

ANNEX "F" - CONTRACTOR QUALIFICATIONS & RESPONSIBILITIES

PART 1 – GENERAL

A. DESCRIPTION OF WORK

1. Provide complete documented contractor qualifications, to include but not be limited to, registrations, certifications, references, referrals, evaluation questionnaires, statements of division of responsibilities, sub-contractor/s, etc. as indicated on the Drawings, specified or otherwise required.

PART 2 – QUALIFICATIONS

A. CONTRACTOR REQUIREMENTS

1. The Data/Telecommunication's Contractor selected to provide the installation shall be experienced in all aspects of the work required under the Contract and shall be required to document first hand experience on recent projects of similar size and scope. The Contractor shall provide documented experience in the business of data/telecommunications systems installations of not less than five (5) years and shall have successfully completed a minimum of three (3) similar sized projects in the past three (3) years.
2. The Data/Telecommunication's Contractor selected for the project must be certified by the manufacturer of the products, Hubbell/Superior Essex and others, to adhere to the engineering, installation and testing procedures and utilize the authorized manufacturer's components and distribution channels in provisioning the project.
3. The Contractor shall be currently registered and certified by the manufacturer, Hubbell/Superior Essex, prior to the submission of Bid Documents as a qualified installer/contractor under the Hubbell/Superior Essex Extended Warranty program. The Contractor shall maintain the firm's Hubbell/Superior Essex Registration and Certification throughout the project duration.
4. The Contractor, the Cable Manufacturer, the Connectivity Manufacturer and the Distributor shall collaborate and work in partnership with one another as to provide the Owner with a U.L. or E.T.L. independently verified cabling installation that is guaranteed to perform at levels above and beyond the EIA/TIA-568-B-1, -B2, -B2 Addendum 1, -B3 and specifications for Category-6 standards, as per the minimum acceptable Full Channel Performance specification contained herein. The partnership shall make available optional U.L. or E.T.L. independent testing and verification of the completed installation.

5. Contractors utilizing the services of a Subcontractor to meet any of the requirements of this Specification, shall provide the following information and documentation:
 - a. The name of each subcontractor together with the subcontractor's responsibilities and scope of work within the Contract.
 - b. The name of the RCDD who will be the RCDD of record for the Contract, whether such individual be an employee of the Contractor or the subcontractor. There shall be only one RCDD of record for the Contract, whether an employee of the Contractor or of his selected subcontractor.
 - c. The Primary Contractor may not change the Subcontractor with out the written approval of the Owner and Associate, upon submission of a written request, a minimum of two (2) working days prior to signing of contracts. The written request shall detail acceptable cause, subject to the approval of the Owner and Associate, and shall be supported by all the submittal requirements called for in this section for any new proposed subcontractor.
6. The Contractor shall own and maintain the tools and equipment necessary for the successful installation and testing of the optical fiber, category 6 copper cabling, copper backbone cabling and the CATV cabling distribution systems, and shall have personnel who are adequately trained in the proper use and care of such tools and equipment.
7. The Contractor shall have a Registered Communications Distribution Designer (RCDD) on staff who will ultimately be responsible to the Associate and Owner for all work performed by the Contractor and/or his subcontractors under this Specification and the associated data/communication specifications. The RCDD shall have the authority of the Contractor to make immediate decisions regarding implementation of changes to the project as directed by the Owner, Associate and Architect. The RCDD shall have sufficient experience in this type of project to be able to answer questions of field forces during installation and anticipate problems and ensure the smooth and timely transition to the new Data/Telecommunications system being installed.
 - a. If in the opinion of the Owner and Associate the RCDD does not possess or demonstrate adequate qualifications to support the project, the Owner reserves the right to require the Contractor to assign a RCDD who, in the Associate's and/or Owner's opinion, possesses the skill necessary to complete the project. Acceptability of qualifications of the RCDD shall be made solely by the Owner/Associate/Architect and shall be based upon, but not limited to the following:

