REQUEST FOR PROPOSAL

Low Voltage Network
1801 Fox Drive, Champaign, IL
ID: RFP-40-19-02

Issued February 14, 2019
Sealed Bid Responses Due
by 2:00pm CT on March 20, 2019

Deliver to SURS, 1901 Fox Drive,
Champaign, IL 61820

Please include RFP ID on all correspondence
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I. Introduction

The State Universities Retirement System ("SURS" or the "System") is soliciting proposals from qualified firms to provide a complete and operational low voltage network (also referred to as "structured network cabling system"). This includes labor, materials, transportation, equipment, and miscellaneous services required to accomplish this result for a newly-renovated work space located at 1801 Fox Drive, Champaign, IL. We are looking for a firm to remove all existing cabling and to install, test and certify new Cat6A cabling with associated RJ45 and RJ11 jacks per the cabling floor plan included with this RFP. This will include a combination of new and existing cable drops. Pathways for new cable drops will be provided by the general contractor (G/C).
SURT will execute a fixed-price contract with the selected firm for the project. In addition to the fixed-
cost proposal provided in response to this RFP, firms should also submit a proposed hourly rate for
any unexpected or additional work that SURS may require during or after the project is complete.

All forms/required documents needed for submitting a Request for Proposal (“RFP”) are available on
the SURS website at www.surs.org.

A proposer’s preparation and submittal of a proposal or subsequent participation in presentations or
contract negotiations creates no obligation on the System to award a contract or to pay any
associated costs. All proposals and related materials will be retained by the System and will be
subject to disclosure as required in accordance with the Illinois Freedom of Information Act.

II. Description of SURS

SURT is the administrator of a cost-sharing, multiple employer, public employee retirement system
that provides retirement, survivor, disability and death benefits to employees of Illinois state
universities, community colleges, and certain other affiliated organizations and agencies. SURT was
created in 1941, by an act of the Illinois General Assembly, and is governed by the Illinois Pension
Code (40 ILCS 5/15-101 et seq.). SURS provides benefit services to over 230,000 members who
work for 61 employers. SURS is responsible for investing assets of more than $19 billion in a
diversified portfolio of U.S. and foreign stocks, bonds, real estate and alternative investments. SURS
also administers a defined contribution plan, the Self-Managed Plan, which currently has assets of
approximately $2.2 billion. Northern Trust serves as SURS’ master trustee custodian.

An elected and appointed, eleven-person, board of trustees, governs SURS. The chairperson of the
board of trustees is, by statute, the chairperson of the Illinois Board of Higher Education. Five
members of the board are appointed by the governor of the state of Illinois. The remaining six
members of the board are elected by participating members (four individuals) and annuitants (two
individuals). Trustees serve six-year terms. SURS is funded by participant payroll deductions and
annual employer contributions provided by the state of Illinois. By statute, SURS is defined as a “body
politic and corporate” created by Article 15 of the Illinois Pension Code.

SURT currently employs approximately 148 staff, located in two offices in Champaign and Naperville,
Illinois. Two SURS employees are in the Naperville office. The remaining SURS employees are
currently situated in the Champaign office at 1901 Fox Drive but many of them will be moved into the
new SURS building at 1801 Fox Drive after this renovation project is complete.

A copy of SURS’ most recent comprehensive annual financial report (CAFR) is available for review, or
to download, at www.surs.org.

The Illinois Governmental Ethics Act, 40 ILCS 420, provides guidelines for ethical practices
concerning state and local pension plans. Respondent providers should be familiar with the provisions
of this Act.

Section 1-109.1(6) of the Illinois Pension Code (40 ILCS 5/1-109.1(6)) encourages Illinois public
pension systems like SURS to utilize businesses owned by “minorities”, “women”, and “persons with
disabilities” for all contracts and services, as those terms are defined in the Business Enterprise for
Minorities, Women, and Persons with Disabilities Act (“BEMWPD”, 30 ILCS 575). Additionally, Section
1-109.1(10) of the Illinois Pension Code (40 ILCS 5/1-109.1(10)) sets an aspirational goal of not less
than 20 percent of contracts awarded to such businesses for “information technology services,”
“accounting services,” “insurance brokers,” “architectural and engineering services,” and “legal
services” as defined by the BEMWPD. Accordingly, businesses that meet these definitions are
strongly encouraged to submit responses to this RFP.
A section of the Illinois Procurement Code concerning prohibitions of political contributions for vendors, 30 ILCS 500/50-37, may or may not apply to SURS service providers. However, each service provider should be familiar with the provisions of this section and comply with this section if the service provider deems it appropriate.

SURS is subject to its own procurement statutes and rules. Responders should be familiar with those procurement requirements as well. The selected responder will be paid by SURS directly.

Additional legal requirements that vendors should be familiar with are contained in the Addendum to Contract under Appendix D.
Background specific to this RFP:

In December 2018 SURS acquired a 22,000 square foot facility located at 1801 Fox Drive, Champaign, IL. It is in close proximity to our headquarters at 1901 Fox Drive. SURS will be renovating and then occupying 2/3 of the space, or approximately 15,000 square feet. The space is currently comprised of a variety of private offices, multi-purpose meeting and conference rooms, and large open spaces earmarked for teams in cubicles. Our intent is to move one-third of our existing employees into the new space. SURS hired Smith/Burgett Architects, Inc. to design the new space, and a rendering of the space is attached hereto to define the new and existing network cable locations.

