

# St. Tammany Parish Public Schools

Request for Proposal (RFP)

Access Control System  
2024

**ST. TAMMANY PARISH SCHOOL  
BOARD COVINGTON,  
LOUISIANA**

**RFP #196 ACCESS CONTROL 2024**

Written proposals will be received until 3:00 p.m. on Friday, December 13, 2024. All proposals shall be received and date stamped by the St. Tammany Parish School Board Office located at 321 N. Theard Street, Covington, Louisiana 70433 by one of the methods below. All bids shall be in a sealed envelope clearly marked on the outside "**RFP #196 ACCESS CONTROL 2024-DECEMBER 13, 2024**". All proposals arriving after this date and time or not in the proper location or format will be returned unopened to the proposers. The responsibility for timely delivery rests solely with the proposer. Proposals delayed through any means of delivery service and arriving after the deadline will not be accepted.

Proposals may be sent via registered or certified mail, UPS or FedEx with a return receipt requested, hand delivered by bidder or his/her agent in which instance the deliverer shall be provided a written receipt.

Alternatively, bidders also have the option to submit bids electronically @ [www.centralbidding.com](http://www.centralbidding.com).

Proposals submitted will be evaluated by a committee consisting of at least three (3) members appointed by the St. Tammany Parish School Board Superintendent. During the evaluation process, the evaluators may, at their discretion, request any one or all firms/individuals to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions the evaluators may have on a firm's proposal. Not all firms may be asked to make such oral presentations.

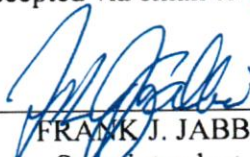
The St. Tammany Parish School Board must receive and stamp at the address below an original, six (6) copies, and an electronic copy (i.e., flash drive, USB drive, CD, etc.) of the response document by 3:00 PM on Friday, December 13, 2024. Any proposals submitted after that time will be disqualified and returned unopened.

Successful bidder must consent to and yield to the exclusive venue and jurisdiction of the 22<sup>nd</sup> Judicial District Court for the Parish of St. Tammany, and waive any and all claims of entitlement to removal of any case from this jurisdiction, including any removal to any Federal Court, in connection with any proposal or bid.

Proposals may also be submitted electronically at [www.centralbidding.com](http://www.centralbidding.com). If submitting electronically, all attachments, A-G must be fully executed and included with your submittal. Also, the original fully executed Affidavit of Compliance (Attachment C) form must be received in our office prior to award. Please submit by 3:00 PM on *December 20, 2024*.

In accordance with Revised Statute 38:2237A(9), the School Board may reject all proposals when it is deemed that such action is in the best interest of the School Board.

Questions regarding the RFP will be accepted via email to [purchasing@stpsb.org](mailto:purchasing@stpsb.org) until 3:00 PM on Monday, December 5, 2024.

  
\_\_\_\_\_  
FRANK J. JABBIA  
Superintendent

## 1.1 Introduction

St. Tammany Parish Public School Board (STPSB) is requesting proposals for qualified vendors to supply and install hardware, software, and maintain all components of an Electronic Door Access Control System. Our objective is to review, purchase and have a vendor install, repair, and provide maintenance for the access control system at all STPSB schools and offices.

The St. Tammany Parish School Board (STPSB) is interested in the total scope of services offered by the vendors who have a focus on providing secure access control solutions. STPSB is seeking maintenance on the existing access control system, including approximately 4,500 doors that are already installed; new door installations - from installation of wiring of the components to configuration of any and all access control system components. Qualified vendors must be licensed to install and maintain the access control system. STPSB is seeking a vendor that has broad and demonstrated experience in access control in school systems similar to STPSB.

STPSB invites you to submit a response for such solutions that satisfy the specifications in this request. A system that provides a solution to this challenge is highly desirable.

## 1.2 Instructions to Vendors

It is requested vendors keep their responses concise and to the point while still providing a complete response to the request. The selection committee will review each response in relation to the evaluation criteria listed in this Request for Proposal (RFP).

**The enclosed Proposal Information Form (ATTACHMENT A) must be completed, signed and returned with RFP submittal by a company official duly authorized to sign proposals/contracts.**

The attached STPSB Contract Addendum (Attachment B) must be completed and signed by an authorized company official.

The attached Affidavit of Compliance (Attachment C) with Section 889(a) of the Fiscal Year 2019 National Defense Authorization Act must be completed, notarized, and returned with your proposal. The original fully executed form must be received in our office prior to award. Please submit original by 3:00 PM on December 20, 2024.

The attached Certification Regarding Lobbying (Attachment D), Debarment and Suspension Certification Form (Attachment E), and Non-Collusion Statement (Attachment F), must be completed and signed by an authorized company official.

The attached Firearm Anti-Discriminatory Act 581 (SB 234) Disclosure (Attachment G) must be completed and signed by an authorized company official.

The attached General Network Performance Specs (Attachment H) is the document used by the St. Tammany Parish School Board as a general network specification guide.

All attachments, A-G, must be fully executed and included with your submittal. Failure to comply with this requirement will cause your proposal to be deemed non-responsive.

Questions regarding the RFP will be accepted via email to [purchasing@stpsb.org](mailto:purchasing@stpsb.org) until 3:00 PM on *Monday, December 5, 2024*.

EMAIL SUBJECT LINE SHOULD READ **RFP #196 ACCESS CONTROL 2024**.

Please include a contact name, mailing address, email address, and telephone number in your response.

The St. Tammany Parish School Board must receive and stamp at the address below an original, six (6) copies, and an electronic copy (i.e., flash drive, USB drive, CD, etc.) of the response document by 3:00 PM on *Friday, December 13, 2024*. Any proposals submitted after that time will be disqualified and returned unopened.

All proposals should be typed or legibly written and submitted in a sealed envelope clearly labeled **on the outside**: RFP #196 ACCESS CONTROL SYSTEM 2024

Proposals delivered to:

St. Tammany Parish School Board  
Attn: Purchasing Department  
RFP #196Access Control System 2024  
321 N. Theard Street  
Covington, LA 70433  
Louisiana Contractor's License Number

Contractors must be properly licensed by the Louisiana State Licensing Board for Contractors, Fire Marshal and any other licensing authority for each scope of work performed. If the total of your proposal is \$50,000 or more, and requires a license, you must show the appropriate license number(s) on the **outer most packaging** of your proposal. Electronic proposals submit the license number(s) by their signature.

A Performance Bond in the amount of fifty percent (50%) of the total amount of the order will be required from the successful vendor.

Proposals may also be submitted electronically at [www.centralbidding.com](http://www.centralbidding.com). If submitting electronically, all attachments, A-F, must be fully executed and included with your submittal. Also, the original fully executed Affidavit of Compliance (Attachment C) form must be received in our office prior to award. Please submit by 3:00 PM on *December 20, 2024*.

