comply with all Denver Public Schools appearance policies.
3. Technician photo ID badges are also required to be worn on the upper part of the body at all times.

4. Each Technician must have been employed directly by the Contractor for a minimum period of six (6) continuous months, have successfully passed a background check, and drug test.
  5. All Contractor employees must successfully pass a background check and drug test. Proof of this requirement can be requested by DPS at any time.
    - a. The Contractor may request in writing to DPS on a case-by-case basis to utilize personnel that has verifiable related work experience, but may not have been employed by the Contractor for at least six (6) months.
- C. Project Manager Requirements:
1. Contractor shall assign a dedicated Project Manager (PM) to serve as a primary liaison with DPS both during the project and for maintenance issues after project completion.
  2. Minimum five years project management experience for voice, data, and multimedia cabling infrastructure systems.
  3. RCDD preferred.
  4. Have current, Panduit technician certificates in both copper and fiber installation.
  5. Have thorough knowledge of all applicable standards, NEC, building and NFPA codes.
  6. Have working knowledge of networking equipment and topologies.
  7. Possess good personal interaction and communications skills.
  8. Use computer-based project management software (preferably Microsoft Project, Microsoft Excel).
  9. Have experience with formalized quality assurance practices.
- D. Tasks required of the Contractor Project Manager:
1. Serve as single point of contact on project related issues.
  2. Oversee the project and complete quality inspections
  3. Have the authority to execute changes for the Contractor.
  4. Project coordination (labor tasks and materials).
  5. Attend all project related meetings, walk-through, etc.
  6. Be on-site for critical junctures.
  7. Ensure conformance with Contract Provisions.
  8. Be responsible for conditions and commitments associated with the Panduit Certification PLUS Warranty.
  9. The Contractor's Project Manager will be required to attend all project meetings requested. These may be weekly scheduled meetings or as required.
- E. Project Progress Reports
1. The Contractor's Project Manager will be required to submit weekly progress reports to Denver Public Schools and/or its designees via electronic transmission each Monday, at the end of the business day. Each report shall contain the following:
  2. Work completed for the week, work scheduled for completion the following week, unforeseen construction obstacles, other comments.
  3. Daily/Weekly Work Logs: Daily - The installation Contractor shall keep a daily log to be left on the job site. At a minimum, this log is to contain the following; weekly status reports, installation-tracking forms, material-tracking forms, packing slips, injury report, etc.
  4. DoTS will supply an electronic copy of this form upon request.
  5. The Contractor Project Manager shall send the weekly log to the DoTS Project Manager or his/her designee by either Email or fax.
  6. The Contractor shall create all logs using an Excel spreadsheet. (This may require the Installation Contractor to maintain a portable computer on the job site).
  7. The Project Manager shall in addition to formal weekly reports, participate in a walkthrough of the site as often as required by DPS/DoTS
- F. Contractors - Additional Responsibilities



1. The Contractor is responsible for the cost to repair or replace any items that are damaged because of the Contractor's work. These items may include, but are not limited to, ceiling grids, ceiling tiles, patch/ paint walls to match existing color, electrical, HVAC lines, etc.
  2. When working in and around the building, extreme care shall be exercised with regard to protection of the existing structure and mechanical systems. The Contractor will be required to notify DPS/DoTS for the repair or replacement of any damaged items. DPS will arrange for the repairs or replacement and bill the Contractor as appropriate.
  3. The Contractor shall thoroughly examine the premises and observe all conditions under which the work will be performed. The Contractor shall document all existing conditions.
  4. Unless documented otherwise, all finishes shall be assumed undamaged. Any damage noted by Denver Public Schools and/ or its designees in the area of work performed, and not previously noted, shall be the responsibility of the Contractor.
  5. All repairs, restoration, patching, etc. shall match existing adjacent surfaces as to material, texture, and quality.
  6. Site Clean Up:
    - a. The Contractor is responsible for removing all trash and debris to outside garbage containers on a daily basis by the end of each day, or as needed during the course of the day. The Contractor shall provide their own trash containers or utilize DPS trash containers with prior written approval.
    - b. No trash or debris is to be left in any area where work has been performed. This includes removing trashcans or other forms of garbage collection devices at the end of each day.
    - c. At the completion of the installation, the Contractor shall clean all areas where work has been performed. This procedure shall include vacuuming and light mopping of floor surfaces, cleaning of racks, panels, boards, etc. The Contractor may be required to repeat this process during the acceptance period.
    - d. Workstation outlet location areas shall be cleaned on an on-going basis each time the Contractor completes work in the area.
- G. The Project Manager and Project Lead Technician shall have cell phones and be accessible at all times.
- H. The Contractor shall have an Internet addressable Email box for communications with Denver Public Schools or its designees for the purpose of gaining or distributing current information.
- I. All Contractors and their employees are expected to conduct themselves in a professional manner at all times while implementing any DPS cabling project. All rules and guidelines of the project site shall be followed.
- J. No alcohol use, drug use, smoking, chewing tobacco, or inappropriate language shall be permitted on the project site.
- K. Appropriate dress and identifications is required at all facilities and Contractor's must follow DPS rules and regulations.
- L. Under no circumstances shall any Contractor employee use any school or school employee's equipment or material.
- M. Denver Public Schools/or its designees shall have the right to immediately remove personnel without notice.
- N. The Contractor shall provide, possess, and have proper knowledge of the appropriate tooling and equipment required to install the specified materials;
  1. This includes, but is not limited to the following: safety equipment, correct power tools, personnel lifts, termination tools, field test equipment, etc.
  2. Any tools that require certification (such as a power-actuated fastener), shall be only operated by individuals certified in their use.

**END OF SECTION 27 00 20**