III. Services Required

The State Universities Retirement System is seeking to engage a qualified vendor to provide a complete and operational structured network cabling system (including labor, materials, transportation, equipment, and miscellaneous services required to accomplish this result) for a newly-renovated work space located at 1801 Fox Drive, Champaign, IL. Vendor shall remove all existing cabling and install, test and certify new Cat6A network cabling and associated RJ45 and RJ11 jacks per the cabling floor plan included with this RFP. This will include a combination of new and existing locations. Pathways for new cable drops will be provided by the general contractor. Selected vendor will be expected to coordinate the timing of its work in conjunction with the general contractor and furniture vendor when planning the installation.

A detailed account of products and services required is included in Appendix E Scope of Work.

IV. Minimum Qualifications

- The responder’s key professionals and/or organization must not have material conflicts with SURS or the SURS board.
- The responder must certify that they will secure insurance coverage limits of at least $2,000,000 to cover their work on this project as referenced in Appendix G Insurance Requirements and certify that they will add SURS as an additional insured under said policy.
- A minimum of five (5) years of experience providing network cabling products and services on projects of similar scope and size

V. Proposal Content

At a minimum, the proposal must include the following information to be considered for the engagement. For ease of review, each requirement should be addressed separately.

Cover Letter

A cover letter, which will be considered an integral part of the proposal package, in the form of a standard business letter, must be signed by an individual authorized to bind the proposer contractually. This cover letter must indicate the signer is so authorized and must indicate the signer’s title or position. An unsigned proposal will be rejected. The cover letter must also include:
a. A statement that the proposal meets all requirements of this RFP, and that the offer tendered by the proposal will remain in full force and effect until and may be accepted by SURS at any time prior to 30 days beyond the deadline for submittal.

b. A disclosure of any current business relationship or any current negotiations for prospective business with SURS, or with any member of the board of trustees or SURS staff, or any party currently rendering services to SURS.

c. A statement that the proposer acknowledges that all documents submitted in response to this RFP may be subject to disclosure under the Illinois Freedom of Information Act and/or the Illinois Open Meetings Act.

Statement of Minimum Qualifications
Proposers must complete and return the Minimum Qualifications Certification in the form contained in Appendix A.

References
Provide at least three examples of completed projects which you feel best represent your firm’s ability to deliver this project on time and to SURS specifications. Reference checks will be conducted for each finalist.

Company Organization and Diversity Questionnaire
The questionnaire contained in Appendix B to this RFP must be completed and returned as part of the proposal.

Fee Proposal
Proposers must submit a fixed-cost proposal in the format prescribed in Appendix C. Any material deviation from the prescribed format may result in the rejection of the proposal. The proposed fee shall include all costs and expenses for providing the services and equipment as described in this RFP, and any agreed-upon extended warranties that are associated with initial installation. Once finalists are selected, fees may be subject to a “best and final” offer process to be determined at the discretion of the System.

The fee proposal must expressly state that the proposed fees are guaranteed for the term of any resulting contract. Proposal must also include a roster of hourly rates that would be applicable to any change orders approved by SURS and for any unexpected or additional work that SURS may require during or after the project is complete.

Contract
This Request for Proposal is neither a contract nor meant to serve as a contract. It is anticipated that one of the proposals submitted in response to this Request for Proposal may be selected as the basis for negotiation of a contract with the proposer. Such a contract is presently contemplated to contain, at a minimum, the terms of the proposal submitted, as finally negotiated and approved by the System. SURS reserves the right to negotiate additions, deletions, or modifications to the terms of proposals submitted. The terms contained in Appendix D, Addendum to Contract, must be agreed to and accepted by the candidate or organization selected to perform the work contemplated by this RFP, unless exceptions are noted as part of the proposer’s response. Any questions or exceptions to the terms and conditions and the sample contract included in Appendix must be outlined as part of the proposer’s response. However, SURS is not required to accept the responder’s exceptions. Any exceptions noted in the proposer’s response will be addressed and discussed during the review process, but no changes will be made to the Addendum to Contract attached hereto unless the proposer and SURS both agree to include said changes in the final contract awarded under this RFP.
Subcontractors
If using subcontractors, respondents must include a list of all subcontractors who the selected vendor wishes to use in providing the work contemplated by this RFP.

Project Schedule
The submission must include a preliminary project schedule based on the number of calendar days required to perform the work following the award of the contract. Include a chronology for completing the project, from the point the contract is issued until the low voltage network solution is complete. Also include key milestones and related prerequisite activities.

VI. Submission of Proposals

All proposals must be received no later than the deadline stated in the Anticipated Timeline and Contact Information section. Submissions must be made via sealed envelope by the deadline noted in the timeline, and delivered to SURS, Attn: Procurement Officer, 1901 Fox Drive, Champaign, IL, 61820. In addition, we require an electronic copy of the proposal be sent via email to our Procurement Officer, at Procurement_Officer@surs.org by the same deadline noted in the timeline.

The proposals become the property of SURS upon submission. All costs for developing proposals and attending presentations and/or interviews are entirely the responsibility of the proposer and shall not be chargeable to SURS.

Only one proposal from an individual, firm, partnership, corporation, or combination thereof, will be considered for this assignment.

VII. Evaluation Process

Pre-Evaluation Review
All proposals will be reviewed to determine if they contain all the required submittals specified in this RFP. Those not submitting all required information in the prescribed format will be rejected.

Proposal Evaluation
All proposals received by the SURS representative on or before the deadline listed above will be reviewed to determine whether they meet the minimum requirements of this RFP.