### **1.3 General Requirements**

The STPSB does not claim to have included every possible piece of equipment or software. Vendors are obligated to inform the STPSB of, and include in their response, any components that may be necessary for a successful and complete installation.

The STPSB reserves the right to reject any proposal. The STPSB reserves the right to reconsider any proposal submitted at any phase of procurement. The STPSB also reserves the right to meet

with select vendors at any time to gather additional information. Furthermore, the STPSB reserves the right to delete or add functionality until signing of the final contract.

All third-party hardware/software solutions proposed as part of this package are subject to the same guidelines of this RFP, unless otherwise stated.

Indemnification and Institution Requirements: The successful vendor shall agree to indemnify St. Tammany Parish Schools, its Board, its officers and employees against loss or damage (including reasonable attorney's fees and other costs of litigation) caused by the successful vendor's negligent acts or omissions or the negligent acts or omissions of the successful vendor's agents or employees.

The successful vendor shall agree to defend any suit against St. Tammany Parish Schools alleging injuries or damages arising out of the service provided however, that nothing contained therein shall require the successful vendor to defend or indemnify St. Tammany Parish Schools for injuries or damages arising out of the negligence of St. Tammany Parish Schools, its agents, or employees.

Contract Law: Any contract and/or purchase order(s) resulting from this RFP will be subject to the laws of the State of Louisiana and all other applicable statutes. The Vendor must consent to and yield to the exclusive venue and jurisdiction of the 22<sup>nd</sup> Judicial District Court for the Parish of St. Tammany, and waive any and all claims of entitlement to removal of any case from this jurisdiction, including any removal of any claim to any Federal Court, in connection with any proposal. The total contract and/or purchase order(s) will include only the negotiated and executed contract and/or purchase order(s), STPSB Contract Addendum (ATTACHMENT B), and the vendor's response to this request for proposal.

Contract Assignment: In no circumstance may any portion of the operation or of any negotiated and executed contract and/or purchase order(s) for the solution may be sublet, subcontracted, or otherwise assigned by the vendor without the prior written consent of St. Tammany Parish Schools. If approved, all responsibilities rest with the primary hardware/software vendor, and the vendor is required to manage the project installation through to completion. The vendor must provide details on the use of any/all approved subcontractors.

Vendor Expense: The STPSB will not be responsible for any expenses incurred by any vendor in the development of a response to this request including any onsite (or otherwise) interviews, presentations, supplemental information provided, submitted, or given to the STPSB or its representatives. Furthermore, the STPSB reserves the right to cancel work described herein prior to issuance and acceptance of any contractual agreement or purchase order by the recommended vendor even if the STPSB has formally accepted a recommendation.

Financing: The vendor shall protect all buildings, equipment, ceiling materials, personal items, trees, shrubs, lawns and all landscaping on School Board property from damage. In the event of damaged property resulting from work on this project, vendor shall be repaired or replaced at the vendor's expense. Labor shall be included in all restoration of buildings or grounds broken up during the installation of this project.

Notice: All documents submitted to the St. Tammany Parish School Board are subject to Louisiana Public Records Law, La R.S. 44:1 et seq., and may be released when public records requests are made by any interested party. If proposer deems any document submitted with this RFP confidential business data, trade secrets, proprietary information, or data not otherwise subject to public disclosure, under La R.S. 44:3.2, 44:4 or 44:4.1, or other provisions of law, the proposer shall clearly mark the documents CONFIDENTIAL prior to submission to the STPSB. Proposer shall clearly and boldly note the cover sheet in bold type specifying the pages and clearly mark each page which are considered restricted in accordance with Louisiana law. Proposers self-declaration of confidential, trade secret or proprietary does not automatically protect data from being released.

It is understood that the vendor and their representatives shall follow all applicable school district regulations while on School Board property, including no smoking, no weapons, and drug free policies. All vendors and their representatives must check in with office personnel prior to any on-site work. All vendor personnel shall be easily identified by the use of identification badges and uniforms or shirts with the vendor's logo clearly visible. All vendor personnel shall submit to a background check. In accordance with Louisiana R.S. 42.1267, all vendor personnel shall show proof of Cyber Security training to access any of our assets. If vendor has not previously completed the Cyber Security training, they must do so prior to the start of the project.

Upon completion of each work day, the vendor must remove all tools, equipment, rubbish, and debris from the premises. Also, leave the premises clean and neat. The vendor is responsible for disposal of all debris through the vendor's outlet. The vendor may not use the STPSB's garbage dumpsters or any other School Board garbage service to dispose of rubbish and debris.

All work must adhere to all applicable city, parish, state, and federal codes. These include, but are not limited, to building and fire codes.

#### **1.4 Insurance Requirements**

Insurance coverage specified below shall be furnished with the following minimum limits:

- A. Workers' Compensation
  - Applicable State Statutory Requirements
  - Employer's Liability \$1,000,000.00
- B. Comprehensive General Liability
  - \$1,000,000.00 combined single limit. Coverage to include premises, operations, contractor's protective liability, products and completed operation, contractual liability, and broad form CGL endorsement. If exposure warrants, underground, explosion, and collapse are to be included.
- C. Automobile Liability
  - Bodily Injury - Each Person \$1,000,000.00
  - Bodily Injury - Each Occurrence \$1,000,000.00
  - Property Damage - Each Occurrence \$1,000,000.00
  - Coverage shall be written to include all owned, non-owned and hired vehicles.

Additional Requirements:

Coverage listed in items A, B, and C shall provide for 30-day notice of cancellation, specifically name St. Tammany Parish School Board, its officers, and/or officials as additional insured, and provide waiver of subrogation in favor of the St. Tammany Parish School Board.

**Termination of Contract:**

If the successful vendor fails to comply with the proposal specification the St. Tammany Parish School Board will give thirty (30) days written notice to the successful contractor to render service in compliance with the proposal and contract. At the expiration of thirty (30) days, if the unsatisfactory conditions have not been corrected, The St. Tammany Parish School Board reserves the right to cancel the contract at no cost to the School Board and to secure services from another source.

## **1.5 St. Tammany Parish Public School System Profile**

The St. Tammany Parish Public School System current enrollment is approximately 37,000 students and 7,500 employees. The School System consists of 55 schools and 15 offices.

The STPSB network backbone consists of Cisco and Extreme equipment. The schools, offices and other remote locations are connected to the Information Technology Department building via fiber optic cabling. All locations have circuits that are connected via 10 Gigabit fiber to the IT Department.

STPSB has a central access control server housed at the Information Technology Department running DNA Fusion software. Exterior doors have been secured using Isonas Pure Access equipment. We use a combination of RC-04 mullion readers with an ACC-EDK Exterior Door Kit (single doors), and IP Bridges with an R1 Wiegand reader (for double doors). We only use Fail Secure locks. Fail secure locks mean when power is lost to the device, it remains locked (safe). We do not use Fail Safe Locks these locks will become unlocked if power is lost.

