



# JOLIET JUNIOR COLLEGE

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1901

**(Business & Auxiliary Services)  
1215 Houbolt Road  
Joliet, Illinois 60431-8938**

## **INSTRUCTIONS TO BIDDERS**

Sealed proposals are invited for **SECURITY SURVEILLANCE NETWORK INFRASTRUCTURE AND INSTALLATION** pursuant to specifications. Vendors who do not submit a bid or who do not respond with a "no bid" will be removed from our vendor list for this item.

### **PROPOSALS:**

Proposals will be received and publicly read aloud by the Joliet Junior College District #525, Joliet, Will County, Illinois, at the place, date and time hereinafter designated. You are invited to be present if you so desire.

**PLACE:** Joliet Junior College District #525  
Office of Facility Services  
Highland Building, HI-108  
1215 Houbolt Road  
Joliet, IL 60431-8938

**DATE:** **NOVEMBER 16, 2010**

### **FAXES ARE NOT ACCEPTABLE**

**TIME:** **9:00AM**

Proposals received after this time will not be accepted.

Proposals must be made in accordance with the instructions contained herein. They shall be submitted on the forms provided on the College's website in a sealed envelope addressed to the Director of Business & Auxiliary Services, Highland Building, HI-108, plainly marked, with the Bidder's Name and Address and the notation:

**BID:** **SECURITY SURVEILLANCE NETWORK INFRASTRUCTURE AND INSTALLATION**

**PRE-BID MEETING:**

A mandatory pre-bid meeting will be held on November 9, 2010 at 9:00am. The meeting will be at the Main Campus Highland Building Conference Room, 1215 Houbolt Road, Joliet, IL. Bidders who do not attend the mandatory pre-bid meeting will have their bid returned unopened.

**DELIVERY:**

All prices must be quoted F.O.B., Joliet Junior College, 1215 Houbolt Road, Joliet, IL 60431 unless otherwise noted.

**TAX EXEMPTION:**

Joliet Junior College District #525 is exempt from Federal, State, and Municipal taxes.

**SIGNATURE ON BIDS:**

Joliet Junior College District #525 requires the signature on bid documents to be that of an authorized representative of said company.

Each bidder, by making his bid, represents that he has read and understands the bidding documents and that these instructions to bidders are a part of the specifications.

**BIDDING PROCEDURES:**

1. No bid shall be modified, withdrawn, or cancelled for sixty (60) days after the bid opening date without the consent of the College Board of Trustees.
2. Changes or corrections may be made in the bid documents after they have been issued and before bids are received. In such case, a written addendum describing the change or correction will be issued by the College to all bidders of record. Such addendum shall take precedence over that portion of the documents concerned, and shall become part of the bid documents. Except in unusual cases, addendum will be issued to reach the bidders at least five (5) days prior to date established for receipt of bids.
3. Each bidder shall carefully examine all bid documents and all addenda thereto, and shall thoroughly familiarize themselves with the detailed requirements thereof prior to submitting a proposal. Should a bidder find discrepancies or ambiguities in, or omissions from documents, or should they be in doubt as to their meaning, they shall, at once, and in any event, not later than ten (10) days prior to bid due date, notify the College who will, if necessary, send written addendum to all bidders. The college will not be responsible for any oral instructions. All inquiries shall be directed to the Director of Business & Auxiliary Services. After bids are received, no allowance will be made for oversight by bidder.

**SUBSTITUTIONS:**

1. Each bidder represents that his bid is based upon the materials and equipment described in the bidding documents.
2. Any dealer bidding an equal product must specify brand name, model number, and supply specifications of product. The Board shall be the sole judge of whether an article shall be

deemed to be equal.

3. A bidder's failure to meet the minimum specifications as listed may result in disqualification of his bid.

**REJECTION OF BIDS:**

The bidder acknowledges the right of the College Board to reject any or all proposals and to waive informality or irregularity in any proposal received and to award each item to different bidders or all items to a single bidder. In addition, the bidder recognizes the right of the College Board to reject a proposal if the proposal is in any way incomplete or irregular. The College Board may also award, at its discretion, only certain items quoted on. The College Board also reserves the right to reject the proposal of a Bidder who has previously failed to perform properly or complete on time contracts of a similar nature or a bid of a Bidder when investigation shows that Bidder is not in a position to perform the contract.

**ACKNOWLEDGEMENT OF ADDENDA:**

Signature of company official on original document shall be construed as acknowledgement of receipt of any and all addenda pertaining to this specific proposal. Identification by number of addenda and date issued should be noted on all proposals submitted.

**FAILURE TO ACKNOWLEDGE RECEIPT OF ADDENDA ON PROPOSAL SUBMITTED MAY RESULT IN DISQUALIFICATION OF PROPOSAL.**

**Bidders who obtain a copy of the bid from our web site are responsible for checking back on the site for any addenda issued.**

**CLERICAL ERRORS:**

If applicable, all errors in price extensions will be corrected by Joliet Junior College and totals for award determination corrected accordingly, unless the bidder specifies that no change be made in the total submitted. In this case, all incorrect price extensions will be noted at "lot", and award determination made on the basis of total price submitted.

**SAMPLES:**

Bidder may be required to furnish samples upon request and without charge to the College.

**BID SECURITY:**

A certified check or bank draft or bid bond, made payable to Joliet Junior College District #525, Will County, Illinois, shall be submitted with the bid in the amount of **five (5) percent of your total bid**. The bid security will be forfeited by the successful bidder in the event of the bidders failure to enter into a contract. Checks or drafts of unsuccessful bidders will be returned as soon as practicable after opening and checking the bids.