All proposals received by the deadline and that pass the pre-evaluation review will undergo an evaluation process conducted by SURS staff. They will be reviewed to determine whether they meet the requirements of this RFP. SURS will consider the following factors in the evaluation process, ranked in no specific order, and will render a decision based on the perceived best fit and best value for the engagement. Fees will be one of the determining factors in this decision but will not be the primary determinative. Proposals will be evaluated based on criteria including:

- Understanding of the services requested
- Lead time and overall timeline for recommended solution to be implemented
- Proposed methodology and work plan to be used in the process
- Proposed deliverables
- Commitment to diversity
- Willingness to negotiate contract terms
- Independence
• Relevant knowledge, experience and qualification of firm and team members including established record of success in similar work
• Cost
• Warranty
• References
• Respondent firm’s available capacity for new projects
• Attendance at mandatory bidder’s meeting
• Completeness, thoroughness and detail of response and adherence to RFP submission requirements
• Ability to procure the required insurance to cover the respondent’s firm, its employees and any approved subcontractors and SURS for the project that is the subject of this RFP.

Proposals that contain false or misleading statements or that provide references which do not support an attribute or condition claimed by the proposer will be rejected. Issuance of the Request for Proposal creates no obligation to award a contract or to pay any costs incurred in the preparation of a proposal. Nothing in this RFP or any resulting contract shall preclude SURS from procuring services similar to those described herein from other sources.

During the evaluation process, proposers may be requested to provide additional information and/or clarify contents of their proposal. Other than information requested by SURS, no proposer will be allowed to alter the proposal or add new information after the filing date.

Once finalists are selected, fees may be subject to a “best and final” offer process to be determined at the discretion of the System.

SURS will not pay any travel or lodging related expenses to the selected vendor on top of the fixed cost bid amount. Responders must factor in all expected travel and lodging costs, if any, as part of their fixed cost bid for this project.
VIII. Anticipated Timeline and Contact Information

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<td>RFP Issued</td>
<td>February 14, 2019</td>
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<td>March 1, 2019, 10:00 a.m. CT</td>
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**Timeline:** SURS may extend these deadlines at its discretion. Any such extensions will be posted to the SURS website.

**Bidders’ Meeting:** A **mandatory** bidders’ meeting will be held on **Friday, March 1, 2019 at 10:00 a.m.** at **1801 Fox Drive**, Champaign, IL. This meeting will include a review of the scope of work, Q&A, and a walkthrough of the space to be renovated. Please allow at least one hour for this meeting. **Any responses from entities that did not attend the bidders’ meeting will be disqualified.**

**RFP Responses:** Proposals must be received in a sealed envelope on or before **March 20, 2019 2:00 p.m. CT** and must be delivered to SURS, Attn: Procurement Officer, **1901 Fox Drive**, Champaign, IL, 61820. The outside of the envelope should be clearly marked: **RFP Low Voltage Network 1801 Fox, RFP ID 40-19-02.** In addition, an electronic copy of the proposal must be sent via email to **Procurement_Officer@surs.org** by the same deadline noted in the timeline.

**Bid Opening:** Sealed bids will be opened and inspected upon the deadline of **March 20, 2019 2:00 p.m. CT**. There will be a cursory inspection of the bid content at that time, and low/high bid amounts will be announced. Bidders interested in attending the bid opening should check in at the front desk at 1901 Fox Drive by 2:00 p.m. CT, providing their name, company name, phone number and email address.

**Responders are highly encouraged to check** [https://surs.org/rfp-non-investment](https://surs.org/rfp-non-investment) **to view the timeline of this RFP for modifications before submitting their final proposal.**

**SURS RFP Contact Information**
Procurement Officer
**Procurement_Officer@surs.org**
SURS
1901 Fox Drive
Champaign, IL  61825-2710
IX. Submission Process

Deadline
To be considered for selection, proposals must be received via sealed envelope and delivered to SURS, Attn: Procurement Officer, 1901 Fox Drive, Champaign, IL, 61820 on or before 2:00 p.m. CT, March 20, 2019. Envelope must be marked “RFP-40-19-02 Low Voltage Network RFP RESPONSE - Name of Responder.” Electronic copies of the proposal must also be sent via email in Adobe Acrobat format to Procurement_Officer@surs.org. An email confirmation will be sent confirming receipt of the proposal.

Withdrawal
A proposal may be withdrawn any time prior to the deadline by written notification signed by the individual applicant or authorized agent of the firm and received at Procurement_Officer@surs.org no later than the deadline of 2:00 p.m. CT, March 20, 2019. Please reference the “RFP-40-19-02 Low Voltage Network RFP WITHDRAWAL - Name of Responder” in your communications. An email confirmation will be sent confirming withdrawal of the proposal. The proposal may be resubmitted with any modifications no later than the deadline. Modifications offered in any other manner will not be considered.

Questions
To clarify any issues in this Request for Proposal, SURS will respond only to questions that are presented in writing via email to Procurement_Officer@surs.org by 4:30 p.m. CT, March 8, 2019. Please reference the “RFP-40-19-02 Low Voltage Network RFP QUESTIONS - Name of Responder” in your communications. These questions will be consolidated into a single Q&A document and responded to by SURS on, or about, March 13, 2019, by 4:30 p.m. CT. The Q&A document will be posted on the SURS web site at www.surs.org/rfp-non-investment. This document will include all questions received and SURS’ answers to the same without indicating the source of the query.

X. General Conditions

Freedom of Information Act Disclosure
All materials submitted in response to the RFP become property of SURS. Proposals remain confidential during the selection process. However, upon completion of the selection process, all responses, including that of the individual, vendor or firm selected, will be a matter of public information and will be open to public inspection in accordance with the state of Illinois Freedom of Information Act (FOIA).