- 1) Demonstrates a thorough knowledge and understanding of EIA/TIA standard 568-B1, -B2, -B2 Addendum 1, -B3, specifications for Category-6, 569A, 570A, 606A, 607A, and the 11th edition of the BICSI Telecommunications Distribution Methods Manual (TDMM).
 - 2) Information provided by and the recommendations of Reference Accounts.
 - 3) A demonstrated history for the timely submittal of shop drawings, test equipment descriptions, test procedures, test set-up parameters and calibrations, reports, schedules, etc.
 - 4) Demonstrated ability for the maintenance of project documents, records, drawings, schedules, progress reports, as-builts, etc. on the construction project in a current and up-to-date condition and available for inspection.
 - 5) Demonstrated ability and willingness to coordinate, communicate and cooperate with other contractors, vendors, trades, the Owner, Associate, Architect, and others as may be required and/or requested.
 - 6) Demonstrated ability to properly supervise, oversee and manage the project and installation crew so as to ensure compliance with Engineering Documents and Industry Standards.
 - 7) A demonstrated and verifiable commitment to a continuing and on-going educational program designed and intended to maintain the RCDD's knowledge and expertise consistent with the latest industry standards and developments (such as BICSI educational programs and other relevant seminars, etc.)
- b. The installation of the telephone/data raceway systems shall be performed under the direction and supervision of the Contractor's designated Project Registered Communications Distribution Designer (RCDD).
- c. Drawings, specifications and other contract documents are intended to comply with or exceed industry standards and code requirements. The Contractor shall notify the Associate in writing of any discrepancies or conflicts for resolution. In the absence of a written Owner and Associate accepted resolution, the more stringent criteria shall apply.

B. REQUIRED CONTRACTOR SUBMITTALS

The Contractor will submit within ten (10) working days of receipt of "Notice of Intent to Award":

1. Completed Contractor Reference Questionnaire Forms, currently completed, signed and dated for the project, from three (3) reference clients for projects of similar size and complexity completed in the past three (3) years.
2. The RCDD's resume. Should the RCDD change or be re-assigned during the project, the new RCDD shall follow the same procedure of review and acceptance by the Owner, Associate and Architect.
3. The Contractor shall provide the Project Foreman's name, resume and supportive documentation for registered installer/ technician.
4. The Contractor shall provide documentation verifying all tradesmen/technician's registered certification.
5. The Contractor shall submit copies of current Hubbell/Superior Essex certifications verifying the Contractor as a qualified installer/contractor under the Hubbell/Superior Essex Extender Warranty Program.

If the Contractor will be using a subcontractor to fulfill the requirements under this section, the Contractor shall submit within ten working days the following documentation:

- a. The name of each subcontractor together with the a detailed description of the subcontractor's responsibilities and scope of work within the Contract.
- b. The name of the RCDD who will be the "RCDD of Record for the Contract", whether such individual be an employee of the Contractor or the subcontractor. There shall be only one RCDD of record for the Contract, whether an employee of the Contractor or his selected subcontractor.
- c. Contractor Reference Questionnaire Forms, RCDD resume, Project Foreman's resume, tradesmen registered certifications, and Hubbell/Superior Certifications per items 1-5 above for the subcontractor proposed to be utilized.

C. ON-SITE PROJECT CONSTRUCTION TEAM

1. The Project Foreman will be responsible to the contractor's RCDD and Owner, Associate and Architect for all aspects of project quality of installation and compliance with standards, specifications and the

Engineering drawings. The Project Foreman shall have an office in a designated office area as approved by the Owner at the project site and shall be on-site whenever work is being performed and installation crews are present.

2. The Project Foreman shall maintain and update all job-related documentation including but not limited to record drawings, specifications, addenda, and bulletins, drawings and other pertinent contract documents. These documents shall be readily and conveniently available to the tradesman and technicians for reference. He shall keep a master copy of project schedules and as-builts at the jobsite office at all times.
3. The Project Foreman shall be approved by the Owner and Associate and shall be a BICSI Registered Installation Cabling Technician, NJATC certified installer/technician journeyman or an Owner and Associate approved equal.
4. All workmanship by the Contractor shall be of the highest quality. All tradesmen and technicians performing work under this specification and associated data/communication specifications shall be enrolled in or have completed the NJATC installer/technician apprenticeship program, be a BICSI registered installation cabling apprentice/installer/technician or an Owner and Engineer approved equal. All apprentices or tradesmen with two (2) years or less experience after completion of an approved training program shall work under the direct supervision of a BICSI Registered Installation Cabling Installer or a tradesman with a minimum of five (5) years of Owner and Engineer approved experience after completion of an approved training program.
 - a. For the purposes of this specification, a BICSI Level 1 Installer shall be considered an Apprentice. Only one (1) Apprentice shall be assigned to or supervised per Installer 2 or Technician on the project.
5. All tradesmen and technicians performing data/telecommunications installation functions under this specification shall be registered certified installers for the vendor/manufacturers extended warranty program.
6. The On-Site Project Foreman shall be a management employee and will be minimally involved in personally performing craft installation work. The Project Foreman shall coordinate all activities and interaction with other trades and Contractors on-site, and he shall direct and supervise all tradesmen and subcontractors working under him.
7. The Contractor's Project Foreman shall make weekly written project progress reports to the Owner and Associate. This report shall include, but not be limited to; work completed, problems encountered, corrective solutions proposed, resolution actions approved and/or taken, all changes,

bulletin items, alternative proposals or solutions for consideration, approval or implemented, scheduling or delivery problems, conflicts and/or coordination problems with other trades, Contractors or in design elements, etc. This report shall be prepared by the Project Foreman, and shall include the name, company and telephone numbers of all pertinent individuals involved in report items, as applicable (i.e. suppliers, vendor reps, other trades, Owner representatives, etc.)