STPSB currently uses a combination of the following locks:

- Locknetics RS-210-LBM (LBM= latch bolt monitor)
- Electrified crash bars that require a power supply to be installed (brand and type vary per location)
- Schlage Mortis lock with built in Rex and DPS (Door Position Switch)
- Locknetics RS-300-LBM
- Allegion electrified cylindrical lock with built in Rex.
- Locknetics CS-750 or NC-450

## **1.6 Proposal Format**

In order to facilitate the analysis of responses to this request, vendors are required to prepare their proposals in accordance with the instructions outlined in this request. Each vendor is required to submit a proposal in a sealed, properly labeled package. Vendors whose proposals deviate from these instructions may be considered non-responsive and may be disqualified at the discretion of the STPSB.

Proposals should be prepared as simply as possible while providing straight forward responsive information. Expensive bindings, promotional material, etc., are neither necessary nor desired. Emphasis should be concentrated on accuracy, completeness, and clarity of content. All parts, pages, figures, and tables should be numbered and clearly labeled.

Provide your proposal utilizing the same format and order of major headings as defined within this scope.

**Section 1 Executive Summary:** Provide a brief narrative summarizing your company's ability to meet the requirements of this RFP. Please note, the executive summary should include contact information with a valid e-mail address and telephone number.

### **Section 2 - Company Profile**

Describe your company, including but not limited to, years in business, general markets serviced, and any distinction of your company relating to access control solutions. Also, include a listing of installations at entities similar to the STPSB by name and state, the number of customers, distinguished by type, if relevant, should also be included. Any material (including letters of support or endorsements from clients) indicative of the vendor's capabilities are also encouraged. Please include copies of business licenses and other credentials with relevance to this request.

### **Section 3 – References**

Include three (3) references of clients similar to St. Tammany Parish School System who are using the access control solution that you are proposing and the year it was

installed/implemented. School district(s) in Louisiana are of particular interest. Please provide the name, address, telephone number, contact name and contact title.

### **Section 4 - Product Information**

Provide any product information for the proposed solution. The proposed solution must be compatible with our existing Access Control solution already in place. The solution must include individual pricing for each piece of hardware, wiring, and conduit needed. Also include a price per door for hardware, wiring, and conduit. Some doors may have been wired through a construction project contractor, so please include hardware only cost as well. The page labeled "Access Control Doors" is the document given to construction contractors.

STPSB has new doors that need access control hardware installed as part of construction projects. It is preferred that each individual piece of hardware, software, wiring, and conduit needed is listed separately so as new door installs arise, we have pricing in place.

The solution must include support for the management software, DNA Fusion. DNA Fusion integrates with our Active Directory, provides reporting and dashboard capabilities for active and inactive badge tracking, provides immediate identification and alert of a threat (door held, door forced, etc.), allows for searching of alerts with a database, provides an audit trail change log for all changes made to the system.

STPSB currently uses proximity access control badges, customized for our district. The access control badges are printed using Magicard 600 ID Card Printers with an encoder installed. Maintenance and support to create the access or ID cards must be included. This would include, but not limited to, any issues that would arise during batch printing of student ID's, printer issues/malfunctions, and creating special access cards for specific circumstances.

The solution must include installation, support, and maintenance for the following access control hardware:

- RC-04-PRX-M
- RC-04-PRX-W
- R-1-MCT-M
- R-1-MCT-W
- IPB2-0-2 DOOR
- IPB2-0-3 DOOR
- ACC-DEK-3A
- EMS-100
- RS-210-LBM
- RS200-32D
- L9092EUL
- ND80PDEU RHO 626-13-247-10-025-KDC
- CS750-LBM-32D
- MS100-LBM-32D
- DC-HD-16
- CABLE-RC04-25
- Electrified crash bars that require a power supply to be installed (brand and type vary per location)

Wi-Fi battery operated locks may not be used on any doors. All doors must be inspected and approved by the Fire Marshall as part of the vendors process/response.

STPSB uses a Grandstream video phone with an Axis I8116-E Network Video Intercom at the entrance of the school that includes video and two-way voice communication and allows office personnel to control entry to a school's main entrance. Please include in breakdown of pricing for this hardware, software, wiring, and conduit.

STPSB has lock down features and the ability to selectively release a lockdown throughout a school campus.

#### **Section 5 - Proposals**

Submit the overall proposal for installing and maintaining the Access Control system. Vendors responding are required to be licensed to install and maintain the Access Control system and will be required to provide documentation of these licenses in the RFP response.

#### **Section 6 – Security/Monitoring**

Describe security features that are included with the proposal. Include the monitoring

capabilities, as well as plan for recovery from failure.

### **Section 7 – Technology**

Describe the “end of life” schedule for the products you are purposing. What are the optimal and minimal network requirements? What are the optimal and minimal server requirements? How are updates handled for the devices and software you are proposing? Describe the user management format.

### **Section 8 – On-going Support Services**

Describe any and all maintenance options available for this hardware, software, and all additional components available, including the existing installed hardware (approximately 4,500 doors). Describe any other features or value adds that your company can offer that would expand the capabilities of our existing system. Describe the warranty, support, training, and possibly maintenance schedule. Describe the services and support available after completion of the initial implementation. Include training of staff and telephone support (hour’s available, normal response time after initial call, support communication capabilities [telephone, email, Internet] and remote diagnostic capabilities). Describe any quality assurance programs you have in place and how product maintenance and enhancements are addressed. Describe the documentation you will supply and include samples. Does your company support an online user group for devices and software? Does your company offer a trade-in program for old equipment?

### **Section 9 – Implementation and Training**

Please describe your implementation methodology, client / vendor roles and responsibilities of the implementation and necessary client resources for a successful implementation. Describe your proposed training program to properly train our IT support staff. Include a proposed timeline. Each vendor must outline their specific plan to accomplish the proposed timeline.

### **Section 10 - Terms and Conditions**

Please provide us a copy of your standard agreement or contract, warranty information, and any exceptions to the request. All firms submitting proposals must submit the most competitive proposal possible. The RFP and response will be part of the contract.

### **Section 11 - Cost Quotation**

Please provide a complete cost summary for all hardware, software, support, installation, wiring, conduit, site analysis and training services being proposed. The costs should be listed in summary format but with sufficient detail. Also, it is desired that the price includes all costs associated with maintenance for three and five years and/or a per call cost for repairs. List separately cost quotations for two additional two-year renewals.

Cost must include complete solution. Please expand the table below to include individual menu pricing. Please provide us a copy of your standard agreement and guarantee information.

## **1.7 Guidelines**

When responding to this RFP, please follow all instructions carefully. Please submit proposal contents according to the outline specified and submit all hard copy and electronic documents according to the instructions.