**PAYMENTS:**

Certified Payroll

1. With each pay application, contractors shall submit certified payroll in a format acceptable to Junior College District #525.

**Partial Lien Waivers**

1. The contractors' partial lien waiver, for the full amount of the payment, shall accompany the first payment application. Each subsequent payment application shall be accompanied by the contractor's partial waiver, and by partial waivers from all subcontractors and suppliers who were included in the immediately preceding payment application, to the extent of that payment.
2. Lien waivers from the Contractor and all subcontractors and suppliers shall accompany the first payment application when the amount of payment exceeds 50 percent of the total contract sum.

**Final Lien Waivers:** The contractor's request for final payment shall include:

1. The contractor's final lien waiver in the full amount of the contract.
2. Final lien waivers in the full amount of their contracts from all subcontractors and suppliers for which final lien waivers have not previously been submitted.

**INSURANCE:**

The successful bidder will be required to furnish a certificate of insurance in the following amounts:

The insurance coverage required here-in-under shall be the minimum amounts maintained by the Contractor and Subcontractors until all Work is completed and accepted by the Owner.

The Contractor will purchase and maintain "all risks" Builder's Risk property insurance subject only to such exclusions as have been specifically approved by the Owner in writing.

**A. Workers Compensation**

1. State: Statutory
2. Applicable Federal: Statutory
3. Employer's Liability:
  - a. \$1,000,000 per Accident
  - b. \$1,000,000 Occupational Disease

**B. Commercial Comprehensive Liability**

1. Each Occurrence: \$2,000,000
2. Products/Completed Operations Aggregate: \$2,000,000
3. Personal/Advertising Injury: \$2,000,000
4. General Aggregate: \$2,000,000
5. Policy shall include: \$2,000,000
  - a. Premises: Operations
  - b. Independent Contractors Liability
  - c. Products and Completed Operations: Maintained for minimum of one year after date of final Certificate for Payment, in full amount of the limits specified above.

- d. Contractual Liability
  - e. Coverage for explosion (x), collapse (c), and underground (u).
6. The Commercial Comprehensive Liability policy shall include a contractual liability endorsement insuring the indemnity required by the contract. The indemnities shall be named as additional insureds on the Contractor's Commercial Comprehensive Liability policy using Form CG 20 10 or its equivalent and shall name Joliet Junior College, its Board of Trustees, officers, employees and agents as additional insured's at a minimum. The Contractor hereby agrees to effectuate the naming of such additional insured's as unrestricted additional insured's on the Contractor's policy. The additional insured endorsement shall provide the following:
- a. That the coverage afforded the additional insurance will be primary insurance for the additional insurance with respect to claims arising out of operations performed by or on behalf of the Contractor.
  - b. That the policy shall contain a thirty (30) day notice of cancellation prior to the effective date thereof.
  - c. That the additional insureds have other insurance which is applicable to the loss, such other insurance will be on an excess or contingent basis.
  - d. That the amount of the company's liability under the insurance policy will not be reduced by the existence of such other insurance.
  - e. That the additional insureds will not be given less than thirty (30) days prior written notice of any cancellation thereof.
  - f. That the Contractor agrees to indemnify the College for any applicable deductibles.
  - g. That the insurance policy from an A.M. Best rated "secured" Illinois State licensed insurer.
  - h. The Contractor shall provide the College with a copy of its insurance policy or in the alternative and subject to the College's agreement, an excerpt of a page from the actual policy evidencing the additional insureds as provided for herein.
  - i. Contactor acknowledges that failure to obtain such insurance on behalf of the College constitutes a material breach of the contract and subjects Contractor to liability for damages, indemnification and all other legal remedies available to College. The Contractor is to provide the College at all times with a certificate of insurance, evidencing the above requirements have been met. The failure of the College to object to the contents of the certificate or the absence of it shall not be deemed a waiver of any and all rights held by the College.
  - j. That enclosed is a copy of the endorsement providing additional insured's status and that the Contractor will furnish a Certificate of insurance evidencing the foregoing provisions.
  - k. Please include clause below in the policy:  
It is agreed that Joliet Junior College, its Board of Trustees, officers, employees, agents and (Architect/Engineer Name) are additional insureds on the policy.

C. Business Auto Liability (including owned, non-owned and hired vehicles).

1. Bodily injury
  - a. \$1,000,000 per person
  - b. \$2,000,000 per accident
2. Property damage: \$1,000,000 OR
3. Combined Single limit: \$1,000,000

D. Umbrella

1. Umbrella Excess Liability: \$4,000,000
2. If the Contractor's Workers Compensation, Commercial General Liability and Business Auto policies do not have these minimum limits, an Umbrella policy written by an insurance company acceptable to the Owner may be used to meet the minimum limits required.

All such policies of insurance shall be written by companies approved by the College and Certificates of Insurance shall be furnished to the College. The College shall be listed as an additional insured under such policies. Each policy shall require at least 30 days notice to the College in the event of cancellation. The contractor agrees to indemnify, defend, and hold harmless the College from and against all suits or claims, which may be based upon any injury to or death of any person or persons or damage to property, which may occur or which may be alleged to have occurred in the course of the performance of this Agreement by the Contractor, whether such sum claim shall be made by an employee of the Contractor, by a third person or their representatives, or whether or not it shall be claimed that the said injury, death, or damage or cause through a negligence act or omission of the Contractor; and the all charges of attorneys and all costs and other expenses arising there from or incurred in connection therewith; and if any judgment shall be rendered against the College in any such action or actions, the Contractor, at its own expense, shall satisfy and discharge the same.