If, in response to this RFP, trade secrets or commercial or financial information are furnished under a claim that they are proprietary, privileged or confidential and that disclosure of the trade secrets or commercial or financial information would cause competitive harm to the person or business responding to this RFP, such claim must be clearly made, and such information must be clearly identified. (5 ILCS 140/7 and 7.5) Responses to this RFP with every page marked as proprietary, privileged or confidential will not satisfy this requirement. Bidders are required to make a good faith attempt to properly identify only those portions of the response that are truly furnished under a
claim that they are proprietary, privileged or confidential and that disclosure of the trade secrets or commercial or financial information would cause competitive harm to the person or business responding to this RFP.

Redacted Version of RFP Response
In the event the Responder believes and claims that certain materials or information contained in the submitted response are exempt from public disclosure under the Illinois FOIA, the Responder is required to provide a redacted version of the response it believes will be suitable for release under the Illinois Freedom of Information Act. (5 ILCS 140/7 and 7.5)

A RESPONDER’S FAILURE TO PROVIDE A REDACTED VERSION OF THE RFP WILL RESULT IN SURS DISCLOSING THE RESPONDER’S ENTIRE RFP RESPONSE IF THE SAME IS REQUESTED UNDER THE ILLINOIS FREEDOM OF INFORMATION ACT AND NEITHER THE RESPONDER NOR ANY THIRD PARTIES SHALL HAVE ANY RECURSE AGAINST SURS FOR ITS DISCLOSURE OF THE NON-REDACTED RFP RESPONSE.

However, any claim of privilege from disclosure is not definitive. SURS has the right and legal obligation to determine whether such information is exempt from disclosure under the Illinois Freedom of Information Act and no information will be considered or determined by SURS to be proprietary, privileged or confidential unless it is identified and separated as indicated herein. (5 ILCS 140/7 and 7.5)

Ordinary Course of Business Communications Allowed
Other than existing normal business matters, respondents, potential respondents, or their representatives should not contact anyone at SURS (including SURS staff, members of the SURS advisory committees and members of the SURS board) other than the listed RFP contact. In addition, respondents must not discuss this RFP with any employee of SURS, trustee of SURS, employee of SURS’ custodian, managers, legal counsel, or other advisors or persons/entities having contracts or other affiliations with SURS.

SOURS Quiet Period Policy
Please note the following Quiet Period Policy establishing guidelines by which the SURS Board of Trustees and SURS staff will communicate with prospective vendors or service providers during a search process. The quiet period for this RFP began on the date the RFP was issued: February 14, 2019.

1. The quiet period shall commence upon Committee action (or board action if the selection is not initiated through a Committee) to authorize a search for a service provider and end once a selection has been made by the board and accepted by the service provider;

2. Initiation, continuation and conclusion of the quiet period shall be publicly communicated via the SURS website (www.surs.org) to prevent inadvertent violations;

3. All board members, and SURS staff not directly involved in the search process, shall refrain from communicating with potential service providers regarding any product or service related to the search offered by the provider throughout the quiet period and shall refrain from accepting meals, travel, hotel, or other value from the providers;

4. Throughout the quiet period, if any board member or SURS staff member is contacted by a potential service provider, the board member or SURS staff member shall refer the provider to the SURS staff member directly involved in the search process;

5. All authority related to the search process shall be exercised solely by the relevant Committee or board as a whole, and not by individual board members;
6. All information related to the search process shall be communicated by SURS staff to the relevant Committee or board as a whole, and not to individual board members;

7. The quiet period does not prevent board approved due diligence, client conference attendance, or communications with an existing service provider that happens to be a provider in the ordinary course of services provided by such service provider; however, discussions related to the pending selection shall be avoided during those activities;

8. The provisions of this policy will apply to potential service providers throughout the quiet period and shall be communicated to providers in conjunction with any competitive proposal process; and

9. A potential service provider or vendor may be disqualified from a search process for a violation of the quiet period or any portion of this policy.

**Rights Reserved**

SURS reserves the right to amend any segment of the RFP prior to the announcement of a selected vendor/contractor. In such an event, all respondents will be afforded the opportunity to revise their proposals to accommodate the RFP amendment.

SURS reserves the right to remove any or all services from consideration for this contract. At its discretion, SURS may issue a separate contract for any service or groups of services included in this RFP. SURS may negotiate additional provisions to the contract awarded pursuant to this RFP.

SURS may request additional information from any or all bidders to assist in the evaluation of proposals, and SURS reserves the right to conduct background investigations of selected individuals or firms prior to awarding a contract under this RFP.

SURS does not bear any obligation to complete the RFP process or to select any individual(s) or firm(s). SURS also reserves the right without prejudice to reject any or all proposals submitted.

SURS will NOT reimburse any expenses incurred in responding to this RFP.

**Equal Opportunity**

SURS does not discriminate because of race, color, religion, creed, sex, sexual orientation, age, marital status, military status, certain unfavorable discharges from military service, political affiliation, citizenship, ancestry, national origin, physical or mental handicap or disability or any other characteristic protected by law. It is the System's intent to comply with all state, federal, and local equal employment and opportunity laws and public policies.

**Terms and Conditions**

Following a review of submitted materials, if requested, selected individuals or organizations must be prepared to make a presentation or otherwise participate in an in-person interview in Champaign, IL or in Chicago, IL with SURS staff members and/or members of the SURS board of trustees at a date and location to be determined by SURS. SURS will not provide reimbursement for any costs incurred by the individuals or organizations associated with this presentation. Prior to the award of a contract pursuant to this RFP, selected individuals or firms must provide all requested documentation.
Appendix A: Statement of Minimum Qualifications

(Firm Name) certifies that it meets the following minimum qualifications.

Please initial each as applicable.

1. _______ The responder’s key professionals and/or organization has no material conflicts with SURS or the SURS board.