By virtue of submitting a proposal, interested parties are acknowledging:

- This RFP is a request for hardware, software, cabling installation and three and five years of maintenance on the solution. Two additional two-year renewals may be supplied. STPSB seeks a single vendor that can provide all of the necessary resources to deliver a complete and successful solution.
- The vendor should supply a cost per door. This cost must be based on the type of install or repair.
- Maintenance cost should be included in price. Vendors can provide a per door cost based on actual repair needed or the vendor can provide a comprehensive cost for three and five years in the pricing chart.
- The vendor must supply the cost for hardware that may be added or deleted from the total solution.
- Submit pricing for the complete solution including three- and five-year maintenance contract for support and replacement. Two additional two-year increments can be supplied.
- STPSB does not claim to have included every possible necessary piece of equipment or software. The vendors are obligated to inform STPSB of, and include in the response, any components that may be not be requested but are necessary for a successful solution.
- STPSB reserves the right to reject any proposal. STPSB reserves the right to reconsider any proposal submitted at any phase of the procurement. STPSB also reserves the right to meet with select vendors at any time to gather additional information. Furthermore, STPSB reserves the right to delete or add functionality up until the final contract signing.
- All third-party hardware/software solutions proposed as part of this package are subject to the same guidelines of this RFP, unless otherwise stated. The primary hardware/software vendor will serve as the primary contact for all work related to this request.

All firms submitting proposals are encouraged to submit the most competitive proposal possible.

|                                 | Total Cost for<br>3 Years | Total Cost for<br>5 Years | 1 <sup>st</sup> 2 Year<br>Renewal After<br>Initial Term | 2 <sup>nd</sup> 2 Year<br>Renewal After<br>Initial Term |
|---------------------------------|---------------------------|---------------------------|---------------------------------------------------------|---------------------------------------------------------|
| Complete Cost                   |                           |                           |                                                         |                                                         |
| Renewal Cost after Initial Term |                           |                           |                                                         |                                                         |
| Software                        |                           |                           |                                                         |                                                         |
| Installation                    |                           |                           |                                                         |                                                         |
| Wiring                          |                           |                           |                                                         |                                                         |
| Conduit                         |                           |                           |                                                         |                                                         |
| Training Services               |                           |                           |                                                         |                                                         |
| RC-04-PRX-M or better           |                           |                           |                                                         |                                                         |
| RC-04-PRX-W or better           |                           |                           |                                                         |                                                         |
| R-1-MCT-M or better             |                           |                           |                                                         |                                                         |
| R-1-MCT-W or better             |                           |                           |                                                         |                                                         |
| IPB2-0-2 DOOR or better         |                           |                           |                                                         |                                                         |
| IPB2-0-3 DOOR or better         |                           |                           |                                                         |                                                         |
| ACC-DEK-3A or better            |                           |                           |                                                         |                                                         |
| EMS-100 or better               |                           |                           |                                                         |                                                         |
| RS-210-LBM or better            |                           |                           |                                                         |                                                         |
| RS200-32D or better             |                           |                           |                                                         |                                                         |

|                                                                                                        |  |  |  |  |
|--------------------------------------------------------------------------------------------------------|--|--|--|--|
| L9092EUL (Schlage Mortis lock with built in Rex and DPS) or better                                     |  |  |  |  |
| ND80PDEU RHO 626-13-247-10-025-KDC (Allegion electrified cylindrical lock with built in Rex) or better |  |  |  |  |
| CS750-LBM-32D (Locknetics CS-750) or better                                                            |  |  |  |  |
| MS100-LBM-32D or better                                                                                |  |  |  |  |
| DC-HD-16 or better                                                                                     |  |  |  |  |
| CABLE-RC04-25 or better                                                                                |  |  |  |  |
| RS-300-LBM (Locknetics RS-300) or better                                                               |  |  |  |  |
| NC-450(Locknetics NC450) or better                                                                     |  |  |  |  |
| Electrified crash bars that require a power supply to be installed (brand and type vary per location)  |  |  |  |  |
| Magocard 600 ID Card Printer or better                                                                 |  |  |  |  |
| Price per Door (please expand the table as necessary)                                                  |  |  |  |  |

***Please expand to add or remove items from table as needed***

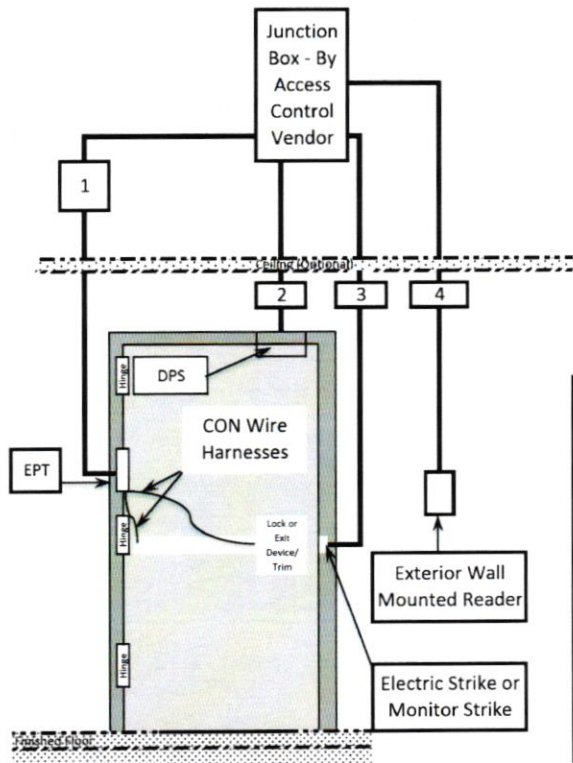
Do you offer pro-rated cost for components (including maintenance, support, etc.) added after install to run consecutive with initial term contract? If so, explain how pricing is determined.

### **1.8 Evaluation Criteria**

| EVALUATION CRITERIA                                     | POINTS |
|---------------------------------------------------------|--------|
| Technical (features and references)                     | 20     |
| Availability and Quality of Support Resources           | 15     |
| Training, Maintenance and Software Updates Availability | 15     |
| Product Proposed                                        | 20     |
| Cost                                                    | 30     |
| Total                                                   | 100    |

### **Access Control Doors**

All access control perimeter doors will include a CAT 6 UTP (or higher) cable from closest IDF to a junction box within 10' of the opening above a door. A ½" conduit in wall from single gang box at exterior wall location for reader controller running back to the junction box housing the CAT 6 UTP (or higher) cable. At an exterior opening for the electrified exit device an 18-6 wire will run from edge of the door through to an EPT (transfer hinge) to the junction box above the door. A DPS (door position switch) will run from a top of jamb in ½" conduit to power supply located next to the junction box above the door. At an interior opening for the electrified mortise lockset that includes request to exit and DPS (door position switch) an 18-6 wire will run from edge of the door through to an EPT (transfer hinge) to the junction box above the door. Double doors must include removable mullions.