**PERFORMANCE BONDS:**

The successful bidder on this proposal must furnish a performance bond and a labor and material payment bond made out to Junior College District #525, prepared on an approved form, as security for the faithful performance of their contract, within ten (10) days of their notification that their bid has been accepted. The surety thereon must be such surety company or companies as are authorized and licensed to transact business in the State of Illinois and have an A-XIV best rating. Attorneys in fact who sign bid bonds must file with each bond a certified copy of their power of attorney to sign said bonds. The performance bond is an amount equal to one hundred and ten percent (110%) of the contract sum. Such bonds shall be in force from the date of signing of the contract until one year after issuing of final certificate of payment. The cost of the bonds shall be included in the bidder's proposal.

**LAWS AND ORDINANCES:**

In execution of the work, the Contractor shall comply with applicable state and local laws, ordinances and regulation, the rules and regulations of the Board of Fire Underwriters, and OSHA standards.

**DAMAGE AND NEGLIGENCE:**

The Contractor agrees to indemnify and save harmless the College and employees from and against all loss, including costs and attorney's fees, by reasons or liability imposed by law upon the College for damages because of bodily injury, including death at any time resulting therefrom, sustained by any person or persons or on account of damage to property including loss of use thereof as provided in the General Conditions and Supplementary Conditions.

College shall not be responsible for damages, delays, or failure to perform on its part resulting from acts or occurrences of force majeure. "Force majeure" means any (a) act of God, landslide, lightning, earthquake, hurricane, tornado, blizzard, floods and other adverse and inclement weather conditions; (b) fire, explosion, flood, acts of a public enemy, war, blockade, insurrection, riot or civil disturbance; (c) labor dispute, strike, work slow down, picketing, primary boycotts, secondary boycotts or boycotts of any kind and nature, or work stoppages; (d) any law, order, regulation ordinance, or requirement of any government or legal body or any representative of any such government or legal body; (e) inability to secure necessary materials, equipment, parts or other components of the project as a result of transportation difficulties, fuel or energy shortages, or acts or omission of any common carriers; or (f) any other similar cause or similar event beyond the reasonable control of College.

**INVESTIGATION OF BIDDERS:**

The College will make any necessary investigation to determine the ability of the bidder to fulfill the proposal requirements. Joliet Junior College reserves the right to reject any proposal if it is determined that the bidder is not properly qualified to carry out the obligation of the contract.

**APPRENTICESHIP AND TRAINING PROGRAMS:**

The bidder and all bidder's subcontractors must participate in applicable apprenticeship and training programs approved by and registered with the United States Department of Labor Bureau of Apprenticeship and Training. The apprenticeship and training programs(s) must be in the same trade in which the firm shall be performing work on behalf of the College under the Contract. This provision shall not apply to federally funded construction projects if, in the opinion of College, such application would jeopardize the receipt or use of federal funds in support of such project.

**A STATEMENT TO THE ABOVE EFFECT HAS BEEN ADDED TO THE BID FORM. BIDDERS MUST BE A MEMBER OF AN APPROVED APPRENTICESHIP PROGRAM PRIOR TO BID OPENING ON THE PROJECT.**

**SUBCONTRACTORS:**

Bidders must state on the proposal form all subcontractors he intends to use for this project. Failure to do so may be cause for rejection of bid.

**PREVAILING WAGE RATE:**

The successful bidder must pay not less than the prevailing hourly wage rate determined by the Illinois Department of Labor for the county where the contract is executed and the craft or type of worker needed to execute the contract. See the prevailing wage scale attached.

If, during the course of work under this contract, the Department of Labor revises the prevailing

rate hourly wages to be paid under this contract for any trade or occupation, Owner, will notify Contractor and each Subcontractor of the changes in the prevailing rate of hourly wages. Contractor shall have the sole responsibility and duty to ensure that the revised prevailing rate of hourly wages is paid by contractor and all Subcontractors to each worker to whom a revised rate is applicable. Revisions to the prevailing wage as set forth above shall not result in an increase in the Contract Sum.

In compliance with the Office of the Attorney General the following is also required of all bidders:

#### Payment of Prevailing Wage:

- The Act requires that all laborers, workers and mechanics employed by or on behalf of a public body in the construction of public works be paid the general prevailing rate of hourly wages (including allotments for training and approved apprenticeship programs, health and welfare, insurance, vacation and pension benefits) for work of a similar character in the locality in which the work is performed. See 820 ILCS 103/3. The Act contains all relevant definitions, including those for the terms “public body”, “public works” and “general prevailing rate of hourly wages”, which will assist you in the understanding its requirements and your responsibilities. See 820 ILCS 130/2.
- The Illinois Department of Labor publishes the current prevailing wage rate. See <http://www.state.il.us/agency/idol/rates/rates.htm>. The rate is revised regularly and such revision takes effect immediately.

#### Specifications and Contractual Language:

- Public bodies must insert a provision or stipulation requiring the payment of the prevailing wage rate into every public works resolution or ordinance, call for bids, project specification and contract. See 820 ILCS 130/4(a).
- Contractors and subcontractors must insert a provision or stipulation regarding the payment of the prevailing wage rate into every public works project and bid specification, subcontract, and contractor’s bond. See 820 ILCS 130/4(b), (c).
- Contractors or construction managers who have been awarded public works contracts must post the relevant prevailing wage rate(s) at a location on the project site that is easily accessible by workers. See 820 ILCS 130/4(f).