2. The responder must certify that it will secure insurance coverage limits of at least $2,000,000 to cover their work on this project as referenced in Appendix G Insurance Requirements and certify that they will add SURS as an additional insured under said policy.

3. A minimum of five (5) years of experience providing network cabling products and services on projects of similar scope and size.

Signed: ____________________________ Date: ____________________________

Title: ____________________________
Appendix B: Company Organization and Diversity Questionnaire

The following questionnaire must be completed and included with your response to this RFP. Type your responses in the same order as the questionnaire, listing the question first followed by your answer.

Contact and Company Information

Name of Individual / Organization: ________________________________________________

Mailing Address: ________________________________________________________________________________________________

City: ____________________________ State: ________ Zip Code: ____ Phone: __________
Fax: ____________________________

Federal Employer Identification Number: ____________________________________________

Contact Person(s):

Name: ___________________________ Phone: ___________________________ Title: ________________
Fax: ____________________________ Email: ____________________________
Website: _________________________

Organization Background

1. Please provide a general description and history of the organization, its operations (please include any history of mergers and/or acquisitions), year founded, ownership structure, biographies of the principals and percentage ownership by current employees.

2. Provide a brief, descriptive statement detailing evidence of the respondent’s ability to deliver the goods or services sought under this RFP.

3. Is Respondent a “Minority-owned business,” meaning a business which is at least 51 percent owned by one or more minority persons, or in the case of a corporation, at least 51 percent of the stock in which is owned by one or more minority persons; and the management and daily business operations of which are controlled by one or more of the minority individuals who own it? If so, please provide a detailed explanation.

4. Is Respondent a “Female-owned business,” meaning a business which is at least 51 percent owned by one or more females, or, in the case of a corporation, at least 51 percent of the stock in which is owned by one or more females; and the management and daily business operations of which are controlled by one or more of the females who own it? If so, please provide a detailed explanation.

5. Is Respondent a “Business owned by a person with a disability,” meaning a business that is at least 51 percent owned by one or more persons with a disability and the management and daily business
operations of which are controlled by one or more of the persons with disabilities who own it? A not-for-profit agency for persons with disabilities that is exempt from taxation under Section 501 of the Internal Revenue Code of 1986 is also considered a "business owned by a person with a disability." If so, please provide a detailed explanation.

6. Does Respondent’s firm/company have a formal diversity and inclusion policy or initiative? Does this policy extend to sub-contractors? If so, please provide a copy of the same.

7. Does Respondent’s firm/company have a formal mentorship program or offer enhanced training opportunities for minorities and/or women? If so, please provide details.
Appendix C: Fee Proposal

Please include detail regarding scope and cost of services, deliverables and timeframe for completion of the project.

FIRM NAME: _______________________________________________________

ADDRESS: _______________________________________________________

____________________________________________________________________

TELEPHONE: _______________________________________________________

REPRESENTATIVE: ________________________________________________

- Proposal must include an all-inclusive fixed-fee for all labor and materials required to meet SURS requirements as defined in Appendix E (Scope of Work) and Appendix F (Floorplan/Cable Location Schematic).
- A detailed bill of materials should be included, and the bill of materials should contain manufacturer, manufacturer part numbers, product description, quantity, unit price, and price extension.
- A separate list of per-segment pricing for addition or deletion of connections prior to installation, as well as per segment pricing for time and materials for additional connections requested after completion of this project (available for a period of twelve (12) months from SURS acceptance of installed system). Segment pricing can be based on building zones.
- A proposed hourly rate for any unexpected or additional work that SURS may require during or after the project is complete.
- A list of instrumentation to be used for testing of the structured cable system
- A representative sample of a certification report format from previous projects of similar scope

Once a vendor is selected, SURS must pre-approve any and all subcontractors the selected vendor would like to use and from which their bid was based upon. Please disclose the list of your subcontractors in the space provided below.

<table>
<thead>
<tr>
<th>Proposed Subcontractor Name</th>
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</table>
Indicate project duration and frequency of visits below.

___________________________________________________________________

TOTAL FIXED FEE NOT TO EXCEED Amount for Scope of Work: $  

___________________________________________________________________

Hourly rate for additional services, outside the scope of work, if requested by SURS: $__________________

I, _________________________________________, a licensed operator in the state of Illinois and an authorized representative of the above-indicated firm, have reviewed and understand the __________________________ Request for Proposals, and I/we am/are prepared to provide the required services for the above costs.

___________________________________________________________________

(SEAL)

ATTACH A MINIMUM OF THREE PROJECT REFERENCES, SIMILAR IN DESIGN AND SCOPE.

ATTACH PROOF OF CURRENT INSURANCE COVERAGES THAT MEET THE MINIMUM REQUIREMENTS OF THIS RFP AS DEFINED IN APPENDIX G INSURANCE REQUIREMENTS AND WOULD EXTEND TO SURS FOR THIS PROJECT.
Appendix D: Addendum to Contract

ADDENDUM TO CONTRACT

In consideration of SURS entering into such contract, the Vendor/Contractor also agrees to the following:

1) If the Contractor is an individual, he or she certifies that he or she is not in default on an educational loan as provided in Section 3 of the Educational Loan Default Act, 5 ILCS 385/3.

2) The Contractor certifies that it is not barred from being awarded a contract or subcontract because of a conviction or admission of guilt for bribery or for bribing an officer or employee of the state of Illinois or any other state in that officer or employee’s official capacity as provided in Section 50-5 of the Illinois Procurement Code, 30 ILCS 500/50-5 and further certifies that it is in compliance with Section 50-37 of the Illinois Procurement Code, 30 ILCS 500/50-37.