8. The Contractor's Project Foreman shall immediately notify the Owner and Associate of any existing or developing conditions which may adversely affect the quality, completion date or performance of the installation. Notification of the Owner and Associate shall be made in a timely manner, as to minimize or eliminate changes and rework.
9. The Contractor shall clean and organize his work areas daily. He shall be responsible for maintaining cleanliness in all work areas so as to not adversely affect other trades, Contractors, vendors, suppliers, or the Owner in the timely installation of equipment and/or implementation and completion of concurrent responsibilities.

D. SPECIAL CONDITIONS

1. Computer and voice systems may or may not be required to be taken off-line or removed from service during this contract. Other specific instructions may be found in the Project Specifications accompanying this document.
2. The computer, telephone and other systems associated with this work will not be taken off-line or removed from service during normal working hours. These systems are critical to the provision of services to the Owner's clients and shall not be interrupted by the Contractor's activities. Arrangements must be made by the Contractor to coordinate any such activities. The Contractor shall be required to work around the above conditions, as well as work with the Owner's staff to minimize disruptions to normal Owner activities.
3. The Contractor shall provide timely written notice of the need to disconnect any existing voice, computer or other system to the Owner and copy the Associate. The Owner, Associate, Architect and Contractor shall schedule such outages as required, directed or as stipulated elsewhere in the project specifications, appendices, or schedules. System outages shall be performed only with the authorized consent of the Owner, Associate and Architect. The Contractor shall perform no testing, outages, modifications, or other functions on active operating systems without prior approval of the Owner, Associate and Architect. The Contractor will be responsible for any damages, expenses incurred, or losses suffered by the Owner or others caused by his unauthorized actions.

END OF ANNEX "F"

UNIVERSITY OF TOLEDO "ROCKET" TELECOM DEPARTMENT

CONTRACTOR REFERENCE QUESTIONNAIRE FORM

Instructions: The Contractor shall fill out Section "A". The Contractor or Client to fill out Sections "B" and "C". Contractor to forward copies of the form, with Sections "D" and "E" blank, to the authorized reference client representative for completion. The referenced client representative is requested to answer all questions, add comments as applicable, date, sign and return to the Contractor. The Owner and/or Associate may personally contact the client representative to verify and/or clarify information provided.

Section "A" Contractor Information

1. Contractor Name: _____
Address: _____
City, State, Zip Code: _____
Phone Number: _____
Fax Number: _____
Contact Name: _____
Position: _____
E-mail Address: _____

Section "B" Reference Client Information

1. Company Name: _____
Project Address: _____
City, State, Zip Code: _____
Contact Name: _____
Position: _____
Phone Number: _____
Fax Number: _____
E-mail Address: _____

Section "C" Project Description:

1. Project type (i.e. Office, Residence Hall, Computer Center): _____

2. Size – No. Bldg.: _____ Total
No. Floors: _____ Total
Total Area: _____ Sq. Ft. Total
No. Outlet Locations _____ Total
Phone Drops: _____ Total
Data Drops: _____ Total
CATV Drops: _____ Total
No. Telecom Rooms: _____ MDF, _____ IDF, _____ TR.
No. Equip. Racks/Cab: _____ Racks, _____ Cabinets.
Copper Backbone Pr.: _____ PR. Total
F/O Backbone: _____ M/M, _____ S/M Total
Construction Period: _____ / _____ / _____ to _____ / _____ / _____
Data/Telecom/CATV Budget: \$ _____ .00
Data/Telecom/CATV Contract: \$ _____ .00
Data/Telecom/CATV Chg. Orders: \$ _____ .00

Client Verification of Sections "B" and "C":

1. Client to initial verifying Sections "B" and "C" information if completed by the Contractor:
Initial: _____ Date: _____

Section "D" Questions

1. Project Design Documentation Package Description?
 - a. Contractor Design Build
 Owner/Engineer Designed, Contractor Fixed Bid.
 - b. Performance Specification.
 Vendor, Equipment, Material, Installation specific.Comments: _____

2. Project Design Document/Drawing Package Quality?
- Excellent, Detailed, Complete, Accurate.
 - Acceptable, Minimum Detail, Reasonably Accurate, Basic Information, Minimal Contractor Interpretation required
 - Poor, Lacked Detail, Incomplete, Inaccurate, Maximum Contractor Interpretation required.