#### Record-Keeping Responsibilities:

- All contractors and subcontractors must create and keep for at least three years, records of all laborers, mechanics, and other workers employed by them on a public works project. See 820 ILCS 130/5(a) (1).
- These records must include each worker’s name, address, telephone number (if available), social security number, classification(s), hourly wages paid in each pay period, number of hours worked each day, and the starting and ending times of each work day. Each contractor and subcontractor is required to make these records available for inspection by the public body’s agents or Illinois Department of Labor officials at a reasonable time and place upon seven business days notice. See 820 ILCS 130/5(a) (1), (b).

#### Certified Payroll Records:

- A contractor or subcontractor participating in a public works project must also submit a

Certified Payroll the public body every month. This Certified Payroll must consist of a complete copy of the records required to be kept under Section 5(a)(1) of the Act, discussed above (with the exception of daily work starting and ending times). See 820 ILCS 130/5(a)(2).

- The monthly Certified Payroll shall also include a statement signed by the contractor or subcontractor submitting that: (1) the records are true and accurate; (2) the hourly rate paid to each worker is not less than the general prevailing wage rate required; and (3) the contractor or subcontractor is aware that filing a Certified Payroll that he or she knows to be false is a class B misdemeanor. See 820 ILCS 130/5(a)(2).
- The Act requires that a public body shall keep all Certified Payrolls submitted pursuant to the Act for at least three years. See 820 ILCS 130/5(a)(2). The retention of these monthly Certified Payroll submissions for three years by public bodies is crucial to the State of Illinois' efforts to enforce the Act and will be of particular interest to the Attorney General's office in the coming months.

Failure to comply with the Act's Requirements:

- No public works project may be instituted unless the provisions of the Act have been met. The Illinois Department of Labor is empowered to sue for injunctive relief against the awarding of any public works contract, or continuation of work under any such contract, if it is not in compliance with the Act's prerequisites. Contracts that are not in compliance with the Act's prerequisites are void as against public policy. See 820 ILCS 103/11.

Please note that this is not a complete list of all relevant requirements and prerequisites under the Act. All contractors and subcontractors rendering services under this contract must comply with all requirements of the Act, including but not limited to, all wage, notice and record keeping duties. For a full understanding of all of the Act's requirements and prerequisites, as well as the text of the Act and all related regulations, please see the Illinois Department of Labor's website at [www.state.il.us/agency/idol/laws/Law130.htm](http://www.state.il.us/agency/idol/laws/Law130.htm).

#### **BLACKOUT PERIOD:**

After the College has advertised for bids, no pre-bid vendor shall contact any College officer(s) or employee(s) involved in the solicitation process, except for interpretation of bid specifications, clarification of bid submission requirements or any information pertaining to pre-bid conferences. Such bidders or sub-bidders making such request shall be made in writing at least seven (7) days prior to the date for receipt of bids. No vendor shall visit or contact any College officers or employees until after the bids are awarded, except in those instances when site inspection is a prerequisite for the submission of a bid. During the black-out period, any such visitation, solicitation or sales call by any representative of a prospective vendor in violation of this provision may cause the disqualification of such bidder's response.

#### **OTHER:**

This contract is subject to and governed by the rules and regulations of the Illinois Human Rights Act. The Customer reserves the right to request additional information after your proposal has been submitted.

**BID QUANTITIES:**

The College Board will reserve the right to increase or decrease, within reasonable limits, such quantities as need requires and at the unit price stated.

**BID AWARDS:**

The successful contractor, and/or any contractor shall not proceed on this bid until it receives a purchase order from the college. Failure to comply is the risk of that contractor.

**CHANGES TO CONTRACT AFTER BID AWARD:**

There shall be no deviations from any work without a written change order. All change orders must be approved by the Director of Business & Auxiliary Services or Vice President of Administrative Services as well as executed by the successful contractor.

If a change order or aggregate of change orders are 10% or more of the contract price, and such change orders are not approved, in writing, by either the Director of Business & Auxiliary Services or Vice President of Administrative Services, the successful contractor shall not be entitled to any type of compensation for services or materials provided.

**GENERAL:**

Joliet Junior College is committed to a policy of non-discrimination on the basis of sex, handicap, race, color, and national or ethnic origin in the admission, employment, educational programs, and activities it operates. Inquiries should be addressed to the Director of Human Resources.

The contractor (or vendor) shall agree to save and hold harmless the Joliet Junior College District #525, the members of its College Board, its agents, servants and employees, from any and all actions or causes of action, or claim for damages, including the expense of defending suit, arising or growing out of the performance of, or failure to perform its contract.



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Judy L. Mitchell  
Director of Business & Auxiliary Services

JOLIET JUNIOR COLLEGE DISTRICT #525  
(Business & Auxiliary Services)  
1215 Houbolt Road  
Joliet, Illinois 60431-8938  
Telephone: (815) 280-6640  
Fax: (815) 280-6631