- 1 Conduit run from EPT to junction box. Electrician to provide pull string.
- 2 Conduit run from DPS to junction box. Electrician to provide pull string.
- 3 Conduit run from Elec Strike/Monitor to junction box. Electrician to provide pull string.
- 4 Conduit run from Wall Mounted Reader to junction box. Electrician to provide pull string.

Door shown as LHR, may also be RHR, RH, LH, or pairs. Doors may require Electrified Lockset, Electrified Exit Devices, EPT's, DPS's and/or Electric Strike/Monitor Strike. Refer to Door Hardware Schedule in 08/100 to determine components required per opening. Adjust as Required. Door hardware installer is responsible for connecting all plug and play Molex connectors from door hardware to door side of EPT. Once all electrified hardware is installed the contractor will contact the door hardware supplier and a representative of the contractor, door hardware installer and door hardware supplier will conduct a door by door hardware test, certifying all electrified hardware in 100% functional.

## **VENDOR CHECKLIST**

This checklist is provided as a tool to aid in the completion of your paperwork and should not be utilized in place of thoroughly reading and following the instructions or specifications documentation. Many proposals must be rejected when respondents simply fail to comply with the required preparation and submission requirements

- \_\_\_\_\_ Have you performed a final review of your response to ensure you have included all required documentation?
- \_\_\_\_\_ Have you verified all amounts to ensure that they are complete and accurate?
- \_\_\_\_\_ Is your proposal clear, concise, thorough, and easy to follow?
- \_\_\_\_\_ Does your proposal follow the instructions on pages 2 – 3?
- \_\_\_\_\_ Does your proposal follow the guidelines and format requirements set forth on pages 3 – 8 of the RFP?
- \_\_\_\_\_ Is your envelope properly marked? See page 3 of the RFP for details.
- \_\_\_\_\_ Have you included an original copy, six (6) copies, and an electronic copy of the proposal or followed guidelines for online submission?
- \_\_\_\_\_ Have you included the enclosed Proposal Information Form (ATTACHMENT A) executed by a duly authorized company official?
- \_\_\_\_\_ Have you included a fully executed STPSB Contract Addendum (ATTACHMENT B)?
- \_\_\_\_\_ Have you included a fully executed and notarized Affidavit (ATTACHMENT C) with your proposal? Also, did you send your original form into the office?
- \_\_\_\_\_ Have you included fully executed Certification Regarding Lobbying (Attachment D), Debarment and Suspension Certification Form (Attachment E), and Non-Collusion Statement (Attachment F), by an authorized company official?

**PROPOSAL INFORMATION FORM**

DATE: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_  
Legal Name of Agency Submitting Proposal

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

CONTACT #: (\_\_\_\_\_)\_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_  
Company Official (Duly authorized to sign proposals/contracts)

\_\_\_\_\_  
Typed or Printed Name & Title of Company Official

**NOTE: THIS FORM MUST BE FILLED OUT AND SUBMITTED WITH YOUR PROPOSAL.**

## St. Tammany Parish Public School Board Contract Addendum

Louisiana recently enacted new requirements that govern the collection, disclosure and use of personally identifiable information of students. The new laws include increased contract requirements between schools or districts and anyone entrusted with such personally identifiable information. The items listed below are specific requirements necessary for any contract that governs the release of student information.

Sensitive information must be protected at a level that can ensure that only those who are authorized to view the information are allowed access (secure passwords, encryption, etc.) The vendor's network must maintain a high level of electronic protection to ensure the integrity of sensitive information and to prevent unauthorized access in these systems. Regular review of the protection methods used and system auditing are also critical to maintain protection of these systems. Vendor agrees to protect and maintain the security of data with protection security measures that include maintaining secure environments that are patched and up to date with all appropriate security updates as designated by a relevant authority.

In order to ensure that only appropriate individuals and entities have access to personally identifiable student data, organizations must implement various forms of authentication to establish the identity of the requester of the information with a level of certainty that is commensurate with the sensitivity of the data. Each organization must individually determine the appropriate level of assurance that would provide, in its specific environment, reasonable means of protecting the privacy of student data it maintains. No individual or entity should be allowed unauthenticated access to confidential personally identifiable student records or data at any time.

The individual, vendor or entity shall implement appropriate measures designed to ensure the confidentiality and security of personally identifiable information, protect against any anticipated access or disclosure of information, and prevent any other action that could result in substantial harm to St. Tammany Parish Public School Board or any individual identified with the data or information in vendor's custody.

Vendor agrees that any and all St. Tammany Parish Public School Board personally identifiable student data will be stored, processed, and maintained solely on designated servers and that no St. Tammany Parish Public School Board data at any time will be processed on or transferred to any portable or laptop computing device or any portable storage medium, unless that storage medium is in use as part of the vendor's designated backup and recovery processes. All servers, storage, backups, and network paths utilized in the delivery of the service shall be contained within the states, districts, and territories of the United States unless specifically agreed to in writing by a St. Tammany Parish Public School Board employee with signature authority.

Vendor agrees that any and all data exchanged shall be used expressly and solely for the purposes enumerated in the Original Agreement or Contract. Data shall not be distributed, repurposed or shared across other applications, environments, or business units of vendor. As required by Federal and State law, vendor further agrees that no data of any kind shall be revealed, transmitted, exchanged or otherwise passed to other vendors or interested parties.

## St. Tammany Parish Public School Board Contract Addendum

Vendor agrees that, as required by applicable state and federal law, auditors from state, federal, St. Tammany Parish Public School Board, or other agencies so designated by the School System, shall have the option to audit the outsourced service. Records pertaining to the service shall be made available to auditors and St. Tammany Parish Public School Board during normal working hours for this purpose.

Vendor agrees to comply with the Louisiana Database Breach Notification Law (Act 499) and all applicable laws that require the notification of individuals in the event of unauthorized release of personally identifiable information or other event requiring notification. In the event of a breach of any of the vendor's security obligations or other event requiring notification under applicable law, vendor agrees to notify St. Tammany Parish Public School Board immediately and assume responsibility for informing all such individuals in accordance with applicable law and to indemnify, hold harmless and defend St. Tammany Parish Public School Board and its employees from and against any claims, damages, or other harm related to Notification Event.

The vendor agrees that upon termination of this Agreement it shall return all data to St. Tammany Parish Public School Board in a useable electronic form, and erase, destroy, and render unreadable all St. Tammany Parish Public School Board data in its entirety in a manner that prevents its physical reconstruction through the use of commonly available file restoration utilities, and certify in writing that these actions have been completed within 30 days of the termination of this Agreement or within 7 days of the request of an agent of St. Tammany Parish Public School Board, whichever shall come first.