Comments: _____

3. Did the Contractor complete the project on schedule?
- Contractor completed project prior to originally scheduled completion dates.
 - Contractor completed project by contract completion date.
 - Contractor failed to meet project completion date.

Comments: _____

4. To what extent did the Contractor adhere to project delivery schedules and milestones?
- Contractor consistently improved schedule milestone dates.
 - Contractor met schedule milestone requirements.
 - Contractor failed to meet project milestone dates.

Comments: _____

5. How responsible was the Contractor in addressing unforeseen/unanticipated conditions?
- Contractor consistently demonstrated a proactive approach.
 - Contractor sometimes demonstrated a proactive approach.
 - Contractor rarely demonstrated a proactive approach.

Comments: _____

6. How responsive was Contractor to shop drawing submittals/materials procurement?
- Submittals and procurements were consistently made ahead of required dates.
 - Submittals and procurements were sometimes completed within required dates.
 - Submittals and procurement were rarely completed within required dates.

Comments: _____

7. Did the contractor submit reasonably priced change proposals?
- Contractor consistently submitted fair and reasonably priced proposals.
 - Contractor sometimes submitted fair and reasonably price proposals.
 - Contractor rarely submitted fair and reasonably priced proposals, requiring extensive negotiation.

Comments: _____

8. How timely was Contractor in submitting proposals for changes?
- Contractor was consistently timely in submitting proposals.
 - Contractor was sometimes timely in submitting proposals.
 - Contractor was rarely timely in submitting proposals.

Comments: _____

9. How well has the Contractor complied with contract requirements?
 Contractor exceeded contract requirements.
 Contractor met contract requirements.
 Contractor often fell short of meeting contract requirements.
Comments: _____
10. Did the Contractor conform to industry standards of good quality workmanship?
 Contractor generally exceeded standards for good workmanship.
 Contractor generally met standard for good workmanship.
 Contractor generally did not meet standards for good workmanship.
Comments: _____
11. Did the Contractor provide adequately trained personnel?
 Contractor consistently provided skilled workers.
 Contractor sometime provided skilled workers.
 Contractor consistently provided under-skilled workers.
Comments: _____
12. How well did the Contractor work with the Owner and the Owner's project team?
 Contractor consistently cooperated.
 Contractor cooperated most of the time.
 Contractor was consistently uncooperative.
Comments: _____
13. How effective was the Contractors management team?
 Contractor's team was consistently effective.
 Contractor's team was effective some of the time.
 Contractor's team was consistently ineffective.
Comments: _____
14. How effective was the Contractors Management of Subcontractors and suppliers?
 Contractor's team was consistently effective.
 Contractor's team was effective some of the time.
 Contractor's team was consistently ineffective.
Comments: _____
15. Was the Contractor cooperative, professional and concerned with the interests of project related personnel?
 Contractor's team was consistently effective.
 Contractor's team was effective some of the time.
 Contractor's team was rarely cooperative.
Comments: _____

16. How well did the Contractor schedule and coordinate the project?
 Contractor consistently scheduled and coordinated the project well.
 Contractor mostly scheduled and coordinated the project well.
 Contractor rarely scheduled and coordinated the project well.
Comments: _____

17. Did the Contractor exercise construction site safety?
 Contractor consistently exercised site safety.
 Contractor exercised site safety some of the time.
 Contractor repeatedly demonstrated questionable safety practices.
Comments: _____

18. Did the Contractor maintain a consistent team and key personnel throughout the project?
 No adjustments were made; Contractor maintained the same team.
 Minor adjustments were made to the project team.
 Significant changes were made to the project team and key personnel.
 Contractor maintained no consistency in key personnel or project team during the project.
Comments: _____

19. How well did the Contractors home office support its field staff?
 Home office consistently supported the field staff.
 Home office sometimes supported the field staff.
 Home office rarely supported the field staff.
Comments: _____

20. On this project, did the Contractor receive any notices to cure defective work or performance, or any default notices? Were there any lien filings against the Contractor? Were there any complaints or judgments filed in the judicial system against or by this Contractor?

If yes, please indicate:

Would you recommend the award of a contract to this firm again for similar work and contract size?

Yes No

Would you recommend the award of a contract to this firm again for larger projects that may be more complex?

Yes No

Comments: _____

Section "E" Additional Comments, Evaluation, Information:

Evaluation By (Name): _____

(Signature): _____

Date: _____ / / _____

If Different than Section "B" please provide the following information.

Position: _____

Phone Number: _____

Fax Number: _____

E-mail Address: _____