**INFORMATION PERTAINING TO OUR BIDS CAN BE FOUND AT THE FOLLOWING WEBSITE:**  
**<http://www.jjc.edu/info/purchasing>**

**QUESTIONS PERTAINING TO OUR BIDS CAN BE EMAILED TO:**  
**[purchasing@jjc.edu](mailto:purchasing@jjc.edu)**

**JOLIET JUNIOR COLLEGE**  
**BID SPECIFICATIONS**  
**SECURITY SURVEILLANCE NETWORK INFRASTRUCTURE AND INSTALLATION**

1. Audio quality: Axis audio module is not synchronized with video via HTTP. The audio stream is sent as a stream of digital audio (Adaptive Differential Pulse Code Modulation, ADPCM G.711, G.726-32, or G.726-24). What codec is used is configured at the outset.
2. IP Camera Wiring Support: Joliet Junior College is responsible for all wiring (Cat 5 Ethernet and 110V power) to all cameras.
3. General Cabling: All sites assumed to have proper cabling in place for IP Camera and 10/100 Ethernet to all desktops and print server unless noted. Joliet Junior College provided patch cables assumed.
4. Power: Unless specified within this proposal, assumes all power conditioning, UPS systems and cables provided by Joliet Junior College.
5. WAN Assumption: Existing WAN components and sizing are sufficient for adding video. A network analysis of performance and capacity will be completed as needed.
6. Rack & KN/Ms: Unless specified within this proposal, Joliet Junior College will provide all required rack equipment, keyboard/monitor/video switching and other site specific installation hardware.
7. Remote Support: Remote access support through IP VPN or IP PPP connection. Without this access additional services may be occurred for optimization and tuning required pre and post installation.
8. Joliet Junior College will be installing the Cisco 3570E network switches at all locations.
9. Shipping Charges: Shipping charges are to be included in the total bid price.

**Total bid price to include the following:**

**Joliet Junior College  
Main Campus & Morris Site**

**Main Location/Morris Video Surveillance Solution**

<b>Description</b>	<b>Qty.</b>
Cisco IP Video Surveillance – 4CIF MPEG-4 @ 10 fps (1098 Kbps) x30 days @ 75% recording. (Generic MPEG-4)	100:

4RU w/Motherboard; 1 CPU;RAID: Pwr Suppl;NO Drives;NO Options	2
1TB SATA Drive for CIVS-MSP Platforms	44
CIVS-MS Media Server v6.2 Software Lic. with Hardware Bundle	2
2 <sup>nd</sup> 900W Power Supply Option	2
100 Stream Connection Feature License For Media Server	1
1 Stream Connection Feature License For Media Server	5
<b>Certified Professional Services Installation</b>	1
<b>Annual Hardware Maintenance</b>	
SMART NET 8X5XNBD 4RU MSP Assembly	2
<b>Annual Software Maintenance</b>	
SW APP SUPP CIVS-MS-SW6.2	2
SW APP SUPP CIVS-MS-100 SC FL	1
SW APP SUPP CIVS-MS-1 SCFL	5

#### Cisco Network Switches

Description	Qty.
<b>3750X Switches &gt;2 for Main Campus and 1 for Morris</b>	
Catalyst 3750X 48 Port PoE IP Base	3
Catalyst 3K-X 7 15W AC Power Supply	3
Catalyst 3750X Stack Power Cable 30 CM	3
CAT 3750X IOS UNIVERSAL WITH WEB BASE DEV MGR	3
Catalyst 3K-X 10G Network Module option PID	3
Catalyst 3K-X7 15W AC Secondary Power Supply	3
AC Power Cord for Catalyst 3K-X (North America)	6
Cisco StackWise 50 CM Stacking Cable	3
10 GBASE-LR SFP Module	3

**Joliet Junior College  
Mesh Wireless Main Campus**

**Cisco 1524 Mesh Solution**

<b>Description</b>	<b>Qty.</b>
<b>Cisco 1524 Mesh Access Points</b>	
1524 Mesh AP, Dual Serial Backhaul, 2.4 Access,-A Cfg	13
1520 Series AP Software image – IOS	13
<b>Cisco 1524 Root Access Points</b>	
1524 Mesh AP, Dual Serial Backhaul, 2.4 Access,-AC fg	3
1520 Series AP Software image – IOS	3
<b>Antennas</b>	
2400-2483.5 MHz, 5.0 dBi omni ant. with N connector (x3 per AP with PoE method)	48 Note: 3 per Access Point
4.9 to 5.8 – GHZ, 8.0 dBi Omnidirectional Antennae with N connector	32 Note: 2 per Access Point
<b>Power</b>	
Cisco Aironet 1520 Series AC Power Cord, 40 ft. N Amer Plug	13
Cisco Aironet 1520 Series Power Injector	3
<b>Mounting/Battery Backup</b>	
Cisco Aironet 1520 Series Pole Mount Kit	16
Cisco Aironet 1520 Series Strand Mount Kit	0
Cisco 1520 Series Battery Backup	16
<b>Annual Maintenance</b>	
<b>Professional Services</b>	
Per Radio (MAP) Professional Services, Includes Mounting, Cable Run, Testing	13
Per Radio (RAP) Professional Services, Includes Mounting, Cable Run, Testing	3
Data Engineer Support for Link Integration to Customer's Data Network – No re-routing, no load balancing, bridge setup-update-test only	16
<b>Project Management</b>	

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### Roof Mounts

Description	Qty.
Enter Quantity Needed	3
Baird Ridgemount	3
2-3/8"x60" Galvanized Pipe Mount	3
Rubberized Matting	3
20# Concrete Block	30
Misc Grounding Supplies	3
2 Guys & Van/Hr	6
<b>Project Management</b>	1

Notes: Baird Ridgemount (48"x80"), mast sizes up to 3.5", standard mast is quoted above