3) The Contractor certifies that it will provide a drug free workplace by engaging in the conduct prescribed in Section 3 of the Drug Free Workplace Act, 30 ILCS 580/3.

4) The Contractor certifies that it is not barred from contracting with SURS because of a violation of either Section 33E-3 (bid-rigging) or 33E-4 (bid rotating) of Article 33E of the Criminal Code of 1961, 720 ILCS 5/33E.

5) The Contractor certifies that neither it nor any substantially owned affiliated company is participating or shall participate in an international boycott in violation of the provisions of the U.S. Export Administration Act of 1979 or the regulations of the U.S. Department of Commerce promulgated under that Act.

6) The Contractor certifies that no fees, commissions, or payments of any type have been or will be paid to any third party in connection with the contract to which this is an addendum, except as disclosed in the contract or an exhibit thereto as provided in 30 ILCS 500/50-25 and in 40 ILCS 5/1-145. The Contractor shall promptly notify SURS if it ever has reason to believe that this certification is no longer accurate.

7) To the extent Illinois law is applicable to Contractor, pursuant to 775 ILCS 5/2-105, Contractor agrees to:
   a) Refrain from unlawful discrimination and discrimination based on citizenship status in employment and undertake affirmative action to assure equality of employment opportunity and eliminate the effects of past discrimination;
   b) Comply with the procedures and requirements of the Illinois Department of Human Rights’ regulations concerning equal employment opportunities and affirmative action;
   c) Provide such information, with respect to its employees and applications for employment, and assistance as the Illinois Department of Human Rights may reasonably request; and
   d) Have written sexual harassment policies that shall include, at a minimum, the following information:
      i) The illegality of sexual harassment;
ii) The definition of sexual harassment under State law;

iii) A description of sexual harassment, utilizing examples;

iv) Contractor's internal complaint process including penalties;


vi) Directions on how to contact the Illinois Department of Human Rights and the Illinois Human Rights Commission; and

vii) Protection against retaliation as provided by Section 6-101 of the Illinois Human Rights Act. A copy of the policies shall be provided to the Illinois Department of Human Rights upon request.

8) To the extent it applies to Contractor and this contract, Contractor agrees to comply with the Illinois Prevailing Wage Act, 820 ILCS 130/1, et seq.

9) Contractor shall maintain, for a minimum of five (5) years after the completion of the contract, adequate books, records, and supporting documents to verify the amounts, recipients, and uses of all disbursements of funds passing in conjunction with the contract. Contractor shall further make all such books, records, and supporting documents related to the contract available for review and audit by the internal auditor of SURS and by the Illinois Auditor General and shall cooperate fully with any audit conducted by the internal auditor of SURS and the Illinois Auditor General and will further provide the internal auditor of SURS and the Illinois Auditor General full access to all relevant materials.

10) Contractor agrees to notify the SURS Ethics Officer if it solicits or intends to solicit for employment any of the employees of SURS during the term of the contract.

11) Contractor understands that SURS and this contract are subject to the provisions of the Illinois Open Meetings Act (5 ILCS 120/1, et seq) and the Illinois Freedom of Information Act (5 ILCS 140/1, et seq).

12) Counterparts. This Agreement and Addendum may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement. The counterparts of this Agreement and Addendum may be executed and delivered by facsimile or other electronic signature by any of the parties to any other party and the receiving party may rely on the receipt of such document so executed and delivered by facsimile or other electronic means as if the original had been received.

Under penalties of perjury, Contractor certifies that _________________________________ is its correct Federal Taxpayer Identification Number.

Contractor is doing business as a(n) (please circle applicable entity):

- Individual
- Sole Proprietorship
- Corporation
- Not-for-Profit Corporation
- Real Estate Agent
- Governmental Entity
- Trust or Estate
- Other: _____________________
Appendix E: Scope of Work

Pricing
Vendors are to provide a fixed-cost bid that covers labor, materials, travel, transportation, equipment, and any other miscellaneous services required to accomplish this scope of work. We also ask that vendors provide a per segment/cable cost to use if SURS determines there are other locations that need to be added after the RFP is awarded. Vendors should also submit a proposed hourly rate for any unexpected or additional work that SURS may require during or after the project is complete. Pricing is to be held for 1 year after execution of contract, in the event there are additional installations needed.

Compliance
All work done by the contractor and materials supplied by the contractor shall comply with the applicable sections of the following codes for installation of telecommunications cabling:

- Uniform Building Code (UBC)
- National Electrical Code (NEC/NFPA 70)
- National electrical Safety Code (NESC IEEE C 2)
- Local Codes, amendments, and ordinances for Champaign, IL

All materials and installation practices shall comply with the applicable sections of the following Telecommunications Industry Standards:

- ANSI/TIA/EIA-607-B-2011, Commercial Building Grounding and Bonding Requirements for Telecommunications.

Data Cabling
It is the intent of SURS for the contractor to design, purchase, install, and certify to the latest ANSI/TIA-568-B Commercial Building Telecommunications Cabling Standard. The cabling system shall be a standard Category 6A throughout. Included in the number of horizontal wiring segments there are data drops above the ceiling for connection to Wi-Fi access points. The contractor is also responsible for providing SURS with a per segment/cable price for additional data connections not included in this RFP.

Design and Final Configuration
It is the responsibility of the contractor to ensure that all cabling complies with applicable standards. Although SURS will provide preliminary locations for jacks, racks and a general overview, the contractor will be responsible for final design that will meet or exceed standards and accomplish the intended purposes. The location of the wiring closet and desired cable drops is indicated on the building floor plan (see Appendix F). The drawing illustrates 58 existing cables to be pulled and replaced, and approximately 100 new cables to install. There are also approximately 16 Wireless Access Point locations. Vendor will generate a final drawing of the cabling schematic. SURS must explicitly sign off on final configuration before any procurement of materials occurs.
Procurement
The contractor is responsible for the purchase of all necessary materials and equipment (unless otherwise specified) for the installation and testing of the structured cabling system specified in this RFP.