Vendor and St. Tammany Parish Public School Board acknowledge that unauthorized disclosure or use of the protected information may irreparably damage St. Tammany Parish Public School Board in such a way that adequate compensation could not be obtained from damages in an action at law. Accordingly, the actual or threatened unauthorized disclosure or use of any protected information shall give St. Tammany Parish Public School Board the right to seek injunctive relief restraining such unauthorized disclosure or use, in addition to any other remedy otherwise available (including reasonable attorney fees). Vendor hereby waives the posting of a bond with respect to any action for injunctive relief. Vendor further grants St. Tammany Parish Public School Board the right, but not the obligation, to enforce these provisions in vendor's name against any of vendor's employees, officers, board members, owners, representatives, agents, contractors, and subcontractors violating the above provisions.

Vendor must have established and implemented a clear data breach response plan outlining organizational policies and procedures for addressing a potential breach, which is an essential step in protecting the privacy of student data. Prompt response is essential for minimizing the risk of any further data loss and; therefore, plays an important role in mitigating any negative consequences of the breach, including potential harm to affected individuals. A data breach is any instance in which there is an unauthorized release or access of personally identifiable information or other information not suitable for public release. This definition applies regardless of whether an organization stores and manages the data directly or through a contractor, such as a cloud service provider.

## St. Tammany Parish Public School Board Contract Addendum

A vendor's audit strategy will require the following actions to protect and retain audit logs. The storing of audit logs and records on a server separate from the system that generates the audit trail. Access to audit logs must be restricted to prevent tampering or altering of audit data. Retention of audit trails must be based on a schedule determined collaboratively with operational, technical, risk management, and legal staff.

Vendor is permitted to disclose Confidential Information to its employees, authorized subcontractors, agents, consultants and auditors on a need to know basis only, provided that all such subcontractors, agents, consultants and auditors have written confidentiality obligations to vendor and St. Tammany Parish Public School Board.

The confidentiality obligations shall survive termination of any agreement with vendor for a period of fifteen (15) years or for so long as the information remains confidential, whichever is longer and will inure to the benefit of St. Tammany Parish Public School Board.

This contract addendum amends any prior agreement or contract between The St. Tammany Parish

Public School Board or individual school(s) and \_\_\_\_\_  
Company Name

and is effective as of \_\_\_\_\_  
Date



Authorized Representative Signature

Frank J. Jabbia

Authorized Representative Name (Please Print)

\_\_\_\_\_  
Authorized Representative Signature

\_\_\_\_\_  
Authorized Representative Name (Please Print)

\_\_\_\_\_  
Superintendent

Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
St. Tammany Parish School Board

Company

\_\_\_\_\_  
Company

\_\_\_\_\_  
November 23, 2020

Date

\_\_\_\_\_  
Date

STATE OF \_\_\_\_\_

PARISH/COUNTY OF \_\_\_\_\_

**AFFIDAVIT**

**BEFORE ME**, the undersigned authority, personally came and appeared:

\_\_\_\_\_ ,

Who, after being duly sworn, did state and affirm the following:

1. That he/she is employed by \_\_\_\_\_ (**Company Name**)  
in the position of \_\_\_\_\_ ;
2. That \_\_\_\_\_ (**Company Name**)  
has submitted a Response to Request for Proposal \_\_\_\_\_  
(**Number/Title of RFP**) from the St. Tammany Parish School Board; and
3. That any and all telecommunications and video surveillance equipment to be purchased in  
connection with the Response to Request for Proposal \_\_\_\_\_  
(**Number/Title of RFP**), if awarded to \_\_\_\_\_ (**Company**  
**Name**), is and/or will be from a manufacturer that is in compliance with Section 889(a) of  
the Fiscal Year 2019 National Defense Authorization Act.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company Name

SWORN TO AND SUBSCRIBED before me, Notary Public, this \_\_\_\_ day of \_\_\_\_\_ 2022.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

My commission expires: \_\_\_\_\_

**CERTIFICATION REGARDING LOBBYING****CERTIFICATION FOR CONTRACTS, GRANTS, AND COOPERATIVE AGREEMENTS**

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated-funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of congress, or an employee of a member of congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal-appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-contracts, sub-grants, and contracts under grants, loans and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

By \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature of Official Authorized to Sign Application)

By \_\_\_\_\_ Date: \_\_\_\_\_  
(Name and Title of Authorized Official)

The bidder, \_\_\_\_\_, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the bidder understands and agrees that the provisions of 31 U.S.C. Chap. 38 Administrative Remedies for False Claims and Statements, apply to this certification and disclosure if any.

DEBARMENT AND SUSPENSION CERTIFICATION FORM  
(REQUIRED)

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## Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

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This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 2 CFR Part 180. The regulations were published in the November 26, 2003, Federal Register (pages 66534-66566).

### (BEFORE COMPLETING CERTIFICATION, READ ATTACHED INSTRUCTIONS)

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
  
- (2) Where the prospective lower tier participant is unable to certify any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

---

Organization Name

PR/Award Number or Project Name

---

Name and Title of Authorized Representative

---

Signature

Date

#### INSTRUCTIONS TO BIDDERS FOR COMPLETING CERTIFICATION FORM

NOTE: Each responsive bidder must include this certification statement with its bid on each contract equaling or exceeding \$25,000 or any contract for audit services regardless of amount.

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms *covered transaction*, *debarred*, *suspended*, *ineligible*, *lower tier covered transaction*, *participant*, *person*, *primary covered transaction*, *principal*, *proposal*, and *voluntarily excluded*, as used in this clause, have the meanings set out in the Definitions and Coverage sections in accordance with the OMB guidelines of 2 CFR 180 that implement Executive Order 12549 and 12689. (Contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.)
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction" without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification that a prospective participant in a lower tier covered transaction has not been debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless the participant knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under Paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

**NON-COLLUSION STATEMENT**

The Antitrust Division of the United States Department of Justice seeks to prevent collusion, expose monopolies, and preserve competition in public purchasing. Collusion occurs when providers of the same goods or services get together and agree to fix or set prices. In procurement, it is the most commonly known as "price-fixing" or "bid-rigging."

Vendors, by submitting this signed bid, certify that the accompanying bid is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under Louisiana or United States law.

We certify that we have not, either directly or indirectly, entered into any agreement or participated in any unlawful act of collusion, no attempt has been made to induce any other person or vendor to submit or not to submit a bid; that this bid has been independently arrived at without collusion with any other bidder, competitor or potential competitor; that this bid has not been knowingly disclosed prior to the opening of bids to any other bidder or competitor; that the above stated statement is accurate under penalty of perjury.