### Joliet Junior College Mesh Wireless Main Campus

#### Cisco 1400 Series 802.11a

Description	Qty.
<b>Cisco 1400 Series – Connectorized Model (Per Radio)</b>	
Aironet 1410 Wireless Bridge w/N-Type Connector, FCC Cnfg	2
AIR Line Cord North America	2
Cisco 1410 Series IOS WIRELESS LAN	2
Coax Cable	2
<b>Bundled Accessories</b>	
100-240 V power supply, power injector and grounding block, multifunction mount, 20 and 50 ft. cables, coaxial sealant, and anti-corrosion gel	2
<b>Annual Maintenance</b>	
<b>Professional Services</b>	
Per Radio Professional Services, Includes Mounting, Cable Run, Testing	2
Data Engineer Support for Ling Integration to Customer's Data Network – No re-routing, no load balancing, bridge setup-	2

update-test only	
Mounting Equipment	2
<b>Project Management</b>	

**Roof Mounts**

<b>Description</b>	<b>Qty.</b>
Enter Quantity Needed	2
Baird Ridgemount	2
2-3/8"x60" Galvanized Pipe Mount	2
Rubberized Matting	2
20# Concrete Block	20
Misc Grounding Supplies	2
2 Guys & Van/Hr	4
<b>Project Management</b>	1

Notes : Baird Ridgemount (48"x80"), mast sizes up to 3.5", standard mast is quoted above.

**Joliet Junior College  
Romeoville Campus**

**Romeoville Campus Video Surveillance**

<b>Description</b>	<b>Qty.</b>
<b>Cisco IP Video Surveillance – QTY 12: 4 CIF MPEG-4 @ 10 fps (1098 Kbps) x 30days @ 75% recording. (Generic MPEG-4)</b>	
1RU MSP Assembly	1
1TB SATA Drive for CIVS-MSP Platforms	4
CIVS-MS Media Server v6.2 Software Lic. with Hardware Bundle	1
1 Stream Connection Feature License For Media Server	2
10 Stream Connection Feature License For Media Server	1
<b>Certified Professional Services Installation</b>	

<b>Annual Hardware Maintenance</b>	
SMART NET 8X5XNBD 1RU MSP Assembly	1
<b>Annual Software Maintenance</b>	
SW APP SUPP CIVS-MS-SW6.2	1
SW APP SUPP CIVS-MS-10SCFL	1
SW APP SUPP CIVS-MS-1SCFL	2

**Cisco Network Switch**

<b>Description</b>	<b>Qty.</b>
<b>3750X Switch</b>	
Catalyst 3750X 48 Port PoE IP Base	1
Catalyst 3K-X 7 15W AC Power Supply	1
Catalyst 3750X Stack Power Cable 30 CM	1
CAT 3750X IOS UNIVERSAL WITH WEB BASE DEV MGR	1
Catalyst 3K-X 10G Network Module option PID	1
Catalyst 3K-X 7 15W AC Secondary Power Supply	1
AC Power Cord for Catalyst 3K-X (North America)	2
Cisco StackWise 50 CM Stacking Cable	1
10 GBASE-LR SFP Module	1

**Joliet Junior College  
Weitendorf Campus**

**Weitendorf Video Surveillance**

<b>Description</b>	<b>Qty.</b>
<b>Cisco IP Video Surveillance – QTY 20: 4 CIF MPEG-4 @ 10 fps (1098 Kbps) x30 days @ 75% recording. (Generic MPEG-4)</b>	
2RU w/Motherboard; 1 CPU;RAID;Pwr Supp;NO Drives;NO Options	1
1 TB SATA Drive for CIVS-MSP Platforms	8
CIVS-MS Media Server v6.2 Software Lic. with Hardware Bundle	1

2 <sup>nd</sup> 900W Power Supply Option	1
10 Stream Connection License For Media Server	2
<b>Certified Professional Services Installation</b>	
<b>Annual Hardware Maintenance</b>	
SMART NET 8X5XNBD 2RU MSP Assembly	1
<b>Annual Software Essentials</b>	
SW APP SUPP CIVS-MS-SW6.2	1
SW APP SUPP CIVS-MS-10SCFL	2

#### Cisco Network Switch

Description	Qty.
<b>3750X Switch</b>	
Catalyst 3750X 48 Port PoE IP Base	1
Catalyst 3K-X 7 15W AC Power Supply	1
Catalyst 3750X Stack Power Cable 30 CM	1
CAT 3750X IOS UNIVERSAL WITH WB BASE DEV MGR	1
Catalyst 3K-X 10G Network Module option PID	1
Catalyst 3K-X 7 15W AC Secondary Power Supply	1
AC Power Cord for Catalyst 3K-X (North America)	2
Cisco StackWise 50 CM Stacking Cable	1
10 GBASE-LR SFP Module	1

#### Joliet Junior College City Center Campus

#### City Center Video Surveillance

Description	Qty.
<b>Cisco IP Video Surveillance</b>	
4RU w/Motherboard; 1 CPU;RAID;Pwr Suppl; NO Drives; NO Options	1
1 TB SATA Drive for CIVS-MSP Platforms	14
CIVS-MS Media Server v6.2 Software Lic.	1

with Hardware Bundle	
2 <sup>nd</sup> 900W Power Supply Option	1
10 Stream Connection Feature License For Media Server	4
<b>Certified Professional Services Installation</b>	
<b>Annual Hardware Maintenance</b>	
SMART NET 8X5XNBD 2RU MSP Assembly	1
<b>Annual Software Maintenance</b>	
SW APP SUPP CIVS-MS-SW6.2	1
SW APP SUPP CIVS-MS-10SCFL	4

#### Cisco Network Switch

Description	Qty.
<b>3750X Switch</b>	
Catalyst 3750X 48 Port PoE IP Base	1
Catalyst 3K-X 7 15W AC Power Supply	1
Catalyst 3750X Stack Power Cable 30 CM	1
CAT 3750X IOS UNIVERSAL WITH WEB BASE DEV MGR	1
Catalyst 3K-X 10G Network Module option PID	1
Catalyst 3K-X 7 15W AC Secondary Power Supply	1
AC Power Cord for Catalyst 3K-X (North America)	2
Cisco StackWise 50 CM Stacking Cable	1
10 GBASE-LR SFP Module	1

PLEASE NOTE: JOLIET JUNIOR COLLEGE WILL PROVIDE THE INFRASTRUCTURE/CABLING

Date:

Time:

Project Title / Location:

Project Number:

FOR  
**(Contractor's name)**

1. **Introductions:** All project members are to introduce themselves including their name, organization, title, and role on the project.