Delivery and Installation
The vendor is responsible for the following:

- Provide and install horizontal and vertical wiring runs to provide connections for all workstation, copier/printer, and other data networked device drop locations to the Wiring Closet (WC) per Appendix F Floor Plan. Each location drop shall have 1 cable run back to the WC. Vendor is responsible for recommending the optimum cable and it must meet or exceed the appropriate building code requirements. UTP cables from WC location to all work areas are to be in approved raceways for each location. These raceways will be provided by the general contractor, and the selected Low Voltage Network vendor will review configurations of raceways to ensure they are adequate in meeting the needs of the network. All four (4) pairs of each cable are to be terminated at the patch panel and at the workstation jacks.

- Provide a minimum 8’ service loop at the rack and 3’ at the outlet prior to termination, with slack above the ceiling if allowed by code.

- Provide and install Category 6A patch panels for communication rack in the WC. Accepted manufacturers include but are not limited to Hubbell, Leviton or Panduit and our preference is a patch panel that is angled in style.

- Vendor will provide and install communication racks with cable management and grounded to the building in the Wiring Closet. Number of racks to be recommended by vendor based on number of cable runs. 1 extra rack is to be installed in the wiring closet for SURS use (routers, etc. that are not within scope of this RFP). Please reference Appendix F Floorplan/Cabling Location Schematic for a schematic of the WC.

- Provide and install Category 6A, 8-pin modular (RJ45) jacks and faceplates to accommodate all workstation drop locations as noted in Appendix F Floorplan/Cabling Location Schematic. Accepted manufacturers include Hubbell, Leviton or Panduit. It is SURS’ intention for all faceplates to be surface mounted raceways or jack modules. SURS will provide drop locations for each office location and reserves the right to move or adjust drop locations or make alternate suggestions where necessary prior to installation. Each data connection to the workstation wall jack must be terminated using a blue 8-pin T568B modular RJ45 jack, mounted in white faceplates. Wiring terminations will use a T568B pin-out.

- Provide and install Category 6A, modular (RJ11) jacks and faceplates to accommodate all multifunction printer/fax drop locations as noted in Appendix F Floorplan/Cabling Location Schematic. Accepted manufacturers include Hubbell, Leviton or Panduit. It is SURS’ intention for all faceplates to be surface mounted raceways or jack modules. SURS will provide drop locations for each office location and reserves the right to move or adjust drop locations or make alternate suggestions where necessary prior to installation. Each RJ11 connection to the wall jack must be terminated using an orange modular RJ11 jack, mounted in white faceplates.

- Vendor may use a single, combination faceplate for locations where both RJ45 and RJ11 connections are required.

- Provide and install corresponding ceiling and wall conduit sleeves to allow cabling to pass through the Wiring Closet, drop ceiling and other wall penetrations (as needed where access is difficult). It is the intention of SURS to re-use the current wall conduits where possible and only install new conduits as needed for difficult access points. All penetrations of fire-rated walls will also require sufficient sealing in order to meet existing fire regulations.

- Cables should be neatly dressed and supported in the racks by the cable management system supplied by the contractor attached to the rack(s) and/or patch panels.
Where noted (in large cubicle space on west end of facility) the cables will drop from the ceiling into the cubicle connection via power poles.

Wire twists for all pairs must be maintained up to the point of termination (within 13 mm or 0.5 in for Category 6A installations).

There must be a minimum bend radius of four (4) times the cable diameter for 4-pair cable.

Cable length from punch block to wall plate should not exceed 100 meters (328 feet).

Faceplate jacks and patch panels need to be labeled. Hand written labels are not acceptable on the patch panels and faceplates. Jack and patch panel labels should be machine printed black-on-white opaque tape. The font should be at least one-fourth inch (1/4") in height, block characters, and legible.

Each cable needs to be permanently labeled on the cable jacket at each endpoint (faceplate and at the patch panel) so that each individual cable can be identified from end to end. Cable numbers need to match the jack and patch panel numbering scheme.

The network will use T568B pin wiring standard for all termination points.

The work performed under this specification shall be of good quality and performed in a workmanlike manner. In this context, “good quality” means the work shall meet or exceed industry technical standards and quality of appearance. SURS reserves the right to reject all or a portion of the work performed, either on technical or aesthetic grounds.

The contractor should complete the installation of cabling in accordance with the latest Category 6A-TIA 568.2-D standards. Installation practices should be consistent with those entailed in the BICSI (Building Industry Consulting Services International) Telecommunications Distribution Methods Manual and will conform to all national, state and local municipal building codes.

All transportation, delivery, installation, and disposal arrangements shall be the responsibility of the vendor.

Items shall be delivered directly to the installation site at 1801 Fox Drive, Champaign, IL. SURS does not have storage facilities and shall not accept items prior to scheduled delivery.

To insure there is no conflict with the master timeline, the vendor shall coordinate the delivery date, delivery location, and installation schedule with the general contractor, SURS Project Manager and furniture vendor.

The vendor shall be responsible for the removal of crating and packing materials from SURS premises. Crating and packing materials shall be properly and legally disposed of by the vendor.

The vendor shall be solely responsible for correcting damages to SURS’ premises resulting from the delivery and installation process.

Any special installation requirements shall be submitted with the RFP proposal.

Removal of Old Cable

All old cabling (and faceplates) must be removed and disposed of in an environmentally safe manner. It is the responsibility of the vendor to remove and dispose of all old cabling.