Name of Firm \_\_\_\_\_

Complete Address of Firm \_\_\_\_\_

Telephone Number \_\_\_\_\_

Signature of Authorized Representative \_\_\_\_\_

Typed Name of Authorized  
Representative \_\_\_\_\_

Title of Authorized Representative \_\_\_\_\_

Date \_\_\_\_\_

**FIREARM ANTI-DISCRIMINATORY ACT 581 (SB 234)  
DISCLOSURE**

Per LA Act 581 (SB 234), which prohibits a public entity, including school boards, from entering into a contract with a company for the purchase of goods or services unless the aforementioned company confirms that:

1. The company does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association based solely on the entity's or association's status as a firearm entity or firearm trade association.
2. The company will not discriminate against a firearm entity or firearm trade association during the term of the contract based solely on the entity's or association's status as a firearm entity or firearm trade association.

If the above terms meet with your understanding and agreement, please sign below and return to the St Tammany Parish School Board.

\_\_\_\_\_  
Signature of Official Duly Authorized to Sign Contracts and Agreements

\_\_\_\_\_  
Date

**General Network Performance Specs****Revised 10/23/2024**

This document is used by the St. Tammany Parish School Board as a general network specification guide. Network equipment is always housed in a secure, climate controlled environment such as a closet or cabinet in an air-conditioned room. The main distribution frames (MDF) are typically stored in a network rack in the school's office area. The intermediate distribution frames (IDF) are usually stored in a room with a cabinet in each wing at the school. The two types of cable media used are CAT 6 UTP (or higher) and fiber optics. This is a comprehensive document and any changes or questions should be directed to Louis Boullion, Senior Supervisor Information Technology. This document is intended to provide information on our current data, wireless and camera configurations.

**TYPICAL SCHOOL LAYOUT**

Every school has a data, wireless, camera, voice, access control, and HVAC network. The MDF closet should be a minimum of 8' x 10' in size. There also must be a minimum of one IDF per (10) classrooms or offices at each school. These IDFs should be purposefully located to economize cable length / runs between IDF and classrooms. During new construction or renovations supplementary CAT6 UTP (or higher) lines must be run for added cameras, wireless access points, and access control.

**Offices and Classrooms**

Each office or classroom should have a female CAT 6 UTP (or higher) standard eight point eight contact (8P8C) quad outlet on each wall and one in the ceiling for the wireless access points. In the case where an 8P8C outlet cannot be placed on a wall due to an obstruction, it should be placed on the adjacent wall no more than 5 feet away. There should always be at least one AC quad outlet within 3 feet of any 8P8C quad outlet. One AC duplex outlet and one CAT 6 UTP (or higher) is necessary in the center of the wall designated for the whiteboard for a mounted classroom projector or interactive panel.

Vendors should keep in mind that various types of electronic equipment are used in classrooms and throughout the schools. A 2-inch conduit will be required in each classroom where a whiteboard/interactive panel installation will occur. This conduit will be stubbed in the ceiling above the center of the area designated for the whiteboard/interactive panel installation, terminating at a double gang box on the wall at the designated teacher's station to facilitate the necessary connections.

## **MDF - MAIN DISTRIBUTION FRAME**

Typically the MDF closet is located in the office area of the school and is shared with telephone equipment. Access to this room/closet must be from the interior of the building. IDF room locations must be wired to the MDF using CAT6A UTP if less than 300' or single mode fiber optic cable if greater than 300'. Each one of the IDF's are wired back to the MDF closet as it houses the switches, servers, and other equipment. Air conditioning is required in the MDF closet. A temperature of 69.8 degrees is recommended and that the A/C unit is separate from the building's A/C system (Novar, Automated Controls). No power transformers, water pipes, sinks or sprinkler systems can be housed in any MDF location. There should also be at least one 30amp 125V twist lock receptacle, two dedicated quad receptacles, and the AC outlet must be non-switched. A backboard with a #6 ground wire installed and available is required at all MDF locations. Backboards should be  $\frac{3}{4}$ ", void free plywood that is fire rated, and attached to framing studs, with a minimum available space of 4' x 8'.

St. Tammany currently uses Dell 4210 full size 42U rolling cabinet/rack enclosures that can hold up to 2000 pounds of industry standard 19" wide rack mountable servers and peripherals. The cabinet/rack is accessible from all sides with removable sides and outward opening doors front and back. Cabinet includes vertical cable management. The cabinet measures Height 79", Width 24", Depth 40", and weighs 307 pounds. (The Dell 4210 has been replaced by the Dell Netshelter SX 42U Rack.)

The door to the wiring closet should be 3' wide, when opened the door should swing out. The door must be able to be locked from the outside, and be able to be opened from the inside.

## **IDF - INTERMEDIATE DISTRIBUTION FRAME**

Presently St. Tammany uses Chatsworth model 15320724 wall mounted racks, that can hold 350 pounds of industry standard 19" wide, 24" deep, rack mountable switches and peripherals, not to be mounted more than 8' from the floor. IDF locations require a backboard that should be  $\frac{3}{4}$ ", void free plywood and fire rated with a minimum size of 4' x 4' free for network equipment and mounted to the framing studs. IDF room locations must be wired to the MDF using CAT6A UTP if less than 300' or single mode fiber optic cable if greater than 300'. The IDF's should be mounted purposely to economize the use of cable. Air conditioning is required be present in the IDF closet. A temperature of 69.8 degrees is recommended and that the A/C unit is separate from the building's A/C system (Novar, Automated Controls). Also, no water pipes, sinks or sprinkler system can be housed at any IDF location. There should be two dedicated quad receptacles, and the AC outlet must be non-switched.

## **CABLE MEDIA**

### **GENERAL**

- Minimum cable guarantee will be five years for parts and labor.
- All state and local codes and guidelines must be followed depending on the

particular type of installation.

- All specifications must be met to ensure that the guarantee provided by the cable or connector manufacture is insured.
- Understand that this is a comprehensive list of specifications.
- All fiber installations must have at least a three year warranty and meet manufacturer's requirements for that warranty.

## **TESTING**

- All testing of communications wiring shall be done during the time of installation. Electronic copies of test results must be provided upon substantial completion of the job.
- Category 6 and 6a UTP cable, both horizontal and backbone shall be tested in accordance with TSB 67. A basic link test shall be run, which includes all level two testing.
- Single mode fiber optic cable link segments shall be tested in one direction at 1310 nanometers and optionally at 1550 nanometer.

## **COPPER**

All copper cable must be 4 pair UTP rated as Category 6 or better, both ends must be terminated using the TIA/EIA-568-B.1-2000 cabling standard. In general, our data cables have a color code of green for cameras, yellow for wireless access points, orange or white for voice, black for access control, and blue or gray for network data cables for IDF to IDF or IDF to MDF connections. Copper must be terminated at a MDF/IDF backboard with a CAT6 or better rated patch panel using the TIA/EIA-568-B.1-2000 straight through cabling standard to a female CAT6 rated connector enclosed in the appropriate faceplate. A 1-meter patch cable must be supplied for each wired patch panel port. The use of plenum cable should be determined by building codes.