A. Joliet Junior College Personnel:

1. Construction Manager:

- a. Phone:
- b. Cell:
- c. Fax:
- d. Email:

2. Alternate Contact:

- a. Phone:
- b. Cell:
- c. Fax:
- d. Email:

B. Contractor Personnel

1. Project Manager:

- a. Phone:
- b. Cell:
- c. Fax:
- d. Email

2. Construction Superintendent:

- a. Phone:
- b. Cell:
- c. Fax:
- d. Email:

**2. Communications:**

- A. Communications related to the project between Joliet Junior College and the Contractor shall be conducted through the Joliet Junior College Construction Manager (CM) only, unless directed otherwise.

**Preconstruction Conference Checklist**

Revision-B September 17, 2010

- B. In the event of an emergency the Contractor is to contact Campus Police at 815-280-2234, or may pick-up any campus phone and dial 2911.
- C. RFI's: Requests for Information (RFI's): All Requests for Information shall be in written form to JJC's CM with a copy to the A/E when required. All responses will come from JJC or the A/E in writing addressed to the Contractor's Project Manager
- D. Weekly Construction Reports: Contractor is to provide a weekly construction report to JJC CM. This report is to be inclusive of daily activities, potential delays, stoppage, problems, accidents, near misses, significant decisions, meetings, requests by JJC, etc.
- E. Correspondence: All correspondence shall be directed to the Construction Manager

Joliet Junior College  
Facilities Services Department  
ATTN: \_\_\_\_\_  
1215 Houbolt Road  
Joliet, IL 60431

Include Project Title, Project Number, Purchase Order Number on ALL correspondence.

**3. Construction Schedule:**

- A. Schedule of Values: Contractor is to provide a schedule of values (AIA document recommended) broken down into each division of the work as a minimum. The schedule of values will include as a minimum a listing of the work elements or branch values, the cost of each work element, and the percentage of total project "award" cost that the work element represents. The schedule of values will become the basis for "work elements" a.k.a. "branch values" of the Construction Schedule. These same "work elements" shall be used as the basis for the "branch values" of the Construction Progress Report as listed in item #2D above.
- B. Construction Schedule: Contractor is to submit within one week of pre-construction meeting, a fully developed gantt chart type construction schedule.
  - 1. Provide a task for each construction activity or "work element".
  - 2. No progress payment will be processed until the construction schedule is submitted and approved.
  - 3. Provide a revised, updated schedule with each progress payment request.

**Preconstruction Conference Checklist**

Revision-B September 17, 2010

**Performance:**

A. Commencement, Prosecution & Completion of Work

1. Purchase order/notice to proceed received: \_\_\_\_\_
2. Contract Amount: \_\_\_\_\_
3. Total Amount of Alternates Accepted: \_\_\_\_\_
4. Proposed start/mobilization date : \_\_\_\_\_
5. Preconstruction Submittals Received: Check one Y \_\_\_\_\_ N \_\_\_\_\_
6. Bonding & Insurance Requirements Received: Check one Y \_\_\_\_\_ N \_\_\_\_\_
7. Completion date: \_\_\_\_\_
8. Delays and time extensions: The Contractor is responsible for the completion of project work within the time designated above and in the construction schedule. Justified change orders may qualify a delay and require a time extension which must be discussed and approved by the JJC CM. Failure to complete the project on time will result in a negative evaluation of Contractor performance on the JJC project close-out documents.
9. All shop drawings will be submitted to the JJC CM or A/E when required. Material samples shall be submitted for approval when required.
10. The JJC CM and/or the A/E will provide a list of punch list items. The final punch list shall be completed within 2 weeks upon substantial completion. 10% of the contract amount will be withheld until all punch list items are completed.
11. Construction status meetings between the Contractor and JJC CM shall be held on a weekly basis in the JJC CM's office. At the JJC CM's discretion, this weekly meeting may be held via conference telephone call as the project dictates.
12. As-built drawings shall be maintained and kept on-site daily. Final as-built drawings are required to be turned over to the JJC CM at project completion. When AutoCAD drawings are available from the A/E, the Contractor will revise the drawings to reflect as-built conditions. Final payment will not be processed until all as-built drawings are received.

B. Coordination of Work:

1. The Contractor is responsible for coordination of all elements of the work and every aspect of the coordination of his subcontractors work.
2. The Contractor is required to have a competent construction supervisor in charge of the work at all times. Construction supervisor may be a working foreman.

**Preconstruction Conference Checklist**

Revision-B September 17, 2010

3. When the shut down of utilities is required, the Contractor shall coordinate with the JJC CM to schedule the shut down process. Allow a minimum of 5 days notice to allow for a shut down. Unless otherwise stated during the bidding process, a utility shut down will be required between the hours of 10:00 p.m. to 6:00 a.m.