Testing, Certification and Acceptance

All cables are to be tested and certified to current Category 6A (10GBase-T) standards for data cables, at minimum using the methods and metrics listed below, and using a UL Level 4 testing unit. Unit should be capable of testing the installed cables at Category 6A-TIA 568.C.2 or better, Commercial Building Telecommunications Cabling Standards, Category 6A (10GBase-T) specifications. Fluke DTX, and IDEAL LanTEK II are examples of this type of testing unit.

- Wire Map – the wire map test checks the twisted-pair cabling to verify correct wiring. Status should be PASS/FAIL. All cables should achieve a PASS rating in the final certification report.
- Propagation Delay – A measure of the time required for a signal to propagate from one end of the circuit to the other. Delay is measured in nanoseconds (nS). Typical delay for Category 6A UTP is a bit less than 5 nS per meter (worst case allowed is 5.7 nS/m).
- Delay Skew – Propagation (skew) is the difference between the propagation delay on the fastest and slowest pairs in a UTP cable. Some cable constructions employ different types of insulation materials on different pairs. This effect contributes to unique twist ratios and to skew.
- New End Crosstalk (NEXT) – A measure of the amount of signal which “leaks” from the station’s/hub’s transmitter to its own receiver. NEXT should be reported on a worst pair basis and must be tested from both ends (wiring closet and work area) to ensure line integrity.
- Attenuation or Insertion Loss – Amount of signal loss in decibels (dB) on twisted-pair cable.
- Attenuation to Crosstalk Ratio (ACR) – Reports the difference between NEXT and attenuation on the network. This measurement shows how much larger the received signal of a pair is compared to the noise on the same pair. The reported measurement should represent the cable’s worst pair.
- Cable Length – Length should show the overall distance (in feet) covered by the horizontal segment.
- All measurements should be reported on Fluke DTX printouts (or equivalent) or on a “Certification Report” and should conform to the testing standards as specified in the (TIA/EIA, 2001), Commercial Building Telecommunications Cabling Standard, Part 1 General Requirements.

**Warranty**

The vendor/contractor, any sub-contractors approved in advance by SURS, and/or any other staff hired by the contractor shall be bonded and shall pay for any damage to the other SURLS work or facilities (walls, carpet, tiles, other wiring, etc.) that occurs during the installation of the cabling system and appears within a period of one year from the date of acceptance of work. The contractor shall provide a one-year warranty of the installed system against defects in material and workmanship. Within the warranty period, all labor and materials shall be provided at no expense to SURLS during normal working hours, and the contractor must provide a next business day response time. The warranty period shall begin on the date of acceptance by SURLS.

**Acceptance**

SURS acceptance of the structured cabling system shall be based on the results of testing, functionality, inspection and the receipt of documentation. With regard to testing, all cables must meet the specifications included in this RFP. The contractor shall be responsible for the testing of one hundred percent (100%) of the installed segments/cables at SURLS location at 1801 Fox Drive. Any segment that does not meet the specifications included in this RFP shall be repaired/replaced, at no labor/materials cost to SURLS, by the contractor to the satisfaction of SURLS. With regard to documentation, SURLS requires the floor plan drawing to be an editable Microsoft Visio format that includes all cable drop locations and #’s. Final cable floor plan drawings, certification printouts, test results, etc. shall be submitted to SURLS within 15 days of completion of the project. All final documentation must be reviewed with SURLS site contact.
Appendix F: Floorplan/Cable Location Schematic

A floorplan for this project is posted along with the RFP at www.surs.org/rfp-non-investment.

The floorplan includes:
- Markers for new/existing cable locations
- A map of the cable raceways that will be provided by the G/C
- Details in regard to IT Wiring Closet
- Markers for wireless access point cable locations
Appendix G: Insurance Requirements

Insurance, Indemnification, and Hold Harmless
The Contractor shall procure, place on file, and maintain during the period of this project, the insurance described, and in the amounts specified in the following subparagraphs and naming SURS as an Additional Insured. All Liability Policies shall name SURS as an Additional Insured and shall include a Severability of Interest Clause with respect to claims, demands, suits, judgements, costs, charges, and expenses arising out of, or in connection with any loss, damage, or injury resulting from the negligence or other fault of the Contractor, Contractor’s Agents, Representatives, and Employees. The Contractor agrees to defend, indemnify, and hold SURS and affiliates harmless from and against any and all claims for personal injury or damages to property arising out of or in connection with the Contractor’s responsibilities under this agreement.

Commercial General Liability
- $2,000,000 General Aggregate
- $2,000,000 Products/Completed Operations
- $2,000,000 Per Occurrence-bodily injury and property damage-contractor’s liability

Umbrella Liability (Minimum Limits)
- $5,000,000 General Aggregate
- $5,000,000 Each Occurrence

Automobile
- $1,000,000 Combined Single Limit

Workers’ Compensation
- A limit of not less than minimum Statutory Limits for the state of Illinois.

Special Insurance
- If CONTRACTOR requests in writing that insurance for risks other than those described herein or other special causes of loss be included in the property insurance policy, SURS shall, if possible, include such insurance, and the cost thereof shall be charged to CONTRACTOR by appropriate change order.

Builder’s Risk
- In addition to the insurance coverage required to be secured by the selected contractor, SURS shall obtain builder’s risk insurance to cover the construction work contemplated by this RFP from a company or companies licensed to do business in Illinois. SURS shall provide the selected contractor with a Certificate of Insurance showing that such Insurance is in effect and that said contractor has been named under said policy. This builder’s risk insurance policy must remain in force for the entire duration of the project.