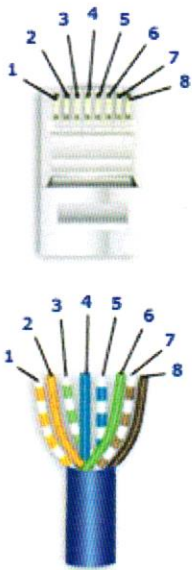
As to ensure the safety of our children, all cables that are exposed must be enclosed in conduit or installed within a wall. Where conduit is exposed on walls and terminated to an outlet, the conduit and outlet must be securely attached to one another.

CAT6 lines enclosed in ceilings do not need conduit but must be run in cable trays or J-Hooks through the buildings structure. Conduit must be used to make the transition from attic/ceiling to MDF/IDF backboard. All POE cables, (Wireless, Camera, and Access Control) must be run and supported in a separate cable tray or J-Hook.

Category 6 specifications do not allow data cables to be run parallel to power cables, nor enclosed in or strapped to the same metal conduit.

All cable runs must be labeled on both ends and copper cables must not exceed 300'.

## 568-B Wiring



| Pair #        | Wire         | Pin # |
|---------------|--------------|-------|
| 1-White/Blue  | White/Blue   | 5     |
|               | Blue/White   | 4     |
| 2-Wht./Orange | White/Orange | 1     |
|               | Orange White | 2     |
| 3-White/Green | White/Green  | 3     |
|               | Green/White  | 6     |
| 4-White/Brown | White/Brown  | 7     |
|               | Brown/White  | 8     |

< 568-B Diagram

568-B. These should be straight through cables from patch panel to wall outlet.

### Notes Regarding Making Category 6 UTP (or higher) Patch Cable

- 1) The RJ-45 plugs are normally made for either solid conductors or stranded conductors. It is very important to be sure that the plug that you use matches the conductor type. It is extremely difficult to tell the difference between the two by looking at them. When you buy these plugs, be sure to categorize, and store them carefully. Using the wrong type can cause intermittent problems.
- 2) Ordinarily, it would be taboo to untwist the pairs of any category 6a cable. The one exception to this rule is when crimping on RJ-45 plugs. It would be impossible to insert the wires into the channels without first untwisting and straightening them. Be sure not to extend the un-twisting, past the skin point. If you do it properly, you will wind up with no more than 1/2" of untwisted conductors (up to 1/2" of untwist meets the cat 6a specification).

## FIBER

All fiber will need to make the transition from indoors to outdoors without patches or splices and a minimum of 3 pair per cable run. All fiber must meet OS1 specifications for single mode. Currently we only use single mode 9/125 duplex single mode OS1 specifications, colored yellow terminated with LC connectors in a light interface unit (LIU). OS1 is a standard single-mode optical fiber used with wavelengths 1310 nm and 1550 nm (size 9/125  $\mu\text{m}$ ) with a maximum attenuation of 1 dB/km (OS1). OS1 is defined in ISO/IEC 11801.

- All fibers must be terminated on a MDF/IDF backboard with a wall or rack mounted enclosure, LIU-Light Interface Unit, terminating fiber with LC connectors.
- Fiber must be enclosed in inter-duct within ceilings, enclosed in EMT conduit outside or under walkways and must include a pull cord available after fiber installation.
- Inside horizontal cable runs in attics must be supported on J-hooks every 4' and incased in orange plastic inter-duct.
- One three-meter patch cord must be supplied for each fiber pair using the current connector configuration. All fiber patch cords must be supplied by the project vendor.
- All cables must have corresponding labels on both ends.

## Aerial Attachments

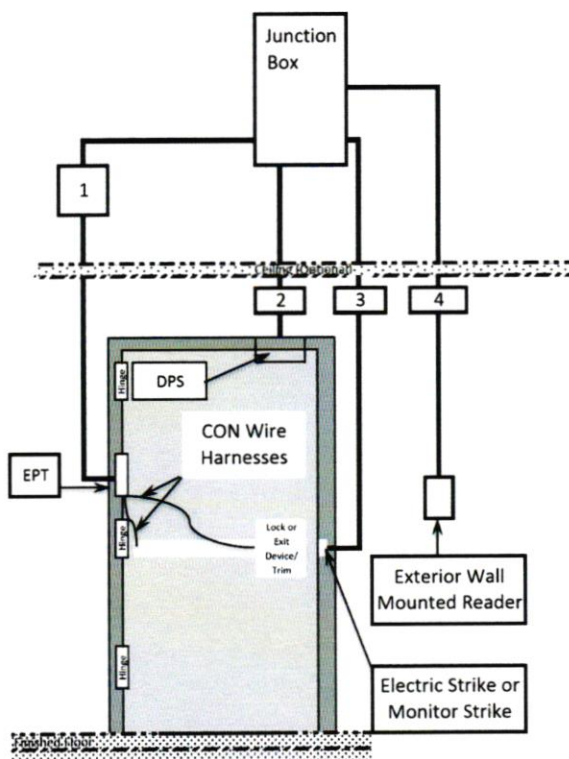
Aerial attachments require a 5/8" eyebolt and guide wire that can support a "slack span tension" of 300 lbs. The eyebolt must be within 24 inches of the required 3" weather head usually placed above the required weather head. All conduits should be 2" EMT using sweeping 90's or 18"x18"x6" J boxes in the turns. Pull cords are required in all weather heads and conduits.

## Conduit and underground Boring

Borings should be filled with at least 2" roll pipe terminated on both ends with an 18"x18"x18" or larger handhold. Pull cords and tracer wire are required to be left in all underground conduits. Vertical transitions should use sweeping 90s. Entrances into exterior walls should have a weather proof 18"x18"x6" J box. 90 degree elbows may not be used anywhere. Every 150' of inside conduit requires a pull box, this box should be 18"x18"x6" and the entry and exit points must be directly oppose from each other. Pull cords are required to be left in all conduits.

## Access Control Doors

All access control perimeter doors will include a black CAT 6 UTP (or higher) cable from closest IDF to a junction box within 10' of the opening above a door. A 1/2" conduit in wall from single gang box at exterior wall location for reader controller running back to the junction box housing the CAT 6 UTP (or higher) cable (black). Removable mullions are preferred for double doors, however, if a double door is identified as a delivery point, a mullion may be removed by the added installation of a 120V power supply above the door next to the junction box.



- |   |                                                                                             |
|---|---------------------------------------------------------------------------------------------|
| 1 | Conduit run from EPT to junction box. <b>Vendor</b> to provide pull string.                 |
| 2 | Conduit run from DPS to junction box. <b>Vendor</b> to provide pull string.                 |
| 3 | Conduit run from Elec Strike/Monitor to junction box. <b>Vendor</b> to provide pull string. |
| 4 | Conduit run from Wall Mounted Reader to junction box. <b>Vendor</b> to provide pull string. |