C. Contractor Evaluation:

At the completion of the project, the JJC CM will complete a contractor evaluation. This evaluation is kept on file and is taken into consideration when considering the Contractor for future projects.

**13. Mobilization:** Prior to the Contractor mobilizing on site, the following requirements must be met and reviewed.

A. Pre-mobilization requirements:

1. Safety plan submitted and approved.
2. Schedule of Values and Construction Schedule submitted and approved.
3. Review Contractor's plan for mobilizing on site, including phasing, timing elements, crane operations, dumpster locations, gang box locations, deliveries, parking, storage of material, etc.
4. The Contractor's safety plan shall be submitted to the JJC CM addressing issues of excavation, crane lifts, hot work and other construction hazards.
5. Contractor check-in with Facility Services. The Contractor's employees are required to obtain vehicle tags and I.D. badges. Any ticketing by Campus Police as a result of no vehicle tag will be the responsibility of the Contractor.

**14. Housekeeping and Clean-up:** The Contractor is primarily responsible for housekeeping in its respective work areas, and for work performed by its employees and subcontractors. This means the Contractor's work area is required to be maintained in an orderly, safe and productive condition at all times.

- A. Accumulation of combustibles, flammable liquids, chemical products, tools not in use, trash and/or refuse is not acceptable and will not be allowed.
- B. Parking, staging and storage of materials and equipment shall be confined to designated areas only.
- C. When a Contractor's work material may be dislodged by wind and could create a hazard when left in an open area, it shall be secured by the Contractor.

**Preconstruction Conference Checklist**

Revision-B September 17, 2010

- D. The Contractor will police its work area(s) at the end of the shift and leave the area in a condition that is acceptable to the JJC CM.
- E. In the event that housekeeping in a Contractor's work area is found to be in an unacceptable condition by the JJC CM, the CM will give notice once verbally to the Contractor's on-site supervisor or foreman. If the deficiency is not corrected in a timely manner (and no later than the end of the day's work shift), the JJC Facility Services Department may make provisions for clean-up (which may or may not be done by outside services), and fully back charged to the Contractor. The Contractor will be liable for all costs associated with clean-up at a minimum rate of \$100/man hour plus materials.
- F. The Contractor shall provide and install safety fencing or barricades around areas requiring protecting (including but not limited to trees, plantings, etc.). This includes installing cyclone fencing for outdoor projects to prevent anyone from entering the construction zone.
- G. The Contractor will be responsible for daily cleaning of mud off roadways where required, or caused by this Contractor.
- H. The Contractor will provide tree protection and install silt fencing when working in areas that such protection or erosion control is required.
- I. The Contractor will provide berms around storm drains to prevent mud run-off from entering the lake.

**15. Conduct and Behavior:**

The Contractor's employees must take into consideration the environment around them when holding conversations with fellow employees as well as JJC staff as to not interrupt classes that may be in session, or students in concourses that may be studying. Profanity/foul language, derogatory remarks or harassment of students will not be tolerated and will be an immediate means for the employee dismissal from the project.

**16. Progress Payments/Invoicing and Change Orders:**

- A. A "pencil" copy of progress invoicing shall be submitted to the JJC CM & the A/E by the 15<sup>th</sup> of every month for review and approval. Final invoicing shall be in by the third week of the month for processing and board approval. No invoice will be processed without lien waiver(s) and certified payroll.

**Preconstruction Conference Checklist**

Revision-B September 17, 2010

- B. Any extra work done by the Contractor will be considered performed at no extra cost to JJC unless a written JJC change order form has been fully executed and signed by the Director of Business and Auxiliary Services. A contractor shall not be entitled to any compensation for extra work/material based on verbal conversations or email exchanges (the contractor is considered proceeding with extra work at their own risk without a fully executed JJC change order form). It is the contractor's responsibility to obtain a fully executed change order form from JJC. A change order, or a combination of multiple change orders may not exceed 10% of the original contract without JJC seeking approval from the Board of Trustees.

**17. Miscellaneous:**

- A. Soliciting or canvassing and posting or distributing printed material (except as permitted by law) is prohibited.
- B. Smoking is restricted to designated signed areas outside. The use of any tobacco products (including chewing) indoors is prohibited, and must be done in the designated outdoor smoking areas during break time.
- C. Drinking, using, possessing or being under the influence of alcohol or controlled substances are prohibited, and a cause for immediate dismissal.
- D. No radios are allowed on site in areas that can be disruptive to students or staff.
- E. The Contractor shall perform his/her work in accordance to no less than the minimum requirements as established by the Occupational Safety and Health Association. Personal Protection equipment shall be provided by the Contractor and worn at all times.
- F. The Contractor will be responsible for securing materials and tools and shall be solely responsible for any such theft or damage.

By signing below, the Contractor certifies that he, his employees, subcontractors, or assigns will abide to this Preconstruction Conference Checklist during the course of the project.

Print name: \_\_\_\_\_

Sign name: \_\_\_\_\_

Title: \_\_\_\_\_

Date signed: \_\_\_\_\_

JJC CM: \_\_\_\_\_

Date signed: \_\_\_\_\_

August 2008

# **Safety Requirements for Contractors and Subcontractors**

Environmental Health and Safety

Facility Service Department

(815) 280-2384

Environmental Health and Safety

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# **Safety Requirements for Contractors And Subcontractors**

Environmental Health and Safety

Facility Services Department

1215 Houbolt Rd.

Joliet, IL 60431

Phone: (815) 280-2384 Fax (815) 280-6673

[http: // www.jjc.edu/ehs](http://www.jjc.edu/ehs)













































































































